



One-Time Food Donation Request Instructions

Thank you for your interest in requesting a donation from Sacramento Food Bank & Family Services. Sacramento Food Bank & Family Services is committed to supporting the community and those in need. One-time donations are available for activities that directly benefit the food insecure, including the needy, elderly, children, and disabled within Sacramento County. These donations should not be used as incentives to encourage community members to attend an event. SFBFS does not provide one-time food donations for fundraisers.

Please note that we do not offer any one-time donations during November and December.

For your request to be considered, please provide the following information and documents:

- A brief description of your organization and how you plan to use the one-time food donation on your organization's letterhead
- A copy of your IRS 501(c)(3) determination letter from the IRS

Documents can be submitted to Lorena Carranza via email at

lcarranza@sacramentofoodbank.org or mailed to:

Sacramento Food Bank & Family Services c/o
Lorena Carranza
1951 Bell Ave.
Sacramento, CA 95838

We receive many requests and do our best to honor them. **We ask that donation request be submitted at least 21 days prior to the event.** Under IRS Code 170(e)(3) we are not allowed to provide donations for any fundraising events or to volunteers. This same code clearly states that all donations must go to the ill, elderly, or needy. Examples of approved events are homeless outreach or events that connect community members in need to free social services.

Thank you for thinking of Sacramento Food Bank & Family Services to help serve your community.