

  


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](mailto: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](mailto: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
<b>50 boxes</b>	<i>Cereal</i>	
<b>50 loaves</b>	<i>Frozen bread</i>	
<b>10 bottles</b>	<i>Olive oil</i>	
<b>50 boxes</b>	<i>Snacks</i>	
<b>50 Cans</b>	<i>Canned tomatoes</i>	
<b>100</b>	<i>Juice boxes</i>	
<b>6 Dozen</b>	<i>Eggs</i>	
<b>75 lbs</b>	<i>Assorted Vegetables</i>	<i>Leafy greens preferred</i>
<b>50 lbs</b>	<i>Apples</i>	

## Special Request Form

Please email the completed form to [agencies@foodbank.bc.ca](mailto: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:** Click to enter text

**Contact Name:** Click to enter text **Phone:** Click to enter text

**Email Address:** Click to enter text

Is your organization a registered charity? Yes  No

### Event Information

**Event Name:** Click to enter text **Order Date:** Click to enter text

**Pick-Up Date:** Click to enter text **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:**

Click to enter text

### Food Request Information

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

Quantity	Product Description	Notes
Quantity	<u>Click to enter text</u>	<u>Click to enter text</u>
Quantity	<u>Click to enter text</u>	<u>Click to enter text</u>
Quantity	<u>Click to enter text</u>	<u>Click to enter text</u>
Quantity	<u>Click to enter text</u>	<u>Click to enter text</u>
Quantity	<u>Click to enter text</u>	<u>Click to enter text</u>
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Quantity	<u>Click to enter text</u>	<u>Click to enter text</u>
Quantity	<u>Click to enter text</u>	<u>Click to enter text</u>
Quantity	<u>Click to enter text</u>	<u>Click to enter text</u>

*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.*