



TENANT-LANDLORD SPRING HOPE FOOD DRIVE

Food Drive Guidelines- Please Read

Thank you for participating in the 2016 Tenant-Landlord Food Drive. Please read the Ottawa Food Bank food drive guidelines below. This will help us work together to achieve the best possible result and help your donation go even further.

Boxes and Food Drive Materials

- **Do not leave food boxes unattended in a lobby / public area. This food drive is designed to take place on Tuesday, April 12th.**
- **Do not write on any Ottawa Food Bank food drive boxes.** Boxes are costly and we re-use them when possible.
- Please ensure your unused boxes are in safe and secure location. **Food Drive boxes are the property of the Ottawa Food Bank.**
- Please return any unused Ottawa Food Bank food drive boxes with your donations.
- Make your donation go further by using your own boxes. Bulk paper boxes/banker boxes work great! You do not need to use the Ottawa Food Bank boxes but, if you do not have access to your own, we will certainly provide them for you.
- Six of each poster will be provided. If you require more you can print them from the events calendar on our website.
- Please review documents provided to assist with your food drive.

Pick Ups & Food Donations

- Donation will be picked up by volunteers from Rogers Communications between April 13 - 15.

Volunteering

- You may sign off on high school volunteer hours. Please see volunteer information sheet provided.

Come out and see how your donation gets out to the community!

Be sure to keep an eye out for an email inviting you to the media wrap up event after the food drive. This is a great opportunity to see the donations from your building at work.

Contact Us

If you have any questions or concerns, please contact Rachel Lessard at rachel@ottawafoodbank.ca or 613-745-7001 x121

Thank you for working alongside us in the fight against community hunger!