

Food Drive Transportation Request

Second Harvest Food Bank of Greater New Orleans and Acadiana

Thank you for hosting a food drive to benefit Second Harvest Food Bank of Greater New Orleans and Acadiana. The following form will provide us with the information required to process and arrange transportation for the food you collected. Please give us advance notice of **at least 2 -3 days** to pick-up food donations.* Please **do not** overfill boxes, 40 lbs. is the limit.

Keep in mind, if you cannot lift a box or container, neither can our volunteers.

**During the holiday season, a one week notice is necessary due to increased demand.*

Complete this form and fax to: 504.733.8336, Attn: Tracey Oswalt or scan and email to: fooddrives@secondharvest.org.

WE COLLECTED MORE THAN 25 BOXES AND NEED PICK-UP ASSISTANCE:

Contact Person: _____

Organization: _____ Position: _____

Phone Number: _____ Email: _____

Street Address: _____

Building/Room/Floor/Entrance: _____

City: _____ State: _____ Zip: _____

Alternate Contact Person: _____

Phone Number: _____ Email: _____

Preferred Date: _____ Day of the week: _____

Preferred Time: _____ between the hours of: _____

Donations must be at back dock for pick-up from high-rise buildings

If the amount of food your drive collected is less than 25 boxes or 750 lbs., please make every attempt to deliver the food to Second Harvest yourself. This allows the Food Bank to save on fuels costs and valuable volunteer resources.

Office Use Only

Food Drive Registration # _____ Donation/Collection Date: _____
Weight: _____ lbs. / \$ _____



Second Harvest Food Bank
Greater New Orleans and Acadiana

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