

Food and Fund Drive Donation Delivery Procedures

The Regional Food Bank of Oklahoma is located at 3355 S. Purdue, Oklahoma City, Okla., 73179.
The receiving hours of donated products are Monday-Friday, 8 a.m. - 4:30 p.m.

When registering for the Food and Fund Drive, you were asked if you would like to deliver the donated products to the Regional Food Bank, or if you would like to be connected with a Regional Food Bank partner agency. Instructions for both options are listed below.

When delivering to the Regional Food Bank:

1. **It is very important you notify us prior to delivering food donations** so we can have staff available to unload and weigh your food.

Please schedule your delivery day and time with Whitney Atteberry at (405) 600-3193 or watteberry@rfbo.org.

2. Depending upon the amount of donated items, you will be directed to one of two options below:

Option 1

Front door delivery: 3355 S. Purdue Oklahoma City, OK 73179

- a. Please enter through the main south entrance of the Regional Food Bank, NOT the Volunteer Center entrance.
- b. There will be a staff member at the front desk who will help you unload items and provide a donation receipt. Please give all monetary donations to the staff member who assists you.
- c. If you used Regional Food Bank food donation boxes during your drive, please return them when you deliver the food.

Option 2

Warehouse delivery: 3400 S. Moulton Dr., Oklahoma City, Okla., 73179

- a. You will enter through the operations entrance of the Regional Food Bank where our semi-trucks load and unload food items. Once you enter through the gate, continue straight (north) until you come to the first ramp on your right where you will see a Food Drive Donation Drop-off sign. That is the ramp for dock 22. Back up to the dock 22 door.
- b. Please ring the doorbell upon your arrival and a Regional Food Bank staff member will meet you. They will weigh the product and provide you with a donation receipt. Please give all monetary donations to the staff member who assists you.
- c. If you used Regional Food Bank boxes during your drive, please return them when you deliver the food.

3. You are finished! Be on the lookout for a gift receipt with your total pounds, dollars raised and meals provided.

When delivering to a Regional Food Bank partner agency:

1. Whitney will contact you two days prior to the end date of your drive with the Regional Food Bank partner agency contact information.
2. Connect with the Regional Food Bank partner agency assigned to your drive to schedule your delivery date and time.
3. You are finished! Be on the lookout for a gift receipt with your total pounds, dollars raised and meals provided.

Questions?

Please contact:

Whitney Atteberry
Community Engagement
Manager

(405) 600-3193
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