

Attention, Amigos Volunteers!

Here's an easy way to sell more grapefruit, pecans, and coffee with just a little extra work.

When your customers place their orders, ask if they'd like to purchase extra products for donation to a food program. You can tell your customers that:

- Amigos will deliver the donated food directly to the **Contra Costa Community Food Bank**.
- The donation is tax deductible. They'll get an official receipt by mail from the food bank.
- The food they donate will reach hungry people within the week (and more likely within a couple of days). The Food Bank *really* appreciates Amigos products!

This is a "win-win-win" situation. Hungry people get fresh produce; Amigos volunteers raise money to support their projects in Latin America; and people who purchase Amigos' products get a tax-deduction.

Here's what you need to do.

- 1) Whenever you talk with a customer, ask if they'd like to purchase additional products to donate to a food bank and note the quantities on your order form. Design your order form to include a place for "donations."
- 2) Before the product delivery in November, complete a form ("Donation to Community Food Bank") for **each** customer making a donation. ***Please write legibly, otherwise your customers may not get their tax receipts and you and the Amigos organization may look bad!*** Be sure to put your name and phone number at the top of the form. Use as many forms as you need.
- 3) When you pick up your products in November, look for the food bank's truck and a sign that says "Donations." Bring your donated items to that spot along with your completed form(s). Give your forms to the Amigos board member who will be there to collect them. When the board member has checked your forms and given you the OK, load your items on the truck. Your work is done!
- 4) Repeat this process for the delivery in December.

Have questions? Ask your team's Product Sales Coordinator.

Donation to Community Food Bank

(To be completed by the volunteer and turned in
at the product delivery in Nov. or Dec. Please print legibly!)

Volunteer _____ Phone _____

Delivery Date (circle one)

November

December

Customer Name			
Mailing Address (include Zip!)			
# Cases of Grapefruit →		Value of Grapefruit @ \$18 per case →	\$
# Bags of Pecans →		Value of Pecans @ \$11 per bag →	\$
# Bags of Coffee →		Value of Coffee @ \$13 per bag →	\$
TOTAL VALUE OF DONATION →			\$

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