

Food Recovery Memorandum of Understanding (MOU) between Food Donors and Food Distribution Organizations

A common understanding between Donors and Food Distribution Organizations (FDO) is important for a successful food recovery program. This “handshake” understanding will help guide those involved in the handling, transportation, and distribution of donated products.

Business Donor’s Name: _____			
Address: _____	BC	Postal Code: _____	
Website: _____	Phone: _____		
Contact Name: _____	Contact Email: _____		

Food Distribution Organization (FDO): _____			
Address: _____	BC	Postal Code: _____	
Society / Charity Number: _____			
Website: _____	Phone: _____		
Contact Name: _____	Contact Email: _____		

1. FDOs will provide to the Donor a brief description of their food programming, the population they serve, and their Registered Society number and/or Charity number. The Donor may request to visit the organization. The donated product will be used to support programming for families and individuals with low or no income. Agreed upon uses for the donated foods are:
 - Community Kitchens
 - Grocery distribution programs
 - Donated food to be sold by the FDO as an activity of their enterprising non-profit. They may be sold “As Is” or used in low cost meals or prepared foods.
 - Cooking classes & demonstrations
 - Meal programs
2. The FDO will discuss any potential changes to the above list of programs with the Donor.
3. The Donor agrees that a minimum of _____ kgs of donated food is needed before the FDO will pick up.
4. The Donor will do their best to ensure inedible food is not sent to the FDO. The FDO expects that a minimum of _____ % will be useable product.
5. The FDO will pick up the donated product on the agreed upon day, time, and place:

Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
From	To	From	To	From	To	From	To	From	To	From	To	From	To

6. Any changes to the minimum amount, the pick-up time, or the frequency of pick-ups, need to be submitted to the Donor contact at least one week before the next agreed upon pick-up time.
7. The FDO driver and/or helper will load the donated product into the vehicle. Staff need not offer assistance.