

Food Bank Pick-up Log

The purpose of this log is to track who is picking up donations and how often. Missed pick-ups lead to wasted food. This log will help us understand where we may need additional food bank support or partners.

Display instructions

1. Draft General Pick-Up Instructions for Donations
2. Laminate and use dry-erase marker to update if necessary.
3. Food Bank Pick-up Log
4. Print several copies, double-sided if possible. Use clipboard to hang, attach pen via string.
5. Notes
6. Print several copies, place under logs on clipboard.

Display location:

Loading dock, back-of-house storage, and/or exterior door where food bank employees would enter.

Data collection:

1. **Review the log monthly** to understand food bank partnerships' consistency, check assumptions, and note potential ways to incorporate feedback from both food bank and store employees.
2. **Incorporate feedback immediately if possible.** Incorporate the key takeaways into appropriate monthly/quarterly manager meeting.
3. **Store the log each month:** File the paper log, take a photo, and/or manually input the information from the donation log into your store's digital files.

[store name and logo]

General Donation Pick Up Guidance:

1. Visit each department location listed
2. Repack donations in your bin or bag
3. Use contact information if needed
4. Please complete donation log before leaving store.

Need assistance? Please contact: [name] [position] [phone number/or best way to contact for instance "Ask for John Smith at the service desk."]

Notes or feedback for us? Please flip to donation notes page and record in detail OR call/email [name] [position]

DEPARTMENT:	DONATION LOCATION:	INSIDE/OUTSIDE	DONATION NOTES:	CONTACT:
Breads & Bakery	Cold Storage A, Left side	Inside	Yellow Bin	John Smith, Grocery Manager 555-555-5555
Dairy & Eggs				
Dry Goods				
Frozen				
Meat/Seafood				
Prepared Foods/Deli				
Produce				
Ready-to-Drink Beverages				

DONATION PICK-UP LOG:

DONATION NOTES/FEEDBACK LOG:

Day/Date	Food Bank Name	Food Bank Staff Name You may leave this blank	Notes and Feedback Please be detailed!
Tues 2/14	Feeding Neighbors Inc.	Sally Smith	Yesterday on 2/13, there was no yellow bin of donations in Dairy cooler. Today on 2/14 Dairy manager noted I missed yesterday's donations. Please prepare all donations for pick-up by 2pm each day. If this is not possible, maybe we can adjust our pick-up time to later in the day.