



## FUND RAISING PACKAGE

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Dear Charitable Organization:

Date: \_\_\_\_\_

RE: Fund Raising

Thank you for your interest in choosing the Pattison Food Group (PFG) with which to host or assist with a charitable fund raising event. This package contains information to ensure that the fund raising event runs smoothly and that all necessary steps are taken to satisfy our requirements as well as all governmental regulatory requirements.

In order for you to host a fundraising event at our store and in order for you to borrow our equipment for use in connection with a fund raising event, we will require that:

1. You arrive at the designated site at least one (1) hour prior to the scheduled start time of the fundraising event and assist with the preparation for the fundraising event
2. No more than \_\_\_\_ members of your organization are to be present on our property at any one time during the event
3. You be responsible for the cleanliness of the event location and all equipment or supplies that are used. One of our team members will provide you with specific instructions at the time of the event
4. You use any equipment borrowed from us **only** for the specified fundraising function at the specified location and not for any other purpose
5. You be responsible for any and all damage caused to or by any equipment or supplies borrowed from us
6. You return all equipment borrowed from us in its original state and condition at the designated time and location
7. You adopt and use the **Safe Food Handling Practices** and the **Guidelines for BBQ Functions** (see pages 5 and 6)
8. You complete, sign and give to the store manager the **Community Events Information Form** (page 3) and the **Release and Indemnity Form** (page 4) **prior to the SCHEDULING of the event.**

**Equipment and Supply Checklist - BBQ Functions** (page 8) is to be completed and given to the store manager **prior to the START of event.**

**Fund Raising Cooking Log** (page 7) is to be **completed DURING the event.**

9. You provide your own signage and advertising
10. You bring with you the following supplies and / or equipment:
11. YOU PROVIDE EXCEPTIONAL CUSTOMER SERVICE AND REFRAIN FROM THE USE OF PROFANITY OR LANGUAGE THAT MAY BE OFFENSIVE.
12. You take all necessary or appropriate steps to ensure that the fundraising event is in compliance with all relevant federal, provincial and municipal statutes, regulations and by-laws. (In this regard, the attached

Municipal Health Authority Contact Information sheet may be of assistance. Please note that the contact numbers are current as of June 2007 and that contacts may not be comprehensive); **and**

13. If requested by us, you assist with the clean-up of the fundraising event and remove from our property any equipment or supplies not belonging to us.

You will be entitled to a percentage of the proceeds (less our expenses) from the fundraising event. You will be advised of this amount by the store manager at the specific location.

OFG strives to be an **ACTIVE PART OF THE COMMUNITY** and hope we can support your organization. We will contact you as soon as we have received the completed information contained in this package.

Should you have any questions or concerns please contact the store manager at the location of your event.

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Record of Revisions:

March 9, 2023- Rebranded from OFG to PFG.

April 20, 2010 – Replaced “J-512” with “Click San” (Christine Martin)

October 22, 2007 – Revised whole package to reflect OFG standard formatting (Michele Babineau)

June 1, 2007 – Revised whole package for clarity and completeness, updated contact information for local Health Authorities and replaced “FoodWise” with “FoodSafe” (Alison Helliker)

July 25, 2005 – Added contact for Environmental Health First Nations & Inuit Health Branch Central District (p.8) as per George Sciberras (952 asm).

July 22, 2005 – Change company name from “OFG” to “OFG LP” (p.4); “Stride DC Floral” is replaced with “J-512 Sanitizer” (p.6); Replace “MUST III” with “FoodWise” (p.6); added “precooked” to hot dogs, smokies and sausages.(p.6) (Carol Brise)

**FUND RAISING INFORMATION SHEET**

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**Please return this form fully completed to our store manager prior to scheduling the event.**

Name of Organization: \_\_\_\_\_

Person in Charge (on the day of event): \_\_\_\_\_

Does person in charge have FoodSafe Certificate (or equivalent)? Yes  No

If No, provide name of person who has FoodSafe (or equivalent) \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Proposed Date(s) of Event: \_\_\_\_\_

Time: From: \_\_\_\_\_ a.m. / p.m. (Circle one) To: \_\_\_\_\_ a.m. / p.m. (Circle one)

Location: \_\_\_\_\_

List the type of foods to be served (include product names and manufacturers):

