

SETTING UP AN ACCOUNT FOR YOUR ORGANIZATION

It's amazing that you want to rescue food in your community using FoodRescue.ca! Thank you for helping us make sure edible food does not get thrown away.

When you click **JOIN NOW** you will be asked to register as a key contact for this account. This is very similar to signing up for any online service. You'll need to:

- ▶ Provide your organization's Charitable or Not-for-profit number
- ▶ Make a password for yourself
- ▶ Respond to an activation email and **LOGIN**



COMPLETING THE APPLICATION

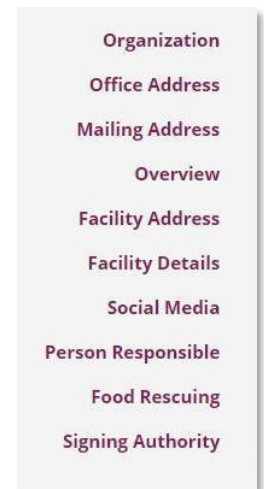
The application to access this free system is a one-time process that's extremely important. We need to ask a series of questions to get to know your organization and learn about the types of food you're able to rescue.

- ▶ Each section is saved, so you can log out and complete the application at another time
- ▶ The application must be completed online
- ▶ You can move to the various pages of the application to make adjustments by clicking on the side menu.

The application is in 2 parts:

1. General information to help the system function for your needs
2. Terms and Conditions (*requires a Signing Authority for your organization*)

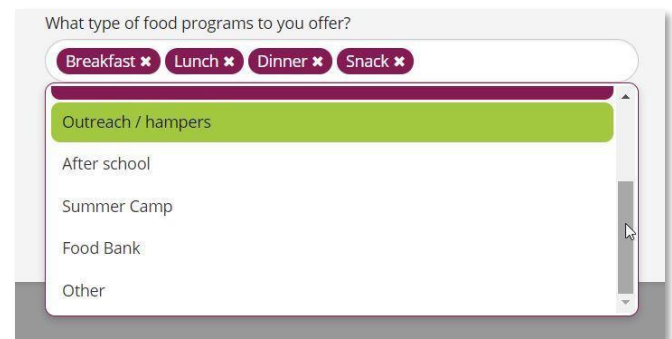
On page 4 of this guide, we have provided a *checklist* to help you gather information in advance.



OVERVIEW SECTION

- ▶ Number of facilities that run food programs
- ▶ Number of food programs that could utilize rescued food
- ▶ Type of programs offered (*multiple options can be selected*)
- ▶ Type of people served (*multiple options can be selected*)

Facilities, programs, and people served can be changed or added once your application is approved.



FACILITY ADDRESS

We've assumed that the main office address is the same facility that will receive rescued food. If you need to change this address, please click the button to turn it on and fill in a facility address.

More facilities can be added after your application is approved.

Facility Address

You will have an opportunity to tell us more about all your locations and food programs, once your application is approved. For now, we just need to know about your main facility.

Is your first facility different than your office address?

FACILITY DETAILS

Our food donors want to know that facilities that receive donated food take food safety as seriously as they do. So we ask for the date of your last **public health inspection**.

- ▶ If your facility has not been inspected in the last **18 months**, please turn on the button and tell us why.

Facility Details

Health Inspection Date

If this facility has not been health inspected in the last 18 months, please turn this button on

Why hasn't an inspection happened?

We also need to know if you have a **fridge** or **freezer** at this facility. This allows the system to send you notices containing donations of appropriate food this facility can accept.

- ▶ *For example, if this facility does not have a fridge or freezer, you will not receive notices of donations containing temperature-sensitive food items, such as dairy, prepared meals, or frozen items.*

What type of fridge is at this location?

Residential

What type of freezer is at this location?

Residential

- Select
- No Freezer
- Residential
- Industrial
- Walk-in

Tell us if the staff or volunteers that rescue food for this facility have access to a **cooler with cold packs and a thermometer**.

- ▶ *We have created a **Safe Food Transport Guide** to help your Rescuers understand best practices for rescuing temperature sensitive food. Please look at the Not-for-profit resources on our website.*

We'd like to know if you have a **refrigerated vehicle** to transport food to this facility.

Does this facility have an **onsite kitchen** where rescued food would be prepared and then served to end-recipients?

Is there a cooler or insulated bag and cold pack accessible for rescuers to transport food?

Do you have a refrigerated vehicle that would transport food to this facility?

Is there an onsite kitchen used to prepare donated food?

If you are going to **redistribute rescued food to other Not-for-profit organizations**, we need your organization to have **safe food handling agreements** with any of these agencies that receive rescued food.

- ▶ *Our Food Donors require that these agreements are in place, in order to ensure a safe food supply chain.*

Does this facility redistribute any rescued food to other organizations?

