



Dear Food Bank Partner Agency,

In 2017, the Food Bank of the Southern Tier conducted the 8th Annual Turkey Drive, sponsored by Tioga Downs Casino Racing and Entertainment. Funds raised through last year's Turkey Drive were set aside to purchase turkeys to help feed families in need this holiday season.

The process for receiving turkeys this year is as follows:

Our Vendor – Wegmans Food Markets

- Once again, the Food Bank has agreed to purchase frozen turkeys exclusively from Wegmans at a secured price of \$.97 per pound. Wegmans stores are located across the Food Bank's service area in Corning, Elmira, Hornell, Ithaca, and Johnson City.
- As agreed between the Food Bank and Wegmans, the Food Bank alone will handle all communication with Wegmans. Agencies are not permitted to contact stores independently. Agencies will direct all questions and concerns directly to the Food Bank.

Picking Up Turkeys – Schedule an Appointment

- Partner agencies will schedule appointments with the Food Bank to pick up their turkeys at Wegmans. Each partner agency will identify:
 - One primary contact person to pick up their turkeys from Wegmans.
 - A date and time to pick up their turkeys. (See attached 2018 Turkey Request Form for scheduling details.)
- The Food Bank will contact agencies and Wegmans stores in September to confirm scheduled appointments for picking up turkeys.

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Picking Up Turkeys – Upon Arrival to Wegmans

Each partner agency will arrive on its agreed upon date and time. If an agency cannot make its scheduled appointment, the agency will contact Vickie Steck at 796-6061, ext. 4016 with at least 2 days' notice.

- Wegmans will give your agency a voucher and receipt with the amount and weight of turkeys your agency has received. The voucher will need to be signed by a Wegmans representative and an agency representative.
- Food Bank Partner Agencies must submit the receipt and voucher to the Food Bank within five business days of picking up the turkey. If it's not possible to submit the form within 5 business days, please contact me and alternate arrangements can be made. If you fail to submit your turkey documentation, your agency will be billed for the full amount.

Partner agencies distributing turkeys during the 2018 Thanksgiving or Christmas holiday season should complete the attached page titled **2018 Turkey Request Form**. Please return the completed form to me, by **September 17th** via email at vickie.steck@foodbankst.org ; fax (607) 796-6028 or mail.

Given that partner agency requests will outnumber available funds, the Food Bank cannot guarantee that your request will be met. The Food Bank expects to inform partner agencies of their turkey funds by **October 5th**.

By accepting funds to acquire free turkeys, Partner agencies must agree to follow the process for this year's turkey acquisition and distribution as outlined above and on the 2018 Turkey Request Form.

If you have any questions about the completion of the 2018 Turkey Request Form or the Turkey Drive process, please contact Vickie Steck, Partner Agency Services Coordinator @ vickie.steck@foodbankst.org or at 796-6061, ext. 4016.

Sincerely,

Vickie Steck

Partner Agency Services Coordinator





388 Upper Oakwood Avenue Elmira, New York 14903
 P: 607.796.6061 F: 607.796.6028 www.foodbankst.org

Partner Agency Number	
Partner Agency Name	
Contact Person Name (this person will receive all notifications)	
Contact Person Info (address, phone, and email)	
Turkey Order Pick-Up Person	
Turkey Order Pick-Up Person Info (email and phone)	
Number of Turkeys Requested for Distribution.	
Select at a Wegmans Store for Pick-Up (Corning, Elmira, Hornell, Johnson City, or Ithaca)	
Select Date to Pick-Up Turkeys (please choose only 1 day for pick-up) <ul style="list-style-type: none"> • November 5th –17th, 2018 • December 10th –22nd, 2018 (Sunday pick-ups are not available)	
Select Time to Pick-Up Turkeys - Mon-Fri (7:00 am - 2:00 pm) - Saturday (7:00 am - 11:00 am) (please identify a one hour timeframe for picking up your turkeys, i.e. between 8:00-9:00 am)	

Please return this form to Vickie Steck, Partner Agency Services Coordinator by **September 17, 2018** via email : vickie.steck@foodbankst.org ;fax (607-796-6028) or mail. 388 Upper Oakwood Avenue, Elmira NY 14903

By accepting free turkeys from the Food Bank of the Southern Tier, partner agencies must agree to follow the process for picking up turkeys as it has been outlined. Upon request, agencies will accommodate visits by Food Bank staff for photography or media interviews during turkey distributions.

Signature of Contact Person

Date