



**Northridge Local Schools
Food Services Department**
2011 Timber Lane
Dayton, Ohio 45414

**Judi Hunter, SNS
Supervisor**
Phone: (937) 278-5885 ext. 1014
Fax: (937) 276-8351
jhunter@northridgeschools.org
www.PolarBearCafe.org

DONATION OF UNUSED FOODS TO CHARITABLE ORGANIZATIONS Information for Interested Parties

In an effort to reduce waste of food that is suitable and safe for consumption, interested parties who can redistribute the foods to those in need are encouraged to receive donations of certain unused food items from the Northridge Local Schools Food Services Department.

Please submit a letter of interest to Judi Hunter (address and contact information above). Include the following documentation and/or information with your letter of interest:

- evidence that your organization is a nonprofit organization that is located in the state of Ohio and is exempt from federal income taxation pursuant to 26 U.S.C. 501(a) and (c)(3);
- a description of the organization's primary purpose;
- the name, address, and telephone number of a person designated by the organization's governing board to receive donated property and to serve as its agent; and
- a description of the type(s) of food the organization needs.
 - Commonly available items include both shelf stable and perishable foods. Shelf stable foods may include individually wrapped fruit cups, crackers, and the like. Perishable foods may include ½ pint cartons of milk, individually wrapped vegetables and/or fruits, whole fruits and the like.

A representative of the organization must sign a form indicating they are taking responsibility for the food integrity, including safe food handling, at time of pick up or delivery of the donated items.

Please contact Judi Hunter with any questions.