



### **Gleaners Community Food Bank Food Drive Pick-up Policy**

Due to the significant cost incurred by the food bank to pick-up food from a food drive we ask that a scheduled pick-up be at least 3 full Gleaners Food Drive Boxes or 7 copy paper size boxes full for an average of about 250-300 pound of food. On average it costs about \$100 for Gleaners to deliver food drive materials, assist with management of the food drive, and pick the food up.

If your food drive has collected less than 250 pounds your options are:

1. Deliver the food to one of our five distribution centers
2. Work with one of our partner agencies
3. Wait for an available pick-up done by a volunteer

1. We ask that you deliver food to one of our 5 distribution centers during the business hours. Please see the addresses and office hours of each location below. Upon arrival, you will fill out a form so that we can gather the important information needed and send you or your organization a thank you for your records.

2. If you are unable to get the food to one of our distribution centers, we have partner agencies that Gleaners provides food that would be willing to accept your food drive donation that are likely to be closer to your work, school or home that would be happy to accept the donation and will inform Gleaners of your donation. There might also be an agency that is within 5-10 miles of your location that would be willing to pick-up the food.

3. If option #1 or #2 are not feasible, Gleaners has a small core of volunteer drivers that can pick-up food donations of this size on Tuesday and Fridays in the mornings (excluding holidays observed by Gleaners). There is a limit to 3 pick-ups on each of these days and if the weather is bad enough to close a significant number of schools, we will likely reschedule the pick-up. We may also have to reschedule the pick-up if the volunteer(s) do not show up due to illness or personal issues.