



**LOOKOUT  
EMERGENCY AID  
SOCIETY**

SOLUTIONS TO HOMELESSNESS



June 2009

Lookout Emergency Aid Society is very pleased to participate in the BC Food Processor Association's *Giving Back Program*, a recognition for generosity in donating foods to the poorest and most disenfranchised in our communities through recognized organizations.

Lookout is a non-profit, charitable organization providing non-sectarian lay services and programs to thousands of adult men and women annually in several Municipalities across the Lower Mainland. The men and women we serve cope with a wide variety of challenges and abilities, most frequently with a combination of issues. A key part of our services include providing hundreds of meals each day to the homeless. Lookout depends on the generosity of donors such as you in order to deliver quality services that make a difference in the lives of people.

## FAQ

### **What products are suitable for donation?**

BCFPA clients represent a wide range of foods, all of which could be used for specific purposes.

- Basic, nutritious food is a day-to-day staple, meat, dairy, breads, fruit, vegetables. We welcome day-old products.
- Items such as chocolate would be an occasional treat, to be used for a special event such as Christmas.
- Items such as wines would be welcome as an annual auction donation, towards fundraising efforts.



*Kitchen at Yukon Housing Centre*

### **What is Lookout's capacity to receive or store goods?**

Lookout has 14 locations in the municipalities of Vancouver, the North Shore, and New Westminster.

In those locations, we currently operate four professional-grade kitchens, with another being built. Storage capacity includes

- freezer capacity — Walk-in freezers at an approximate total capacity of 1080 cubic feet, but with a varied availability of 400 to 600 cubic feet available.
- cooler capacity — Walk-in coolers/refrigeration at an approximate total capacity of 2000 cubic feet, but with a varied availability of 400 to 600 cubic feet available.
- dry storage — 50' x 50', one location; additional storage each location

Lookout works closely with all Agencies that work with the homeless. Therefore, should we find that a donation will exceed our capacity, we are well able (and very happy) to refer a donation to another charitable Agency.



FAQ continued...



### **What about the paper trail?**

While we welcome dropped off goods, recognition and receipting require a paper trail. This would include a Packing Slip (or similar document) from the donating company that indicates the nature of the donation. The goods would then be formally Received and signed for by a Lookout Manager or designate. A copy of the Packing Slip would be forwarded to Lookout's Finance Department for processing. A copy would be retained by the donating company, with notation to be forwarded to the BCFPA on a monthly or annual basis.

### **Who do I contact if I have a donation?**

The main contact person for Lookout

Chris Davidson, Manager, Yukon Housing

Weekdays (Office): 604-264-1680

Weekends (Cell): 778-232-8476

chrisd@lookoutsociety.ca

Emergency contact:

Karen Young, Director of Resource Development

(Cell): 604-309-4766

kareny@lookoutsociety.ca



*Kitchen at North Shore Housing Centre*

### **What about transportation of goods?**

When possible we will pick up large or repeat orders, and very much welcome delivered items.

Please call Chris Davidson for more information.

### **Can I get a tax receipt?**

As a registered charitable organization Lookout will give tax receipts for cash donations and in a limited way for donations of salable goods.

Canada Revenue Agency (CRA) Guidelines indicate that we can receipt for the proven value of the goods. This means that first quality items may be receipted at regular (wholesale) rate. Recently stale-dated items would be receipted based on a generally accepted standard of \$2 per pound.

### **More information**

For more information about Lookout Emergency Aid Society and our programs, please visit our website at [www.lookoutsociety.ca](http://www.lookoutsociety.ca), or contact Karen Young, Director of Resource Development at [kareny@lookoutsociety.ca](mailto:kareny@lookoutsociety.ca) or 604-255-0340 extension 38, or at 604-309-4766

For more information about the *Giving Back* recognition program... Contact Adam at the BCFPA office (604-504-4409 or [adam@bcfpa.ca](mailto:adam@bcfpa.ca)), or download the form on the BCFPA website. [www.bcfpa.ca/do\\_givingback.html](http://www.bcfpa.ca/do_givingback.html)

Thank you so much for your participation!

### **SUMMARY**

To donate goods: call Chris; arrange transportation of goods; accompany goods with a packing slip; report back to BCFPA for annual Giving Back Recognition.