

Donation Procedures for Elevator Managers
For Crop Year 2011/2012
Ontario

Helping us handle grain for the world's hungry may be easier than you think. If you haven't handled grain donations for us in the past, we've outlined some simple procedures to follow when accepting donations from your customers.

- A Canadian Foodgrains Bank **Grain Delivery Ticket** must be filled out for each donation. Please be sure to check the appropriate box to indicate which member account of Canadian Foodgrains Bank is to receive the donation. Please also indicate if the grain has been sold (cashed out) or stored, and indicate if through the Grain Farmers of Ontario.
- The donor's **complete address** must be printed on the Foodgrains Bank Grain Delivery Ticket. This ensures the donor receives a tax-deductible receipt. If the donation is from a **community growing project**, record the delivery in the name of the growing project.
- **The donor gets the white copy of the Grain Delivery Ticket. Staple the yellow copy to your company's settlement slip and send it to your head office.**
- **Storage Accounts** – you also have the option of setting up a storage account for Canadian Foodgrains Bank. This account will allow you to centralize all donations coming into your elevator. Upon receiving notice of grain in your elevator, Canadian Foodgrains Bank is able to arrange the shipment or cash sale of the grain to correspond with our shipments overseas. If you choose to hold grain in storage for us, please send the official grain storage receipt to the Foodgrains Bank office in Winnipeg, along with the yellow copy of our Grain Delivery Ticket. Please fill in the value of stored grain as of the day of delivery for income tax and receipting purposes. Note: Grain will likely be sold at the direction of Canadian Foodgrains Bank.
- Donors may contribute wheat to the Foodgrains Bank at any agent of the Grain Farmers of Ontario. For more information contact the Grain Farmers of Ontario at 519-767-6537 or the Foodgrains Ontario coordinators, David and Kathryn Mayberry.
- **Elevator payments:** Many growing projects like to show their support by including the name Canadian Foodgrains Bank with their project name. As grain deliveries begin arriving, please note when issuing cheques for projects that include the name "Canadian Foodgrains Bank" payments must be mailed directly to: Canadian Foodgrains Bank, PO Box 767, Winnipeg, Manitoba, R3C 2L4.
- Once placed into storage in the name of Canadian Foodgrains Bank, decisions about the grain will be made by staff of the Foodgrains Bank.

For further assistance or for additional Grain Delivery Tickets, call our office at 1 (800) 665-0377 or visit the Growing Project or Donations sections of our website.