



2017 BOMA San Francisco Toy Drive to Benefit the SFFD Toy Program Volunteer Driver Reservation Form



BOMA SF has been partnering with SFFD Toy Program for over 25 years. The Toy Program distributes over 200,000 toys each year and serves more than 40,000 families annually. Our members' participation is integral to the success of this program. Member companies with vehicles and employees they can spare for two (2) days (1 drop off day and 1 pickup day) are needed. If you would like to volunteer, please complete this form and return by November 3.

Company Name _____

Contact for Toy Drive _____
(This individual will receive all BOMA communications via email, will communicate with their employee drivers, and communicate with the building contacts re: delivery and pickup of barrels.)

Contact Email _____

Contact Phone _____

Date for Barrel Drop Off Nov. _____ (Select from: Nov. 13, Nov. 14, Nov. 15 or Nov. 17)

Date for Barrel/Toy Pickup Dec. _____ (Select from: Dec. 11, Dec. 12, Dec. 13, Dec. 14 or Dec. 15.)

Important Information

- All barrels will be delivered during the week of November 13 – Nov. 17 (excluding Nov. 16) by BOMA-member volunteer drivers. All barrels and toys will be picked up during the week of Dec. 11 – Dec. 15. Barrels are housed at the SFFD Toy HQ located at 2225 Jerrold Street (off of Cesar Chavez exit).
- Once all reservations are received, BOMA will assign delivery routes to the volunteer drivers. Volunteer drivers will then select one drop off date (see dates above) and communicate that date to BOMA & the building contact provided. Similarly, the volunteer driver will select one pick up day (see dates above) and communicate that date with BOMA & the building contact provided.
- From experience, we recommend utilizing trucks with the largest load capacity to accommodate more barrels and facilitate fewer trips!
- Delivery of barrels will be through the building's main lobby. If for any reason, it must be made to a loading dock, that information will be provided on your delivery route list. The volunteer drivers will only drop off and pick up once.
- Questions? Please contact Member Services Director Tory Brubaker, toryb@boma.com, 415-362-2662 x115. Please return form via email to toryb@boma.com.