

SETTING UP AN ACCOUNT FOR YOUR ORGANIZATION

Thank you for wanting to donate food in your community using FoodRescue.ca! We appreciate your efforts in making sure edible food does not get thrown away.

When you click **JOIN NOW** you will be asked to register as a **key contact** for this account. This is very similar to signing up for any online service. You'll need to:

- ▶ Provide the name of the business (as you would want it to appear to others)
- ▶ Make a password for yourself
- ▶ Respond to an activation email and **LOGIN**



COMPLETING THE APPLICATION

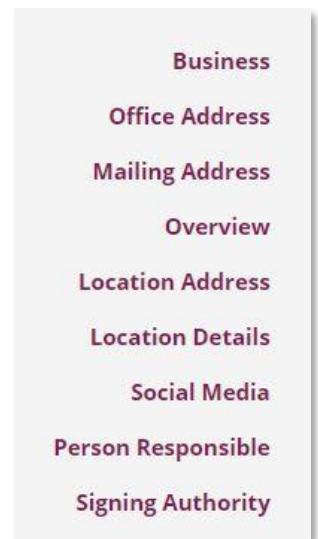
The application to access this free system is a one-time process that's extremely important. We need to ask a series of questions to get to know your organization and learn about the types of food you're able to donate.

- ▶ Each section is saved, so you can log out and complete the application at another time
- ▶ The application must be completed online
- ▶ You can move to the various pages of the application to make adjustments by clicking on the side menu.

The application is in 2 parts:

1. General information to help the system function for your needs
2. Terms and Conditions (*requires a Signing Authority for your business*)

On page 4 of this guide, we have provided a *checklist* to help you gather information in advance.



OVERVIEW SECTION

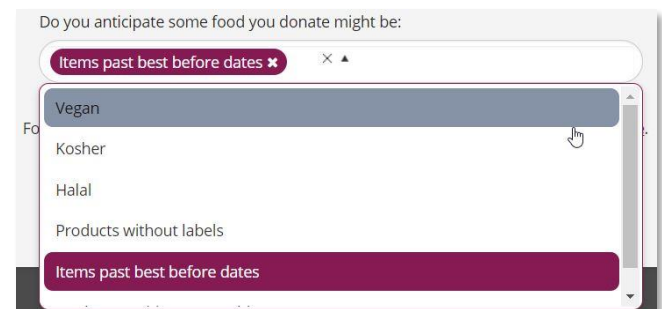
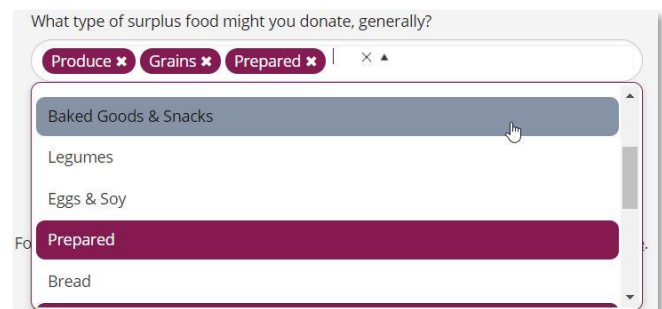
We would like to learn the **food categories** you **may** donate. This is not a commitment to do so, only an overview for our knowledge about your business.

- ▶ *We have 15 categories to help us identify foods requiring cold transport and storage. This also helps recipient organizations decide if they can utilize a donation.*


We'd also like to know any **food specialties** you may donate, such as vegan, kosher, or halal items, or products that are past best before dates, without labels or meet student nutrition guidelines.

- ▶ *Please refer to our **Food Donation and Consumption Timetable** and our **Student Nutrition Guidelines** which can be found on FoodRescue.ca.*

These parameters can be changed or added later, once your application has been completed.



LOCATION ADDRESS

We've assumed that the main office address is the same location that will donate food. If you need to change this address, please click the button to turn it on  and fill in a **location address**.

More facilities can be added after your application is completed.

Where will food donations happen?

You will have an opportunity to tell us more about all your locations once your application is approved. For now, we just need to know about one location.

Will food donations occur from a different location than the main office address?

LOCATION DETAILS

We care a lot about food safety. People that receive rescued food want to know we've made every effort to ensure donated food is safe to eat. So we ask for the date of your last **public health inspection**.

▶ *If your facility has not been inspected in the last 18 months, please turn on the button and tell use why.*

Location Details

Health Inspection Date

If this location has not been health inspected in the last 18 months, please turn this button on.

Day: 1 Month: Jan Year: 2018

We also want to understand what type of **fridge** or **freezer** units are at this location.

What type of fridge is at this location?

Industrial

What type of freezer is at this location?

Walk-in

- Select
- No Freezer
- Residential
- Industrial
- Walk-in

We ask if you have an **onsite kitchen**, so we understand if food is prepared at this location.

Is there an onsite kitchen used to prepare donated food?

Do you anticipate this location might make regular recurring donations?

Continue

To learn if you may have ongoing surplus food, we ask if you might make **recurring donations**.

▶ *This is not a commitment to make regular donations. You can decide that later, when you want to donate food. We just want to learn if you have sporadic excess or ongoing surplus.*

SOCIAL MEDIA

We would love to connect with you through **social media channels**. This is not mandatory, however if you can share your handles and urls, that would be terrific!



PERSON RESPONSIBLE FOR THIS LOCATION

We need to know who would be **responsible for donating food** from this location. If it is not the key contact, (who’s filling in this application), turn the button on and assign someone else by filling in their name and email address.

- ▶ *If you assign someone else, we’ll send them an email invitation to register, after your application is complete.*

Different people can be assigned or added to donate from this location, once your application has been completed.

Who’s responsible for food at this location?

Location Name

Is there someone you would like to assign to this location other than you?

First Name

Last Name

Their Email

We will invite this person to register as a user on this account, once the application has been approved.

SIGNING AUTHORITY

In order to complete the application, someone with Signing Authority for your organization needs to review and agree to our **Terms and Conditions for FoodRescue.ca Food Donors**.

If you having Signing Authority, you can proceed or if you need to invite someone else, turn the button on and fill in their name and email.

- ▶ *We’ll send the Signing Authority an email request to log in to complete the application.*
- ▶ *We highly recommend that the **Terms and Conditions** be reviewed in advance of this step. You can find the Terms and Conditions at the end of this guide.*

Do you wish to invite someone else to be Signing Authority?

To complete this application, we will invite your signing authority to join this account.

First Name

Last Name

Their email

We will send an email to the above address along with instructions.

OVERVIEW INFORMATION

Main office address

Mailing address

Food categories that may be donated

Food specialties that may be donated

Type of programs

Type of people served

LOCATION DETAILS (can add more later)

Facility Address

Public Health Inspection Date

Type of Fridge

Type of Freezer

On-site kitchen

Anticipate making recurring donations

PERSON RESPONSIBLE FOR THIS LOCATION

First and last name

Email address

SOCIAL MEDIA (optional)

Twitter handle

@

Facebook identity

www.facebook.com/

Linkedin profile

www.linkedin.com/

Instagram

www.instagram.com/

SIGNING AUTHORITY

First and last name

Email address

TERMS & CONDITIONS

Have been reviewed in advance by Signing Authority to confirm understanding.

THANK YOU!

*We appreciate your time and effort in completing the application **ONLINE**. The information you provide helps us to make the most of your food rescues!*