PLEASE NOTE: If you are going to redistribute rescued food, we need your organization to have safe food handling agreements with any agencies that receive redistributed food. Our Food Donors require that these agreements are in place, in order to ensure a safe supply chain.

Continue

SOCIAL MEDIA

We would love to connect with you through **social media channels**. This is not mandatory, however if you can share your handles and urls, that would be terrific!



PERSON RESPONSIBLE FOR THIS FACILITY

In order for us to send appropriate notices about food donations, we need to know **who is responsible** for the food used in the programs that run at this facility.

- ▶ *This person could be you or you can assign someone else. We'll invite them to register, after your organization is approved to use the system.*

Different people can be assigned or added to rescue food on behalf of this facility, once your application has been approved.



Is someone other than you responsible for food rescues?

First Name
Kim

Last Name
Couse

Their Email
kim.user2@foodrescue.ca

We will invite this person to register as a user on this account, once the application has been approved.

Continue

FOOD RESCUING

To understand how far your staff or volunteers are willing to travel to pick up food donations, we need to ask about the **distances possible to travel** by vehicle, bicycle, or on foot.

- ▶ *You can select a distance range for both or just one of these questions. The notifications you receive will be based on these distance parameters.*

If you want to change these distances at a later time, they can be updated after your application has been approved.



How will food be rescued?

Facility Name
Kim mobile agency

Do your rescuers have access to a vehicle?

What distance can be driven to rescue food?

0-10 km 10-20 km 20-50 km 50+ km

Will your rescuers pick up on foot or bicycle?

What distance can be walked or cycled to rescue food?

0-1 km 1-2 km 2-5 km 5+ km

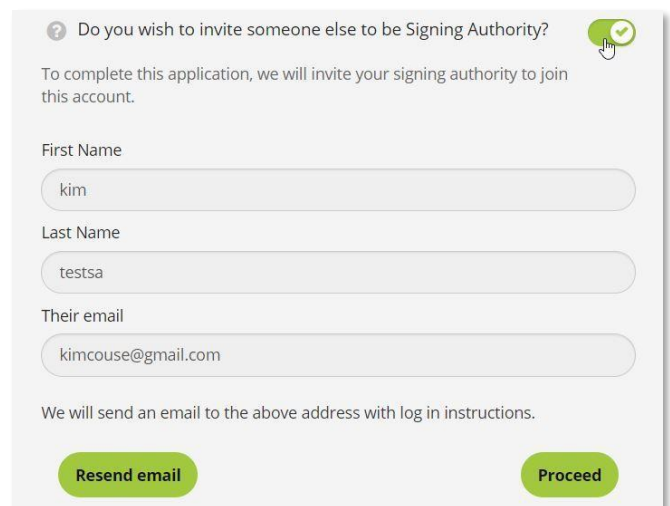
NOTE: Food should be transported no longer than 1 hour.

SIGNING AUTHORITY

In order to complete the application, someone with Signing Authority for your organization needs to review and agree to our **Terms and Conditions for FoodRescue.ca Recipient Members**.

If you having Signing Authority, you can proceed or if you need to invite someone else, turn the button on and fill in their name and email.

- ▶ *We'll send the Signing Authority an email request to log in to complete the application.*
- ▶ *We highly recommend that the **Terms and Conditions** be reviewed in advance of this step. You can find the Terms and Conditions at the end of this guide.*



Do you wish to invite someone else to be Signing Authority?

To complete this application, we will invite your signing authority to join this account.

First Name
kim

Last Name
testsa

Their email
kimcouse@gmail.com

We will send an email to the above address with log in instructions.

Resend email Proceed



OVERVIEW INFORMATION

Charitable or NFP #

Main office address

Mailing address

of facilities with food programs

of food programs using rescued food

Type of programs

Type of people served

FACILITY DETAILS

Facility Address

Public Health Inspection Date

Type of Fridge

Type of Freezer

Cooler with cold packs and thermometer

Refrigerated vehicle

Onsite kitchen

Agreements with other recipient NFPs to receive food

SOCIAL MEDIA (optional)

Twitter handle @

Facebook identity www.facebook.com/

Linkedin profile www.linkedin.com/

Instagram www.instagram.com/

PERSON RESPONSIBLE FOR THIS FACILITY

First and last name

Email address

FOOD RESCUERS – METHODS & DISTANCE

Vehicle access

Distance willing to drive

Walking or bicycling

Distance willing to travel

SIGNING AUTHORITY

First and last name

Email address

TERMS & CONDITIONS

Have been reviewed in advance by Signing Authority to confirm understanding.

THANK YOU!

We appreciate your time and effort in completing the application. The information you provide helps us to make the most of your food rescues!