

# Food Collection

## INSTRUCTIONS

Thank you so much for partnering with Anglicare to collect and donate food items to support people experiencing food insecurity. Your efforts will have a positive impact on the lives of vulnerable families that Anglicare serves every day!

**You should have received the resources listed below to help support your collection:**

- ✓ **Flat-packed cardboard boxes**
- ✓ **Packing tape**
- ✓ **Shopping list flyer (i.e. guide as to what products to donate / collect)**

These resources have been designed to assist in the safe and efficient packing of donated items for your collection. They are also provided to help ensure these items can be processed quickly and made ready for distribution to kitchen cupboards and tables that need it most!

Please see below for instructions on how to make best use of the resources provided.

### How to pack the cardboard boxes – product categories

Wherever possible please pack 'like with like' products. For example, an entire box of pasta or an entire box of rice. This makes processing donations much easier.

Please avoid packing 'random' or 'assorted' items into bags. The extra time taken at the 'donation end' to sort these products into the boxes provided, makes a significant difference for Anglicare's Warehouse team!

If you run out of packing boxes, then please let our team know, and we can bring extra boxes on the day of pick up, to quickly pack the extra items into.

### Sealing and marking the cardboard boxes

Once you have packed a box full of a single product type (i.e. rice) then please seal the box with the packing tape provided.

Once you have secured the box with tape, then please take a marker pen and clearly write the category of the product on the box. For example, if the box is full of rice packets, then please write RICE in large clear letters on the short side of the box – see examples below:



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Marking the boxes is an important step, as it makes processing the food easier and more efficient for Anglicare staff, ensuring the contents inside, get into the hands of people in need faster.

### Take a photo of your packed donations

Once you have finished packing the contents of your collection into marked / labelled boxes, please consider taking a photo on your mobile device. This can be a great resource to share with others in your community, to encourage and to thank them!

It is also useful to share this image with Anglicare's driver on the day of pick up, to assist them in bringing the appropriate sized vehicle to collect your food donations.

Thank you for partnering with Anglicare to bring care and practical support to people experiencing financial hardship.

If you have any questions or require additional resources to support your collection, then please get in touch with us at [mobilecommunitypantry@anglicare.org.au](mailto:mobilecommunitypantry@anglicare.org.au)

**PRO TIP:** If you have a large collection and want to be extra organised, then pre-printing category names onto labels/stickers can help to make this process even easier!

**EVERY SIX  
MINUTES,  
SOMEONE REACHES OUT  
TO ANGLICARE FOR  
IMMEDIATE FOOD AND  
FINANCIAL ASSISTANCE.**

