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## Donation Delivery Procedures for In-Person Fund & Food Drives

Please note that due to COVID-19, we have made some changes to our traditional food drive delivery procedures:

- Please ensure you follow all health guidelines when dropping off food at our facility (which may include wearing a mask and social distancing).
- We are not always able to pick up the food from your drive or to provide barrels for food collection due to limited driver capacity. We recommend using cardboard boxes, and you can find signage for your drive on the [Promotional Toolkit webpage](#).

### How to Deliver Food Donations

1. **It is very important that you notify us prior to delivering food donations** so that we have staff available to unload and weigh your food. Receiving hours are available Monday-Friday, 8:00 AM-3:00 PM; please confirm your delivery day and time with [Dana Van Daele](#), Manager of Food Resources & Compliance, at (303) 652-3663 ext. 233; if you do not reach her, please contact [Hope Ludvigsen](#), Community Partnerships & Events Coordinator, at (303) 652-3663 ext. 219.
2. If your donations need to be weighed by individual departments or teams, please mark them, load into your vehicle(s) accordingly, and inform our staff when you arrive.
3. When you arrive at Community Food Share (650 S. Taylor Avenue, Louisville, CO 80027), drive to dock door 3, located on the east side of our building.
4. Press the buzzer located next to the “people” door. A staff member will help you unload and provide you with a donation receipt. If you have monetary donations, please give them to the staff member who assists you at dock door 3 as well, and read the instructions below.

### How to Collect and Deliver Cash or Check Donations

1. Checks should be made payable to “Community Food Share.”
2. If a donor would like a receipt for their cash or check donation, they must fill out the contact information section of the donation envelope (you can request these from Community Food Share). Donors must include: amount of donation, name, address, city, state, zip, phone, email address, and the name of the food drive to which they have donated.
3. Donations that are delivered as a lump sum will require you to complete a cash/check reconciliation form (provided when you arrive) and need to be submitted in a sealed envelope. If there is a discrepancy between the total dollar amount that you report and the amount that Community Food Share staff reports, we will notify you directly.

### Questions? Contact:

Hope Ludvigsen | Community Partnerships & Events Coordinator  
[Hludvigsen@communityfoodshare.org](mailto:Hludvigsen@communityfoodshare.org) | (303) 652-3663 ext. 219