

# How to Donate Surplus Food

Follow these six simple steps when preparing surplus food for donation. Ask your supervisor if you have any questions.



## 1. Gather food to donate.

Identify and gather items that are often left over and eligible for donation. Consult your supervisor for a specific list of items.

## 2. Safely package food.

Follow safe food handling procedures and package food in sealed containers, such as clear plastic bags with twist ties or shallow covered pans.



## 3. Label the food to be donated.

Label the food to be donated with the food name, date it was prepared, and either the date it was frozen or the use-by date.

## 4. Record the donation (optional).

If you are tracking your donations, weigh or estimate the volume of product and record it.



## 5. Store food properly.

Until it is picked up by the food rescue organization, safely freeze or refrigerate the food and store it separately from other food to be sold.

## 6. Donate your surplus food!

Contact your partner food rescue organization or wait for them to contact you. Give your surplus product to the food rescue organization, and remember to collect a receipt if you are pursuing tax benefits for your tax-deductible donations.

