



Important Info to Know

Ordering – Fax 613-530-3710

- Use the current **2019-2020 Order Form**, available on our website
 - Older sheets include discontinued items.
- Please use **NUMBERS** in boxes.
 - Check marks or other marks can confuse volunteers preparing your order
 - Pay attention to the units, and order appropriately, e.g. 1 order of a case of apples will be 140 apples – enter “1” in the order form, *not* “140”
- Print clearly and use dark pen/pencil
- Orders **MUST** be received at The Food Sharing Project, by 4:00pm Mondays
 - This is for **DELIVERY THE FOLLOWING WEEK**
 - Please send in on Fridays by 4:00pm if Monday is a Public Holiday

Recording and Reporting Data

- You must count (or estimate) the number of snacks & meals served each day or week
 - This info is required to secure funding
- You will also need to report on number of volunteers and volunteer hours
- Data **MUST** be entered (online) before the **7th** day of each month
 - The Online system for reporting (Webtracker) is easy to use (see the *2019-2020 Online Reporting Guide*, available on the Program Resources web-page)
 - You will not be able to submit your report online after the 7th

Food Choices

- We cannot provide special fruits such as kiwi, grapes, strawberries, etc.
 - Because of higher costs and difficulties with shipping (they damage easily)
- Chocolate milk, cereal bars and processed cheeses or meats are not an option
- As of September 2019, juice is no longer offered. All children must have access to water.
- Food options are limited due to budget restraints and supply limitations

Delivery

- Delivery is always scheduled for the week after an order is placed
- Most deliveries are made on Tuesday (some deliveries happen on Wednesday)
 - Deliveries will be Wednesday if Monday is a Public Holiday
- Delivery times can only be approximate, depending on volume, traffic and weather

Nutrition

- **Snacks** are defined as being comprised of **TWO food groups** – including a fruit or vegetable **and** one other food group
- **Meals** (Breakfast/ Early Morning Meal/ Lunch) are defined as being comprised of **THREE food groups** – including a fruit or vegetable **and** milk/dairy **and** one other food group
- Cream Cheese is not a suitable daily “Dairy” item