



**Prepared. For Life.™**

## **HOW TO PRE-SORT FOOD DRIVE**

If time allows, we appreciate it if groups can pre-sort food donations to ensure the integrity of the products.

All bags, packaging and wrapping should be removed prior to sorting. Designate one tote for this trash and keep separate from food items.

Food is sorted into two categories: Canned food and soft foods. Canned items are canned foods only. Everything else is considered soft goods. (Anything plastic, glass or boxed.) Alternate totes (extremely large box) filled with canned food versus soft goods so that one side of the truck or trailer is not heavier than the other side.

Please be cautious with glass items. Please set aside and add to partially full totes of soft goods.

Fill totes completely, but only fill totes to top. **Please do not overfill** as they will be stacked on top of each other when brought back to the warehouse. Use discretion depending on volume/quantity of donations.

For a list of Drop-Off Locations please visit:

[www.utahfoodbank.org/scouting](http://www.utahfoodbank.org/scouting)