

# Food Recipient Registration Form

This is a registration form only. It is not a guaranteed commitment from Satisfy Food Rescue to provide the recipient with food. The form is subject to our review and approval before a working relationship is formed. We will confirm in writing if / when this happens. We also understand that the information you provide is sensitive and privacy is important to you. We will only use this information for the purposes of managing food redistribution.

## How did you hear about Satisfy Food Rescue?

- Family / Friends     
  Staff / Employees     
  Facebook page     
  Website  
 Clients     
  Other – please indicate :

## GENERAL INFO

<b>Recipient's Full Legal Name:</b>		<b>Charities Commission Registration Number:</b>	
<b>Are you affiliated to any organisations? If yes, please list:</b>		<b>Who are your clients? (open to anyone? Homeless? Women only? Elderly? Children? etc.)</b>	
<b>Head office address:</b>		<b>Physical Address of Food Storage/Use Location:</b>	
<b>Director / CEO Full Name:</b>		<b>Office Phone:</b>	
		<b>Office Fax:</b>	
		<b>General Email:</b>	
<b>Main Contact's Full Name &amp; Position:</b>		<b>Direct Dial Phone:</b>	
		<b>Mobile Phone:</b>	
		<b>Email:</b>	

## SERVICE INFO

<b>Office / general</b>	<b>Open From</b>	<b>To</b>	<b>Drop in / service</b>	<b>Open From</b>	<b>To</b>
Monday – Friday			Monday – Friday		
Saturday			Saturday		
Sunday			Sunday		
<b>No. of individual/unique clients served (i.e. don't count the same person twice):</b>	Daily average: Monthly:		<b>What geographic area do you serve?</b>		
<b>No. of families/groups served:</b>	Daily average: Monthly:				
<b>Other services provided by your organization:</b> (e.g. housing, budgeting, support, advice, etc.)			<b>Do you charge for meals or services? If so, how much?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No \$ ____ for _____	
<b>If you are a Foodbank: which days do you make up food parcels?</b>	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Weekend		<b>Do you ever need to turn anyone away?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, is it due to lack of <input type="checkbox"/> Food <input type="checkbox"/> Space / resource <input type="checkbox"/> Applicant has exceeded quota	

**FOOD REDISTRIBUTION**

<b>How frequently is your organisation able to collect food from Satisfy Food Rescue?</b>	<input type="checkbox"/> Daily	<input type="checkbox"/> Other (please detail):	<b>Available to Receive/Collect:</b> Some food e.g. sandwiches & ready meals must be eaten on same day of collection.	<input type="checkbox"/> Monday	<input type="checkbox"/> Saturday
	<input type="checkbox"/> Weekly			<input type="checkbox"/> Tuesday	<input type="checkbox"/> Sunday
	<input type="checkbox"/> Fortnightly			<input type="checkbox"/> Wednesday	
	<input type="checkbox"/> Monthly			<input type="checkbox"/> Thursday	
				<input type="checkbox"/> Friday	

**FOOD REQUIREMENTS**

Tick all that apply and cross out sub-items if necessary:

<input type="checkbox"/> <b>BREADS:</b> Bread loaves, rolls, twists, sticks and buns.	<input type="checkbox"/> <b>PRODUCE:</b> Fresh Fruit and Vegetables	<input type="checkbox"/> <b>DAIRY:</b> Milk, Cheese, Yoghurts, Eggs	<input type="checkbox"/> Anything else? Please provide details:
<input type="checkbox"/> <b>BAKERY:</b> Muffins, Cakes, Slices, Biscuits, Cup Cakes, Puddings, Scones, Pastries, Croissants	<input type="checkbox"/> <b>BEVERAGES:</b> Juices, Smoothies, Milky or Yoghurt Drinks, Iced Coffees/Teas	<input type="checkbox"/> <b>MEATS:</b> Uncooked Meat and Cold Meats (Ham, Salami)	
<input type="checkbox"/> <b>SANDWICHES:</b> Sandwiches, Filled rolls, Filled Croissants, Wraps	<input type="checkbox"/> <b>READY MEALS:</b> Heat & Eats, Pasta/Risotto, Salad (fruit, pasta, rice, vegetable), Breakfast Cereals, Soup, Quiches, Pies etc	<input type="checkbox"/> <b>OTHER:</b> Dried Fruit, Nuts, Chocolate, Lollies, Spreads, Chutneys, Other	

**What storage facilities are there on site?**

Refrigerator:  Small # \_\_\_\_  Large # \_\_\_\_  Cool Room # \_\_\_\_  
 Freezer:  Small # \_\_\_\_  Large # \_\_\_\_

**OTHER** - Is there anything else you would like to mention?

Please read and sign the Satisfy Food Rescue Terms and Conditions for Receiving Food. Please ensure this information is shared with all the people in your organisation who handle food donated by Satisfy Food Rescue.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Full Name \_\_\_\_\_ Position \_\_\_\_\_

Please return your completed Registration Form and Terms & Conditions via email or to the postal address below.

**Satisfy Food Rescue**  
 C/- Kaiapoi Community Support, 24 Sewell Street, Kaiapoi  
[satisfyfoodrescue@outlook.com](mailto:satisfyfoodrescue@outlook.com), 027 951 6052  
[www.satisfyfoodrescue.org.nz](http://www.satisfyfoodrescue.org.nz)



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