\*NOTE: Hamburgers may NOT be served at this event

Products:

Suppliers:

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List of equipment that will be required for your event:

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**RELEASE and INDEMNITY**

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**Please return this form fully completed and signed to our store manager prior to scheduling the event.**

**FOR AND IN CONSIDERATION** of the donation of food products by **PATTISON FOOD GROUP LTD. (PFG)**, and the right to enter into, remain upon and bring equipment and supplies onto the property of PFG, the undersigned, on behalf of itself, its officers, employees, servants, agents, predecessors, successors, administrators, assigns, (collectively, the "Undersigned"), **DOES HEREBY FOREVER DISCHARGE AND RELEASE** PFG including its affiliates, directors, officers, employees, servants, agents, insurers, predecessors, successors and assigns, of and from any and all actions, causes of action, contracts, debts, liabilities, claims, demands, damages, interest, costs, expenses and compensation of whatsoever kind and howsoever arising, whether known or unknown, whether at law or equity and which the Undersigned and any administrator, successor and assign, or any of them now have or at any time hereafter can, shall or may have in any way resulting or arising from or in connection with (a) the donation of food products, supplies or equipment by PFG, (b) the use by the Undersigned or by PFG of any equipment or any supplies owned, operated by or belonging to PFG; (c) the Undersigned's entry, use or occupancy of any business premise operated by PFG, (d) the use by the Undersigned of any equipment or supplies brought by it onto PFG's premises, (e) the preparation or handling of food products by the Undersigned on PFG's premises, or the sale or service of such food products to the public, (f) the fundraising activities of the Undersigned from PFG's premises, (g) the fundraising activities of the Undersigned from any other premises with the use or assistance of any equipment or supplies owned, operated by or belonging to PFG, or (h) the use by PFG or the Undersigned PFG's "community events vehicle".

The Undersigned represents that it is a charitable or non-profit organization and agrees that it will use any food products, supplies or equipment donated by PFG for charitable purposes. The Undersigned represents to PFG that its fundraising activities are solely for charitable purposes.

For the consideration aforesaid, the Undersigned agrees to indemnify PFG and save PFG harmless from and against all loss, costs, expenses, damages, demands, claims, actions and liability (including but not limited to injury to or death of any person or damage to any property) arising from or in connection with (a) the donation of food products supplies or equipment by PFG, (b) the use by the by the Undersigned or by PFG of equipment or any supplies owned, operated by or belonging to PFG; (c) the Undersigned's entry, use or occupancy of any business premise operated by PFG, (d) the use by the Undersigned of any equipment or supplies brought by it onto PFG's premises, (e) the preparation or handling of food products by the Undersigned on PFG's premises, or the sale or service of such food products to the public, (f) the fundraising activities of the Undersigned from PFG's premises (g) the fundraising activities of the Undersigned from any other premises with the use of any equipment or supplies owned, operated by or belonging to PFG, or (h) the use by PFG of the Undersigned PFG's "community events vehicle".

Signed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_.

**READ BEFORE SIGNING**

\_\_\_\_\_  
(Legal Name of Charitable Organization)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name of Representative)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Telephone)

## SAFE FOOD HANDLING PRACTICES

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At least one (1) event personnel must have valid certification in FoodSafe or equivalent and be present at all times during the event.

Proper hand washing is critical in preventing the spread of foodborne illness. Each person handling food must wash his / her hands frequently using proper hand washing steps:

### **Proper hand washing steps:**

- Use only sinks (hand basins) installed for hand washing
- Use warm water to help dissolve natural oils and bacteria from skin
- Use liquid soap and lather it well beyond the wrist
- Wash hands properly; a minimum of thirty (30) seconds is required
- Apply a rotary (circular) method to get friction
- Pay particular attention to the areas between fingers and the fingernails
- Rinse hands thoroughly under running water with the water running downward
- From the wrist to the fingertips
- Dry hands thoroughly with a single use paper towel

### **Hands are to be washed when:**

- You start handling food
- You have used the bathroom
- You have smoked
- You have handled garbage
- You have handled money

Designate certain people to do specific tasks, i.e., one (1) person takes the money, one (1) person cooks the hot dogs, one (1) person stocks supplies, etc.

