



## Food Donation One Sheet

Rock and Wrap it Up! has set up a system in which food from your event that is prepared but not served can go to local anti-poverty agencies (i.e: soup kitchens, homeless shelters, etc.) instead of the trash. Using Rock and Wrap it Up!'s tactics, your donation will be covered from liability by the Bill Emerson Good Samaritan Act as long as safe food handling is used (e.g. refrigeration) by the facility.

Rock and Wrap It Up! requests a donation of \$150 to cover the costs of providing this service. This includes all coordination, volunteer insurance and vetting of agencies to ensure that all parties can use the services provided properly. Please note that we provide post-event reports, using data from our Whole Earth Calculator, to the conference organizer upon request outlining food lbs donated, meals served and carbon footprint offset.

**Include Contract Clause:** When writing out the catering contract, this is the clause that we suggest is added. By including this language, we insure that the catering staff/venue representatives are all aware of this partnership in food donation.

“Please be advised that [EVENT ORGANIZATION] would like to donate any leftover food, prepared but not served, from [YOUR EVENT NAME] to local soup kitchens and shelters. A representative from Rock & Wrap it Up! will be in contact with you to arrange for pickup and distribution of these items.”

**Identify Food Recipient:** Rock and Wrap it Up! maintains a list of vetted organizations in many North American cities. Called Hungerpedia, this list can be found on the [Rock and Wrap It Up!](#) website or through a Rock and Wrap It Up! representative. If there is a local agency, please reach out to them and see if they are still accepting perishable food donations, and if they are interested in accepting a donation of prepared food, on the date(s) of the event.

**Note:** If no organization is currently listed in the area in which you seek to donate food, please reach out to our National Assets Recovery Manager, Jessie Plotkin ([jplotkin@rockandwrapitup.org](mailto:jplotkin@rockandwrapitup.org)). They will be able to locate an agency that fits the criteria of proper food donation, as well as the volunteer from the agency with whom you will work.



**Identify Event Contacts:** Best practices show that two on-site contacts, one from event management and one from the facility donating the food is optimal. Open communication is very important in making things run smoothly. If anything deviates whether it be the time available, or amount available, please let the volunteer know so that he or she can plan accordingly. Share the points of contact with the volunteer and share the volunteer's contact information as well.

**Schedule Pickup:** Determine approximately how much food and when the pickup(s) will be available. If there is proper refrigeration at the facility, please request that all the prepared but not served food from all F&B events be saved for donation. Additionally, communicate with the volunteer where they need to go at the facility to pickup the food.

**Note – Aluminum Pans:** To be ready for pickup day, we request that the donating organization provide and purchase, if necessary, aluminum pans for the food pickup. Frequently, recipient organizations and/or the facility from where the food is being recovered can provide that, so please have this conversation, and make any purchases, in advance of Pickup day.

**Pickup Day:** Please make sure to have all the food saved in aluminum trays with covers (or with tin foil) and ready for pickup. The volunteer will then be able to come in and quickly take the donation and get it back to refrigeration.

**Post Pickup:** The volunteer will fill out Rock and Wrap it Up!'s Donation Form. This will give Rock and Wrap it Up! the information needed to create a report for your event. This report will be given after the event and will show you the total poundage donated, the meals generated, and the levels of CO<sub>2</sub>e diverted from the air by avoiding the landfill.



**Extra Credit:** You are strongly encouraged to download the Whole Earth Calculator app from your mobile device's app store and enter the pounds of food recovered into the Food Recovery section. This will not only provide you with the meals and CO<sub>2</sub>e data immediately, but will offer the opportunity to socially share this information via Twitter and Facebook to your community.



Congratulations! It's that easy to redirect excess food from your event to those in need of a meal, as well as helping reduce landfill. Please consider using Rock and Wrap it Up! for all future meetings and events!