

# WRAPPING UP: 4 EASY STEPS



## ▶ STEP 1: COMPLETE THE HARVEST FOR HUNGER CONTRIBUTION REPORT

Go to [GreaterClevelandFoodBank.org/HFH](http://GreaterClevelandFoodBank.org/HFH) to access the Harvest for Hunger contribution report. Please submit this report in person, online, or through the mail as described on the form.

You must submit the report no later than **MAY 24, 2019** so that your gift is included in the campaign total and you are appropriately acknowledged at our recognition ceremony.

## ▶ STEP 2: COMPILE YOUR DONOR LIST

All donors will receive a personalized thank you letter. Please provide us with a list of your cash donors, their donation amounts and their contact information on the Cash Donor Report, available online. Simply visit [GreaterClevelandFoodBank.org/HFH](http://GreaterClevelandFoodBank.org/HFH) to view all electronic campaign materials. You can open and print the "Cash Donor Report" from this section. You need not list any donors who made their contribution with a personal check.

## ▶ STEP 3: SEND US YOUR RESULTS

**Mail or deliver contributions to: Harvest for Hunger c/o Greater Cleveland Food Bank  
15500 South Waterloo Road, Cleveland, Ohio 44110**

## ▶ STEP 4: DROP OFF FOOD DONATIONS AT THE GREATER CLEVELAND FOOD BANK

An appointment is not needed to drop off food donations. The Greater Cleveland Food Bank is able to accept food donations Monday-Friday between the hours of 8:30 a.m. – 3:30 p.m.

**Address for delivery is: 15500 South Waterloo Road, Cleveland, Ohio 44110**

Please drive around to the back of the building and up to the dock door on the east side, marked "All Donations." Ring the bell outside the door and a member of our staff will be happy to assist you.

**Thank You for Your Support!**

### **Final Checklist:** Please include the following:

- A completed Harvest for Hunger Contribution Report submitted no later than **MAY 24, 2019**.
- All personal checks, alphabetized by last name. Checks should be made payable to Harvest for Hunger.
- A list of all cash donors and each donor's donation amount.
- All cash donations in the form of a **single check or money order** made payable to:  
Harvest for Hunger. **PLEASE DO NOT SEND CASH.**

If you have any questions, please contact our team at **216.738.2140**  
or email [HarvestForHunger@ClevelandFoodBank.org](mailto:HarvestForHunger@ClevelandFoodBank.org).



Greater Cleveland  
Food Bank

15500 S. Waterloo Road | Cleveland, OH 44110 | 216.738.2265  
[HarvestForHunger@ClevelandFoodBank.org](mailto:HarvestForHunger@ClevelandFoodBank.org)  
[GreaterClevelandFoodBank.org/HFH](http://GreaterClevelandFoodBank.org/HFH)

# CONTRIBUTION REPORT



Please complete this Contribution Report and mail or bring it in with your monetary and/or food donation to: Harvest for Hunger, c/o Greater Cleveland Food Bank, 15500 South Waterloo Road, Cleveland, Ohio 44110, at the close of your drive or no later than **MAY 24**. A Contribution Report should accompany any donation to Harvest for Hunger so that proper recognition can be given to your organization.

**PLEASE RETURN THIS FORM AND YOUR CONTRIBUTION BY MAY 24, 2019.**

Because we would like to acknowledge the generosity of all donors that participate in Harvest for Hunger, we will retrieve donor information from all personal checks and send each donor a letter of thanks. We would appreciate receiving a list of your cash donors and their contact information so that we can acknowledge their gifts as well. An easy-to-use Cash Donor Report is accessible online at **GreaterClevelandFoodBank.org/HFH**. Please submit your Cash Donor Report via e-mail to **HarvestForHunger@ClevelandFoodBank.org**, or print and include it with your donations.

Reminder: If you receive cash donations, please submit them as a check or money order made payable to Harvest for Hunger. **PLEASE DO NOT SEND CASH.**

Date \_\_\_\_\_

Organization Name \_\_\_\_\_

Coordinator Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Number of Employees \_\_\_\_\_

*Providing updated information about the number of employees at your organization will make you eligible for one of our per capita awards at the Emerald, Platinum, Gold, Silver or Bronze giving levels. Participating organizations that reach one of these levels will be recognized at the Harvest for Hunger Recognition Ceremony, will receive a special certificate of achievement and will be included in our recognition ad to run in The Plain Dealer at the end of the campaign.*

2019 Campaign Goal \$ \_\_\_\_\_

Total Monetary Contribution enclosed today \$ \_\_\_\_\_

Total Monetary Contribution to date in 2019 \$ \_\_\_\_\_

Did your group also donate food?  Yes  No Poundage: \_\_\_\_\_

Did you host a Virtual Food Drive?  Yes  No

This is a final contribution report for our 2019 drive.

This is a mid-drive report.

Signature: \_\_\_\_\_



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