Food handlers must wear clean clothing, foot wear and have their hair tied back.

Any person with symptoms associated with gastrointestinal illness, including but not limited to diarrhea, abdominal cramps and vomiting are not to handle food.

Food handlers with open or draining lesions and wounds on the hands, wrists or exposed portions of the arms are not to handle food.

No smoking is permitted in food handling areas.

## GUIDELINES FOR BBQ FUNCTIONS - FOOD SAFETY PLAN

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You take all necessary or appropriate steps to ensure that the fundraising event is in compliance with all relevant federal, provincial and municipal statutes, regulations and by-laws. (In this regard, the attached Municipal Health Authority Contact Information sheet may be of assistance. Please note that the contact numbers are current as of June 2009 and that contacts may not be comprehensive)

At least one (1) event personnel must have valid certification in FoodSafe or equivalent and be present at all times during the event

Products prepared and served from a BBQ are limited to precooked hot dogs, smokies and sausages.  
**HAMBURGERS AND FRIED ONIONS ARE NOT TO BE SERVED.**

Running hot water for the purpose of hand washing is provided by a sanitary coffee urn with a catch basin for waste water located under the spout. Liquid hand soap is provided in a hand pump dispenser. Use paper towels to dry hands

Wear gloves only when handling food. **DO NOT USE LATEX GLOVES.** Use gloves provided by the store. Use of gloves does not mean you do not have to wash hands

Condiments are either in individual packages or in squeeze bottles

Ice for cooling perishable products is to be kept separate from ice for beverages

Perishable foods must be kept below 4°C and a working thermometer must be placed in the cooler or refrigerator. (The store manager will provide you with a small dial or probe thermometer off the shelf from the store for this purpose)

Ice should be replenished or the refrigeration control should be adjusted as required to maintain temperatures below 4°C. Check the temperature every hour. If temperature is not 4°C, remove food and place in proper refrigeration in the store. Perishable foods cannot be out of refrigeration for more than one (1) hour.

Hot dogs are to be heated thoroughly on a barbeque. Internal temperature of the hot dogs can be checked with a probe thermometer (again the Store Manager will provide a probe thermometer). Check one (1) hot dog per batch – temperature should be 75°C. These temperature checks are to be recorded on the Fund Raising Cooking Log.

Use separate utensils for raw and cooked food. Utensils are to be cleaned and sanitized on a regular basis by store team members (fund raising coordinator) using store procedures and products.

Food contact surfaces (tables, probes) are to be cleaned frequently using ClickSan Quaternary Ammonium Sanitizer\* (provided by store) and disposable paper towels. Dish clothes or rags are **NOT TO BE USED.** (Spray sanitizer and wipe off with clean paper towel)

Do not cook large quantities of food ahead of time, cook only what you need. Perishable foods should not be left in the **Danger Zone** (between 4°C to 60°C) for **more than 2 hours.**

NOTE: These are guidelines only and may not be comprehensive. You are responsible for ensuring safe handling practices at the fundraising event and that all applicable laws, including all health and sanitation laws are complied with.

\* Click San Sanitizer is a quaternary ammonium based no-rinse sanitizer used at 200ppm.



## EQUIPMENT AND SUPPLY CHECKLIST - BBQ FUNCTIONS

This checklist is to be completed by the person in charge for the organization and returned to the store manager just prior to the start of the event.

**Date:** \_\_\_\_\_ **Name of person completing checklist:** \_\_\_\_\_

BBQ set up with adequate supply of propane under cover of roof, awning or canopy	
Table with table cover set up under cover of roof, awning or canopy	
Sanitary cooler or refrigerator for storage of perishable foods equipped with working thermometer that is capable of maintaining temperature below 4°C	
Thermometers to check refrigeration and cooking temperatures	
Facilities provided for hand washing including liquid hand soap, running water, waste water basin and paper towel	
Trigger spray bottles of ClickSan Sanitizer provided with paper towels for sanitation	
Cooking utensils provided: separate raw and cooked	
Adequate garbage containers	
Condiments in single serve or squeeze bottle format	
Required signage posted	
Disposable cups, plates, napkins, etc. for food service provided	
Communication of Food Handling Practices to the Person in Charge	
At least one (1) event personnel must have valid certification in FoodSafe or equivalent and be present at all times during the event	
Permit for event	



