

# Summary Process and Contact Details for the Collection of Surplus Food

## Participating Charities: **Charity 1; Charity 2\***

The process to be applied prior to and during the surplus food collection project is as follows:

1. Each participating charity to submit **Retailer\*\***'s Food Donation Application Form for approval by **Retailer**.
2. Once approved each charity to sign a Service Level Agreement with **Retailer**.
3. Each charity to agree the days on which surplus food will be collected from the store. (See Collection Details overleaf).
4. The nominated staff or volunteer of each charity should arrive at the agreed time on each day to collect the surplus food. (See Collection Details overleaf).
5. Staff or volunteers from each charity collecting the food must carry formal identification. This will be the identification card issued for normal use by each individual charity and must be available for inspection on each collection visit.
6. Food will be bagged/crated and ready for collection for each charity at the agreed times.
7. Food will be collected in bags/crates from the designated collection point.
8. In the event no food is available for collection or a representative from the charity is not available to collect food then the other party will be advised by phone/ e-mail by **WWWWW**hrs week days or **XXXX**hrs Saturday and Sunday.
9. No documentation will be signed or change hands when the food is collected.
10. Each charity is to weigh the amount of food collected on each day on arrival back at their premises. The daily weights of food collected are to be logged on a standard sheet (to be provided) and forwarded weekly to WRAP and the Store Manager. The relevant e-mail addresses are: [name@wrap.org.uk](mailto:name@wrap.org.uk), [add e-mail address here](#).
11. In case issues arise during the surplus food collection process each charity is to provide the names and contact details (e-mail and telephone) of two people and similarly **Retailer** will provide the names of two contacts to each charity. These names should be people available during normal working hours and during evenings when collections are scheduled, and should have knowledge of the surplus food project. (See contact details overleaf)
12. Activities to promote the surplus food collection programme by any party should be agreed with all other parties (**Retailer**, the charities and WRAP).

\* Replace with names of charities and Retailer as appropriate

[Add Retailer Logo here]



## Surplus Food Collection and Contact Details

### Collection Details

Times: Monday to Saturday: **YYYY**hrs Sunday: **ZZZZ**hrs

Collection Point: [Record the agreed collection point](#)

Charity	Mon	Tues	Wed	Thur	Fri	Sat	Sun
<a href="#">Charity 1*</a>							
<a href="#">Charity 2</a>							

*(Record with an X on which days each charity will collect)*

### Contact Details - [Retailer](#)

Contact Name 1		Tel / Mobile No.	
Position		E-mail Address	
Contact Name 2		Tel / Mobile No.	
Position		E-mail Address	
Comments			

### Contact Details – [Charity 1](#)

Contact Name 1		Tel / Mobile No.	
Position		E-mail Address	
Contact Name 2		Tel / Mobile No.	
Position		E-mail Address	
Comments			

### Contact Details – [Charity 2](#)

Contact Name 1		Tel / Mobile No.	
Position		E-mail Address	
Contact Name 2		Tel / Mobile No.	
Position		E-mail Address	
Comments			