

Martha's Table

2114 14th St. NW · Washington, DC, 20009 · 202-328-6608 · Fax 202-387-0011 · www.marthastable.org

Canned & Non-Perishable Food Donation Guidelines

Planning

- Complete an In-kind Food Donation form whenever you donate. A copy of this form can be found on our website or at the front door of Martha's Table.
- A limited number of plastic containers are available for transport of canned goods or non-perishable items gathered in a food drive. Please contact us to arrange a pick-up.
- If you are planning a food drive please call us in advance to discuss the nature of your drive (any specific needs we might have at the time) and your planned collection, pick up and/or delivery dates. You may contact
- Martin Booker, Un-prepared Food Program Manager at mbooker@marthastable.org
202-328-6608 x 225
- Do not include any monetary donations with your packaged items. Please mail them to Martha's Table at 2114 14th St. NW, Washington, D.C. 20009.
- We will gladly visit your group or community service committee to discuss Martha's Table, our needs and how your support affects Martha's Table. You can contact Kimberly Lyons-Briley at klyons@marthastable.org or 202-328-6608 x 232.

Packing and Transport

- Please pack the items in clearly labeled boxes (i.e. "Canned Food", "Perishable Food"). If you do not have boxes we may be able to provide suitable containers with advanced notice.
- Please sort the items to the best of your ability.
- Provide a description, count and estimated value of what you are donating.
- When packing a variety of canned or non-perishable items estimate the weight rather than list each item.
- Please pack glass items together.
- On canned goods please note the expiration dates before donating them.
- For those groups that conduct canned or non-perishable food drives, please call or email us in advance and we have plastic containers that your group can use. Otherwise please pack canned goods in one box and non-perishable soft container items in another box.
- Please do NOT use paper or plastic bags to transport food items for they often rip and damage containers.

Delivery and Pick-ups

- **We accept food deliveries seven days a week, from 10am – 4pm.**
- Please deliver the items to: 2114 14th Street, NW, Washington, DC 20009. Donations are accepted at our loading dock located in the back alley. The alley is accessible from V St. Once in the alley, proceed to the second garage door on the right and ring the buzzer located on the upper right of the door frame. Someone will be there momentarily to help you unload.
- Please feel free to give us a call in advance of your delivery.
- Pickups are available upon request. Please see contact information above.