Greater Vancouver food bank
Special Requests

Based on capacity, the GVFB provides single orders of food to existing Community Agency Partners or other registered charities looking for food support.

How it Works

Download and complete the Special Request form from the GVFB website

Send your completed Special Request form to **agencies@foodbank.bc.ca**

Our Agencies staff will be in touch to arrange the details of your order

Things to Know

The GVFB cannot provide delivery for special requests – **pickup must be done at our Distribution Site.** Pickups are currently available between 9:00 AM and 12:00 PM on Tuesdays, Wednesdays, and Fridays.

Orders must be sent in **at least one week in advance of pickup date.** Orders sent with less time than this will be given a new date for pickup that is at least one week away.

It is important to bring a vehicle with **enough space for all your food.** For larger orders, even a van may not be enough. If you are unsure, follow the suggestions of our GVFB staff.

Did you know?

One pallet can hold up to **1,700 pounds of food**! We sometimes provide multiple pallets for a single special request.

Reach out if you have questions!

The Community Agencies Team is happy to help you with your special request. Get in touch at **agencies@foodbank.bc.ca.**

Special Request Form - Example

Please see below for example of a completed Special Request Form:

General Information

Organization Name: *Example Agency*

Contact Name: *Jane Doe* **Phone**: *888-888-8888*

Email Address: *Janedoe@exampleagency.com*

Is your organization a registered charity? Yes ☐ No ☐

Event Information

Event Name: *Example Event* **Order Date:** *8/5/2020*

Pick-Up Date: *8/12/2020* **Method of Distribution: PICK UP ONLY**

We will confirm your pick-up date after your Special Request is processed

Please tell us about the event:

We are making hampers for our tenants to provide extra support during COVID-19.

Food Request Information

Please complete the following table by specifying the quantity and type of food you would like:

Quantity	Product Description	Notes
50 boxes	*Cereal*	
50 loaves	*Frozen bread*	
10 bottles	*Olive oil*	
50 boxes	*Snacks*	
50 Cans	*Canned tomatoes*	
100	*Juice boxes*	
6 Dozen	*Eggs*	
75 lbs	*Assorted Vegetables*	*Leafy greens preferred*
50 lbs	*Apples*	

EXAMPLE

Special Request Form

Please email the completed form to agencies@foodbank.bc.ca. We request that all forms be submitted **one week in advance** from the requested pick up-date. The Greater Vancouver Food Bank is always happy to support local events if we have the capacity to do so. Please see next page for example of a completed Special Request Form.

General Information

Organization Name:

Contact Name: **Phone**:

Email Address:

Is your organization a registered charity? Yes ☐ No ☐

Event Information

Event Name: **Order Date:**

Pick-Up Date: **Method of Distribution: PICK UP ONLY**

We will confirm your pick-up date after your Special Request is processed

Please tell us about the event:

Food Request Information

Please complete the following table by specifying the quantity and type of food you would like:

Quantity	Product Description	Notes

We would love to hear from you! Let us know how your event went by sending us pictures and a short paragraph about how the food was used. We can share this information with our staff, as well as on our social media pages.