

EVENT & FOOD DRIVE PROPOSAL



Thank you for supporting Foodlink

Please fill out the following form and return it to the Events Coordinator at events@foodlinkny.org, or mail a hard copy of the form 2 weeks prior to the start of the event/food drive to 2011 Mt. Read Blvd., Rochester, NY 14615, attn: Events Coordinator.

Upon receipt of the proposal, we will confirm by sending a copy of this form back to you with your Donor Code (see next page).

Please label all boxes and containers of food donations with your Donor Code. This is crucial to Foodlink's inventory, processing and donation tracking and will allow us to accurately recognize your generosity.

Foodlink can provide pick-up if necessary for any food drive exceeding 750 lbs. of food, and pick-up must be requested one week in advance.

As a general rule, events hosted on behalf of Foodlink should:

- Adhere to Foodlink branding identity and standards.
- Have a positive impact on Foodlink's reputation and fit with Foodlink's mission and values.
- Generate sufficient revenue to justify the commitment of requested Foodlink resources.

Both parties agree to represent the other party in a respectful and responsible manner and present marketing and advertising to the other party for review prior to printing and distribution.

Both parties understand the proportion of revenue benefiting Foodlink and agree to disclose this amount publicly in an accurate manner as agreed upon by each party.

Thank you again for joining the fight against hunger!

Food drive/event agreement

Participating organization	Foodlink representative
Date	Date

Please email a copy of the signed form to:

Events Coordinator
events@foodlinkny.org

Or mail to:

Events Coordinator
Foodlink
2011 Mt. Read Blvd.
Rochester, NY 14615

Contact information

Event type

- Food drive** — Food donations only
- Virtual food drive** — Foodlink sets up custom fundraising page
- Event** — Monetary donations only
- Both** — Food and monetary donations

Date(s) and time(s) of the food drive/event

Note: Pick-up by Foodlink can only be arranged for food donations exceeding 750 lbs. Food drive pick-up must be requested one week in advance. Questions? Contact the Events Coordinator at events@foodlinkny.org or 585.413.4078.

Description of event (please be as specific as possible)

Donation code must be displayed on all donated food receptacles when dropped off.

Please call to schedule your drop off time

Estimated pounds of food to be donated

Please note that pick-up by Foodlink can only be arranged for food donations exceeding 750 lbs. and must be requested one week in advance.

Funds raised and donated to Foodlink

Expenses to the host organization

Anticipated gross revenue

Expenses to Foodlink

Anticipated net proceeds to Foodlink

What role, if any, do you expect Foodlink to play in this event?

Resources requested from Foodlink (please check all that apply):

- Use of Foodlink logo*
- Informational materials
- Media outreach
- Staff representative day of event
- Custom fundraising page

Other (please specify)

Due to the large number of requests annually, Foodlink reserves the right to review each proposal in order to determine the amount of resources that can be provided.

**Foodlink must approve any use of its name or logo in signage or advertising prior to its use.*

Publicity

What is your publicity/advertising plan for this event?

How will Foodlink be represented in advertising?*

**Foodlink must approve any use of its name or logo in signage or advertising prior to its use.*