

REACHING-OUT COMMUNITY SERVICES

Food Drive/Fundraising Registration Form

Please complete this form in full to help us update your records.

Email it to info@rcsprogram.org or fax it to 718-256-3919

ORGANIZATION: _____

NUMBER OF EMPLOYEES/MEMBERS/STUDENTS: _____

ADDRESS: _____

CITY: _____ POSTAL CODE: _____

FOOD DRIVE COORDINATOR: Mrs. Miss Other (*please list*)
 Ms Mr. _____

PHONE NUMBER: _____ FAX NUMBER: _____

EMAIL: _____

DRIVE LOCATION: (*if different from above address*) _____

START DATE: _____ FINISH DATE: _____

We'll bring the donation to the Food Program! (*Please indicate date*): _____

**Help take your donation further by dropping it off at our facility*

We have more than we can transport (5 boxes or more). We'd like you to pick it up if possible.

Preferred pick up date: _____ *The pick up date may have to be changed due to the availability of volunteers and vehicles.*

Where will the donation be ready for pick-up? Front Entrance Other _____

Please give location and extra details: _____

Please have donations assembled and ready at one exit.

If there are more than 20 boxes, please have someone available to assist our volunteers.

The following resources are available at The RCS Program. Please come to the office or print out the forms online at: www.rcsprogram.org

	Quantity Required	Date we will pick up	Please deliver by (date)
Flyers			
Posters			
Fact Sheets About RCS			
Boxes (or you can use your own boxes)			

Open: Monday to Friday, 10:00am – 5:00pm

7708 New Utrecht Avenue Brooklyn, NY 11214

718-373-4565 www.rcsprogram.org Email: info@rcsprogram.org

Internal Use Only

Delivery Slip Delivery/Pick up Booked Inventory System Cross Referenced Computer Spreadsheet Ready to File