

# 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 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.