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# Emergency Foodshelf Network Food and Cash Drive Request Application

We require at least three days for processing your request to deliver collection containers. Mail completed form to Ted Evans, or email at [tevens@emergencyfoodshelf.org](mailto:tevens@emergencyfoodshelf.org) as an attachment. If you have any questions, call 763-450-3869. You can also download additional food drive posters, fact sheets, and other additional information at [www.emergencyfoodshelf.org](http://www.emergencyfoodshelf.org). You must have Acrobat 9 or above to fill out the form.

**Sponsoring Organization:** \_\_\_\_\_

**Food Drive Organizer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** (\_\_\_\_\_) \_\_\_\_\_ **Email address:** \_\_\_\_\_

**Alternate Contact:** \_\_\_\_\_ **Phone:** (\_\_\_\_\_) \_\_\_\_\_

## Food and Cash Drive Information

**DATES OF DRIVE: Beginning** \_\_\_\_/\_\_\_\_/\_\_\_\_ **& Ending** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Drive Details:** (Cash, Food, Hygiene, Multicultural, etc.) \_\_\_\_\_

**Container DELIVERY (Monday, Thursday, Friday Only):** Date \_\_\_\_/\_\_\_\_/\_\_\_\_  A.M.  P.M.  **Either**

**Container PICK-UP (Monday, Thursday, Friday Only):** Date \_\_\_\_/\_\_\_\_/\_\_\_\_  A.M.  P.M.  **Either**  
(Deliveries 10 a.m. - 4 p.m. – Exact delivery times cannot be promised)

**Deliver Containers to** (if different from address above): \_\_\_\_\_

**On-site Contact Person & Phone #:** \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

**# of Collection Barrels Needed** (a barrel is 3 ft. x 2 ft. & holds approx. 150 lbs. – 10 to 15 bags): \* \_\_\_\_\_  
*\*Minimum of 2 barrels = 300 lbs. of food collected for delivery & pick-up*

**# of Pallet-Sized Totes Needed** (a tote will hold roughly 50 grocery bags): \_\_\_\_\_

**Delivery Instructions and Other Information:** (Clearance of loading dock, security guard to contact, delivery considerations, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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(Office Use Only)

**Food Drive Packet:** Yes / No

**Company Match Available?** Yes / No

**Speaker Needed?** Yes / No \_\_\_\_\_

**Donation Box Needed?** Yes / No

**Will be sending pictures?** Yes / No

**Date Scheduled with Transportation:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Copies to:** \_\_\_\_\_ Transportation \_\_\_\_\_ Driver \_\_\_\_\_ Development \_\_\_\_\_ Administration

**Pounds:** \_\_\_\_\_ **Dollars:** \$ \_\_\_\_\_ **Date of Thank You** \_\_\_\_\_