



**SHEPHERDS
OF GOOD HOPE
FOUNDATION**

**LA FONDATION
DES BERGERS
DE L'ESPOIR**

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Community/School Food Drive Guidelines

Thank you so much for offering to run a food drive for Shepherds of Good Hope. The items donated through such food drives allow us to serve more than 350,000 meals each year.

The health and safety of our community is of great importance to us and so we've put together the following guidelines to help you have a successful food drive in a way that best meets the needs of our community.

Guidelines:

- Food must be packed in boxes/packages no larger than 2'x2' or approx. 30 lbs.
- Approximately 5 staff/students are required to assist in loading the food drive items in the truck
- We can only accept non-perishable goods through a food drive, perishable food donations can be organized with our Support Services Team (contact info below)
- All donated items must be in sealed and unopened packaging
- Expired or damaged cans can't be accepted
- Please ensure gift cards/cheques are given directly to the driver

Please organize the pick-up of your food drive items with our Support Services Team approximately one week in advance. The Support Services Team will be happy to answer any questions and give more detailed information about or most needed items at the time of your food drive. They can be contacted by calling 613-789-8210 x 240.

Again, thank you so much for thinking of Shepherds of Good Hope and having such an impact on the lives of the homeless and vulnerable in Ottawa. Please contact us with any questions you might have. We wish you great success in your endeavour!

Homes for all. Community for all. Hope for All.