



## Food Donation Policy & Procedure

Contributions of food products are greatly appreciated but must meet strict criteria for the safety of our clients. The majority of our clients struggle with a compromised immune system and therefore are at higher risk for food borne illnesses. Food safety is paramount and this policy and procedure is designed to protect our clients while allowing food products to be donated to Moveable Feast. The goal of this policy is to provide clear and uniform guidelines on accepting food donations.

**All donations must be accompanied by a Food Donation Form (see attached)**

### Canned and Packaged Items

All items must be in their original, undamaged packaging. Dented cans, unlabeled items, glass packaging or broken boxes will not be accepted. The expiration date of these items must be at least six months from the current date.

### Produce and Fresh/Frozen Items

Items must have been kept under constant refrigeration or frozen, otherwise they cannot be accepted. Produce and fresh items must have an expiration date of at least ten days from time of donation. If the items donated are home grown, the pick date must be provided.

### Baked Goods

Homemade baked goods are not accepted at this time. Volunteers are encouraged to [sign up online](#) for Baking Nights here at Moveable Feast.

### Prepared Foods

Homemade prepared foods such as cooked meals, prepared salads, casseroles, starches, cooked vegetables and similar items are not accepted at this time.

**NOTE: All donations must be approved by the Director of Food Service or Executive Chef before receipt of the items.**



# Moveable Feast Food Donation Form

Donor's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Type of Donation:  Canned/Packaged Items (Include Lot Codes)  
 Produce and Fresh/Frozen Items  
 Other

Is this donation in honor or memory of someone? Yes/No  
If you would like this acknowledged in your donation letter, please list name(s)  
and occasion:

\_\_\_\_\_  
\_\_\_\_\_

Item(s) Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approximate US Dollar Value: \_\_\_\_\_

Expiration Date(s) or Pick Date(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Received by Moveable Feast Staff Member: \_\_\_\_\_

Approved by Director of Food Service: \_\_\_\_\_

\*Original of this form to Development Department, a copy should accompany the donation to Food Services.\*



## Food Donation Guidelines FAQ's

### 1. What types of donations does Moveable Feast accept?

- We gratefully accept non-perishable food donations, however we ask that you always call ahead to see what can be used by our clients currently.

### 2. What restrictions are there on food donations?

- We are only able to accept non-perishable foods which are in original, undamaged packaging (no glass) and still have at least 6 months before their expiration date. We are unable to accept any prepared foods (foods cooked or baked outside of our kitchen). See donation guidelines in attached policy for more details.

### 3. Why doesn't Moveable Feast accept homemade goods?

- Since we are a medical food program, we have a responsibility to ensure that all of our foods are prepared in strictly monitored, sanitary conditions. We LOVE for our volunteers to be involved with cooking and baking foods for our clients. Contact Angie Elliott (aelliott@mfeast.org) to become involved as a kitchen volunteer or baking night volunteer!

### 4. What should I do to donate food?

- Please call our Director of Food Services, Demetrius Sanders, at 410-327-3420 x 20 to set a time to deliver your donation. Donations are accepted between the hours of 7:00 AM and 1:00 PM. When you arrive, you will be asked to fill out a food donation form, which is required for tracking any food that goes to our clients.

### 5. What happens to my donation?

- We send out food donations with our regular food deliveries to clients. We may also use donations for Moveable Feast activities or events.

### 6. Can Moveable Feast pick up my donation?

- As our vans are committed to serving clients with deliveries and medical transportation, we are unable to send a van to pick up any deliveries.

### 7. Can I host a food drive to benefit Moveable Feast?

- Yes! As long as all foods adhere to the above guidelines. Please call Matt at 410-327-3420 x 19 to arrange for a time to drop off your food drive donation.

### 8. Can I donate anything other than food?

- Yes! We accept NEW microwaves and blenders for client use. We also accept NEW, UNOPENED toiletries such as shampoo, conditioner, soap, body wash, body lotion, toothpaste and toothbrushes to distribute to clients in need.



**9. Will I receive an acknowledgement of my donation?**

- Yes! Our development department will send a donation recognition to you by mail.