A common understanding between Donors and Food Distribution Organizations (FDO) is important for a successful food recovery program. This “handshake” understanding will help guide those involved in the handling, transportation, and distribution of donated products.

*[Edit this document as needed so that the written agreement reflects what has verbally been agreed to.]*

|  |  |
| --- | --- |
| **Business Donor’s Name:** |  |
| Address: |  | BC | Postal Code: |  |
| Website: |  | Phone: |  |
| Contact Name: |  | Contact Email: |  |

|  |  |
| --- | --- |
| **Food Distribution Organization (FDO):** |  |
| Address: |  | BC | Postal Code: |  |
| Society / Charity Number:  |  |  |
| Website: |  | Phone: |  |
| Contact Name: |  | Contact Email: |  |

1. FDOs will provide to the Donor a brief description of their food programming, the population they serve, and their Registered Society number and/or Charity number. The Donor may request to visit the organization. The donated product will be used to support programming for families and individuals with low or no income. Agreed upon uses for the donated foods are:

|  |  |
| --- | --- |
| * Community Kitchens
 | * Cooking classes & demonstrations
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| * Grocery distribution programs
 | * Meal programs
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| * Donated food to be sold by the FDO as an activity of their enterprising non-profit. They may be sold “As Is” or used in low cost meals or prepared foods.
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1. The FDO will discuss any potential changes to the above list of programs with the Donor.
2. The Donor agrees that a minimum of                  kgs of donated food is needed before the FDO will pick up.
3. The Donor will do their best to ensure inedible food is not sent to the FDO. The FDO expects that a minimum of              % will be useable product.
4. The FDO will pick up the donated product on the agreed upon day, time, and place:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| From | To | From | To | From | To | From | To | From | To | From | To | From | To |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. Any changes to the minimum amount, the pick-up time, or the frequency of pick-ups, need to be submitted to the Donor contact at least one week before the next agreed upon pick-up time.
2. The FDO driver and/or helper will load the donated product into the vehicle. Staff need not offer assistance.