

# Renewing food waste in the City of Saskatoon

Visit our website: [www.foodrenew.ca](http://www.foodrenew.ca)  
Email us: [foodrenew@gmail.com](mailto:foodrenew@gmail.com)



## VOLUNTEER INFORMATION PACKAGE

Thank you for volunteering with FoodRenew! Listed below is useful information to help you with your food donation delivery.

- ❖ **NOTE: It is important that you submit your FoodRenew waiver before signing up for your first food donation pickup.**

### SIGNING UP FOR FOODRENEW SHIFTS

#### 1. Using SignUp.com

- FoodRenew uses SignUp.com for organizing food donation pickups.
- We will send you an email with information to register for SignUp.com.
- After you have made an account on SignUp.com, you are ready to sign up for a **FoodRenew Shift**.
- The FoodRenew team will add recurring and urgent shifts on the SignUp.com page and you are welcome to sign up for one or more shifts at a time.
- You will receive email reminders from SignUp.com regarding your shift. We suggest you make an entry in your personal calendar as well.

#### 2. Changing/Cancelling your FoodRenew Shift

- If, for any reason, you are unable to complete your FoodRenew Shift, you can edit, switch or remove your registration using SignUp.com.
- Also, please share your change of plans with the FoodRenew volunteers using the **FoodRenew Volunteers Facebook Group**.
- You can inform the volunteers of your change of plans and find a replacement volunteer to sign up for your shift using the Facebook group.

## PICKING UP FOOD DONATIONS

### 1. Donor Business Information

- When you sign up for a FoodRenew shift, you will be able to see the following donor business information:
  - Donor business address
  - How to enter the business
  - How to ask for the food donation
  - Main contact information at the donor business
  - Necessary equipment
  - Where to deliver the food donation

### 2. Picking up food donation

- You can walk, bike or drive to complete your delivery.
- You are responsible to pick up the food donation by following the instructions listed on SignUp.com and in the Volunteer Information Package to deliver to either EGADZ, the Lighthouse or the Friendship Inn.
- ❖ **NOTE: Do not deliver food donations to any organization other than the ones listed above.**
- ❖ **NOTE: Do not pick up a food donation from any other business/location than the ones listed on the FoodRenew SignUp.com page.**
- If the Signup.com shift description lists multiple possible recipients, you can choose the recipient based on the easiest route and their hours of operation.
- After picking up the donations, you are expected to fill out a donation delivery slip (which you can download and print from the FoodRenew website) and include it as a part of the delivery.
- You will be responsible to properly handle the food, weigh the donation (or make an estimation if you don't have a scale with you), deliver it to the recipients along with a donation delivery slip, and submit a Donation Tracking Form online.
- FoodRenew will provide you with a scale, some delivery slips, and a few FoodRenew business cards when you apply as a volunteer.
- ❖ **NOTE: You are responsible to bring any reusable containers (e.g tupperware) back to the donor business.**
- ❖ **NOTE: The donated food is intended only for the FoodRenew recipient organizations. Please do not consume any of the donated food or take any for yourself.**

## DROPPING OFF FOOD DONATIONS

### 1. Recipient Organizations

Listed below are the recipient community organizations that have partnered with FoodRenew. It is important for volunteers to keep this information for their record as these recipient organizations have different hours of operation and instructions for deliveries.

❖ **EGADZ** (<https://www.egadz.ca/>)

485 1st Ave N, Saskatoon, SK S7K 1X5

**Hours of Operation: Monday to Saturday 8AM-9PM**

Closed on Sunday

**Delivery Instructions:** If dropping off before 3:30PM- bring food to the upstairs offices.

If dropping off after 3:30PM - come in the front doors and drop it off at the front desk.

Make sure to hand the food donation to a staff member, introduce yourself and let them know that you are from FoodRenew. If they don't know about FoodRenew then take a few moments to explain FoodRenew and leave our card.

**Main Contact:** Geselle Doell (Executive Assistant)

(306) 931-6644

[geselle.doell@egadz.ca](mailto:geselle.doell@egadz.ca)

❖ **Friendship Inn** (<http://friendshipinn.ca/>)

619 20th St W, Saskatoon, SK S7M 0X8

**Hours of Operation: Monday to Sunday: 7AM-2PM**

**Delivery Instructions:** Come to the side door of the facility attached to the parking lot.

It leads straight into the kitchen. Just let yourself in (no need to use the doorbell). Give the food donation to a Friendship Inn staff member. There are always volunteers present in the kitchen so make sure to drop off with an employee. Introduce yourself and let them know you are from FoodRenew. If they don't know about FoodRenew then take a few moments to explain FoodRenew and leave our card.

**Main Contact:** Ask for the Kitchen Manager

- ❖ **The Lighthouse Supported Living** (<http://www.lighthousesaskatoon.org/>)  
304 2nd Avenue South, Saskatoon, SK S7K 1L1

**Hours of operation: Monday to Sunday: 7AM - 5:30PM**

**Delivery Instructions:** Go through the front door. Introduce yourself at the front desk and let them know you are from FoodRenew. If they don't know about FoodRenew then take a few moments to explain FoodRenew and leave our card. They will either take your donation at the front desk or let you in to take it to the kitchen.

**Main Contact:** Our main contact is the Building Manager, Bryan Assman. You can call him at (306) 653-0538 or email at [bryan.assman@lighthousesaskatoon.org](mailto:bryan.assman@lighthousesaskatoon.org)

## SUBMITTING DONATION INFORMATION

### 1. Using Online Google Form:

You are responsible to complete the FoodRenew Donation Tracking Google form after successfully completing your food delivery.

- Visit the FoodRenew website at [www.foodrenew.ca](http://www.foodrenew.ca)
- Go to the Volunteer page
- Fill the FoodRenew Donation Tracking form
- Click submit
- You are all done!