



Bradford North foodbank
Unit 12, Newlands House Two
Inspire Bradford Business Park
Newlands Way
Bradford
BD10 0JE

01274 292256
info@bradfordnorth.foodbank.org.uk

April 2016

To all 'Permanent Collection Point' Coordinators

Many thanks for agreeing to organise and coordinate a Permanent Collection Point for our foodbank. We really appreciate it and, more to the point, so do all the local people who are in need of emergency food.

It is really helpful for us to have your contact details so please remember to complete and return a PCP Registration Form. Thank you.

Notes on Publicity Materials

You are free to be creative and design your own publicity; however, you may wish to download one or more of our branded items:

Box label: Simple, branded box label to put on your food collection container. A3 & A4 size.

Collection Point Sign for noticeboard: Can also be used as a box label. Includes a short thank you statement and a small generic shopping list, so best displayed at eye level. A3 and A4 sizes available.

Shopping Lists & Foodbank Introduction: Shopping List (1) includes all items that we put in our emergency food parcels. Shopping List (2) includes other non-food items that we hand out when available. A3 size only. Useful information to have up at all times.

Urgent Need Poster: This is a Microsoft Word document set up as a template for you to edit & print whenever you receive emails announcing shortages. A4 size.

Donation Statistics

We enter all stock donations onto a Trussell Trust database, recording the donor's name, the date and the weight of stock donated. This helps us manage the stock in our warehouse and it also means we can let you know how much you have donated over time.

We will send thank you certificates (pdf email attachments) for one-off large donations for special events e.g. Harvest. We also aim to send out annual thank you certificates at the beginning of a new financial year, provided we have sufficient admin volunteer time available.

Foodbank App

Free app available from Google Play or Apple App Store. Choose our foodbank & use to discover current needs when out shopping. Please advertise this to smart phone users.

*Help us feed
your hungry
neighbour*

Bradford North foodbank is run by a group of local churches for local people
Registered Charity Number 1160060 | Registered in England & Wales



Delivering Food to our Warehouse

Most of our PCP coordinators deliver food 'little and often' to our warehouse / office (e.g. weekly).

However, if you are unable to leave your workplace or do not have transport, then we can arrange to collect the food from you when your container is full.

1. Directions to our Warehouse & Office:

Unit 12, Newlands House Two, Newlands Way (off Park Road), Inspire Bradford Business Park, Bradford, BD10 0JE. Tel 01274 292256

- Turn off Harrogate Road (A658) towards Eccleshill Health Community / Inspire Bradford Business Park / Eccleshill Adventure Playground. The turn-off is opposite Park Road.
- Go past the Health Community turnoff (on your right), go over two speed bumps and take next right, towards the Business Park
- Our unit is in the first building you pass as you enter by car.
- **Parking:** Either use spaces 19 or 20 opposite our entrance door or park beside the door for a quick delivery. For large donations we have a roller door that can be raised to aid easy unloading.

2. Warehouse / Office Opening Hours:

Mondays and Fridays:	Warehouse open 9.30am - 12noon
Mondays / Wednesdays / Fridays	Office is usually open 9.30am - 4.00pm

- The office may also be open on other days - contact us if you need to come at times other than those listed.
- Please note that we are an entirely volunteer run charity and sometimes volunteers are unavailable.
- We are closed on bank holidays.

3. Labelling of Food Donations

- **Please label all bags / boxes of food donations** with your organisation's name. It is also helpful if you can make it clear how many bags / boxes you have brought - see examples below:

ABC Ltd Bag 1 of 2

ABC Ltd Bag 2 of 2

- You can use scrap paper (e.g. used envelopes) for the labels and place on top of the food in the bag / box.
- Any unlabelled bags / boxes that get separated from 'your' donation will be recorded as anonymous donations.
- If it is a 'special event' collection, please label it as such e.g. Harvest, Christmas, Eid, Anniversary etc.