



# Group Food Sort - Request Form

1450 Lodestar Road, Unit 18  
 Toronto, ON M3J 3C1  
 t 416.408.2594 f 416.408.2598  
 secondharvest.ca

Charitable Registration Number 13386 5477 RR0001

Second Harvest accepts Group Food Sort requests up to three months in advance. To participate in a Food Sort, corporations must be Charitable Partners of Second Harvest (school and community groups exempted). Please return this completed form to Marjorie Richards, Volunteer Program Coordinator at fax 416-408-2598 or [marjorier@secondharvest.ca](mailto:marjorier@secondharvest.ca).

<b>Today's Date:</b> (DD/MM/YYYY)			
<b>Organization Name:</b>			
<b>Department Name:</b> (if applicable)			
<b>Mailing Address:</b>			
<b>Contact Person:</b>			<b>Title:</b>
<b>Contact Telephone Number:</b>	Main: ( ) -	Cell: ( ) -	
<b>Contact Email:</b>			
<b>Requested Visit Date:</b> (indicate all possible choices)	1 <sup>st</sup> :	2 <sup>nd</sup> :	3 <sup>rd</sup> :
<b>Special Request:</b>			
<b>Shift Time:</b> <input type="checkbox"/> AM (9:30am-11:30am) <input type="checkbox"/> PM (1:30pm-3:30pm) <input type="checkbox"/> Any			
<b>Is your organization flexible on the date?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>How many people are in your group?</b>	#	<b>Age Range:</b>	
<b>If more than 10, can group split into smaller groups?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>Are you open to participating in other group opportunities?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Toronto Taste <input type="checkbox"/> Turkey Drive <input type="checkbox"/> Food Drives	<input type="checkbox"/> Hero Day <input type="checkbox"/> Community Food Rescues <input type="checkbox"/> All of the above	
<b>Is this your first time volunteering with Second Harvest?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>Are you an existing Charitable Partner of Second Harvest?</b> Charitable Partner status: donated a minimum of \$500.00 in cash or \$1000.00 products/services in the past twelve months.		<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>Does your company have a matching donation program?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>Second Harvest has permission to photograph our group which may be used to promote the work of Second Harvest on their website and/or through social media.</b>		<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>Any food allergies we should be aware of?</b>			
<b>Additional Comments:</b>			

**Important Notes:** Donations must be received prior to the food sort on can be made in person on the day of using the Group Donations Form. Second Harvest relies on daily food donations therefore; food sorts may be subject to postponement due to low inventory.

Thank you for your interest in group volunteering with Second Harvest! You will be contacted **within 5 business days** to discuss your request.



# Group Donation Form

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You donate 1 dollar, we turn it into 2 nutritious meals. It costs Second Harvest one dollar to rescue and deliver enough fresh food to provide two healthy meals to those experiencing hunger in our city. Your generous donation makes a huge impact. Please return this form to the address by mail, email or fax.

## DONOR INFORMATION

Personal       Corporate Donation

Organization: \_\_\_\_\_

Donor's Full Name: Mr. /Mrs. /Ms. \_\_\_\_\_

Address: \_\_\_\_\_ Suite: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_ Work: (    ) \_\_\_\_\_

E-mail: \_\_\_\_\_

## DONATION DETAILS

Amount: \$ \_\_\_\_\_

Payment Method:     Cash       Cheque (payable to Second Harvest)  
                                  Visa       MasterCard       American Express

Cardholder's Name: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Does your company have a Matching Program?     Yes       No

There are several ways for you to make a financial gift.  
All gifts \$20.00 and over will receive an automatic tax receipt.

### By phone

- Call 416.408.2594 (Office hours Monday-Friday 9:00am-5:00pm)

### By mail (please do not mail cash)

- Please make your cheque payable to Second Harvest and mail it to:  
**Second Harvest, 1450 Lodestar Road, Unit 18 Toronto, ON M3J 3C1**

### Online

- Use our secure online donation form at [secondharvest.ca](http://secondharvest.ca)

### In person

- Please visit our Second Harvest Office located in north Toronto (best suited for cash donations)

Donor Signature: _____	Date: (DD/MM/YYYY) _____	<b>Tax Receipt Required</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
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SECOND HARVEST RESPECTS YOUR PRIVACY. We protect your personal information and adhere to all privacy legislations. We do not sell, rent or share our mailing lists. The information you provided will be used to process payments, issue charitable tax receipts, keep you informed about Second Harvest's activities, funding needs, special events and volunteer opportunities; occasionally it will be used for data analysis purposes to help us with strategic planning. If you wish, at any time, to be removed from our mailing list, please contact us at 416.408.2594 or [email@secondharvest.ca](mailto:email@secondharvest.ca).

OFFICE USE    FR100 ID: \_\_\_\_\_    Account Code: \_\_\_\_\_    Date Processed: \_\_\_\_\_



## Corporate Team Building Cancellation Policy

Volunteers are the backbone of Second Harvest. We rely on over 1,000 volunteers each year to help us fulfill our mission. Group cancellations can drastically affect the success of Second Harvest and its mission to help those experiencing hunger in our city.

Please note our cancellation policy has changed. Effective October 31st, 2014 we require one week notice if:

- (a) you are unable to come to your volunteer shift as reserved, or
- (b) the number of employees participating is going to be reduced by more than ten percent.

Insufficient notice will result in a forfeiture of the advance shift booking privilege. Repeated short-notice cancellations may result in suspension of volunteer privileges.

### **Special Events**

Full volunteer attendance at events is critical. Commitments that are cancelled affect the experience of remaining volunteers and our overall success and reputation. Shifts will only be reserved if the group can guarantee the number of volunteers.

### **Food Sorts**

Volunteer groups are crucial to food rescue and redistribution. Because we need to redistribute rescued food within a timely manner, sudden cancellations may result in unnecessary spoilage. We do our best to accommodate group food sorts but in the case that we have a shortage in food donations, we may have to re-schedule your volunteer day to a later date.

Thank you in advance for your understanding and cooperation.