**BRITISH COLUMBIA HEALTH AUTHORITY CONTACT INFORMATION**

<b>NORTHERN HEALTH AUTHORITY- British Columbia</b>		
	<b>Phone</b>	<b>Fax and Email</b>
<b>Main Office (Prince George)</b>	(250) 565-2649 or 1-866-565-2999 (toll free)	(250) 565-2640 hello@northernhealth.ca
<b>INTERIOR HEALTH AUTHORITY- British Columbia</b>		
	<b>Phone</b>	<b>Fax</b>
<b>Main Office (Kelowna)</b>	(250) 862-4200	(250) 862-4201
<b>Health Service Areas</b> (Office location)	<b>Phone</b>	<b>Fax and email</b>
Thompson-Caribou Shuswap (Kamloops)	(250) 314-2772	(250) 314-2333 feedback@interiorhealth.ca
Okanagan (Kelowna)	(250) 862-4367	(250) 862-4352
East Kootenay (Cranbrook)	(250) 420-2401	(250) 420-2405
Kootenay Boundary (Castlegar)	(250) 365-4301	(250) 365-4344
<b>FRASER HEALTH AUTHORITY - British Columbia</b>		
	<b>Phone</b>	<b>Fax and Email</b>
<b>Main Office (Surrey)</b>	(604) 587-4600 or 1-877-935-5669 (toll free)	(604) 587-4666 feedback@fraserhealth.ca
<b>VANCOUVER ISLAND HEALTH AUTHORITY - British Columbia</b>		
	<b>Phone</b>	<b>Fax and Email</b>
<b>Main Office (Victoria)</b>	(250) 370-8699 or 1-877-370-8699 (toll free)	(250) 370-8750 info@viha.ca
<b>VANCOUVER COASTAL HEALTH AUTHORITY - British Columbia</b>		
	<b>Phone</b>	<b>Fax</b>
<b>Main Office (Vancouver)</b>	(604) 736-2033 or 1-866-884-0888 (toll free)	
<b>Health Service Areas</b>	<b>Phone</b>	<b>Fax</b>
North Shore / Coast Garibaldi (North Vancouver)	(604) 988-5788	(604) 984-5788
<b>First Nations &amp; Inuit Health Branch</b>		
	<b>Phone</b>	<b>Fax</b>
<b>Main Office (Pacific Region)</b>	(604) 666-3235	(604) 666-6024

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**ALBERTA HEALTH AUTHORITY CONTACT INFORMATION**

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**EDMONTON**

<b>Capital Health Authority</b>		
	<b>Phone</b>	<b>Fax</b>
<b>Main Office (Edmonton)</b>	(780) 407-1000	(780) 407-7481

**RED DEER**

<b>David Thompson Regional Health Authority</b>		
	<b>Phone</b>	<b>Fax</b>
<b>Main Office (Red Deer)</b>	(403) 341-8622	(403) 341-8632

**LETHBRIDGE**

<b>Chinook Regional Health Authority</b>		
	<b>Phone</b>	<b>Fax</b>
<b>Main Office (Lethbridge)</b>	(403) 388-6009	(403) 388-6011

**FT. McMURRAY**

<b>Northern Lights Health Region</b>		
	<b>Phone</b>	<b>Fax</b>
<b>Main Office (Ft. McMurray)</b>	(780) 791-6024	(780) 791-6029

**GRANDE PRAIRIE**

<b>Peace Country Health</b>		
	<b>Phone</b>	<b>Fax</b>
<b>Main Office (Grande Prairie)</b>	(780) 538-5387	(780) 538-5455

**CALGARY**

<b>Calgary Health Region</b>		
	<b>Phone</b>	<b>Fax</b>
<b>Main Office (Calgary)</b>	(403) 943-1111	(403) 943-1108

**MEDICINE HAT**

<b>Palliser Health Authority</b>		
	<b>Phone</b>	<b>Fax</b>
<b>Main Office (Medicine Hat)</b>	(403) 529-8042	(403) 529-8998

**CAMROSE**

<b>East Central Health Authority</b>		
	<b>Phone</b>	<b>Fax</b>
<b>Main Office (Camrose)</b>	(780) 608-8800	(780) 672-5023