



Apache Junction Food Bank

575 N. Idaho Road, Suite 701, Apache Junction, AZ 85119

Phone: (480) 983-2995 Web: www.ajfoodbank.org

fooddrive@ajfoodbank.org

Food and Fund Drive Coordinator's Kit

Thank you for your interest in holding a Food and Fund drive to benefit the Apache Junction Food Bank (AJFB). Every food or monetary donation helps in the fight against hunger – no matter how small or large.

What is a Food and Fund Drive?

A food and fund drive is an excellent opportunity for the Apache Junction community to become direct partners with the Apache Junction Food Bank in our fight to end hunger. A food and fund drive can be conducted by churches, neighborhoods, businesses, service clubs, schools, military units, scouts, sports teams, or any group of dedicated people who realize it takes local initiative to solve a local problem.

Food and fund drives are critical to the ongoing mission of the Apache Junction Food Bank to collect and redistribute food to individuals and families in need in East Valley communities. AJFB serves the areas of Ellsworth to Queen Valley Rd, McDowell to Ocotillo and beyond.

Cash donations are equally as important and are used to leverage the Apache Junction Food Bank's bulk buying power. Every \$5.00 donated provides 20 meals for needy families.



Help Feed the Hungry and get your Money Back*

The Apache Junction Food Bank is a 501(c)(3) Arizona Qualifying Charitable Organization. Your gift qualifies as a tax credit. Unlike tax deductions, these Charitable Tax Credits are fully tax-refundable for Arizona residents; either reducing the total AZ state income tax you owe or increasing the state income tax refund you receive, dollar for dollar when you file your taxes on AZ Department of Revenue Form 321.

*Up to \$400 per individual and \$800 for couples filing a joint income tax return in the State of Arizona.

(10/2016)

In this Kit:

| | Page |
|--|------|
| Food and Fund Drive Donor Information Form..... | 3 |
| FAQ’s About Food and Fund Drives..... | 4 |
| Organizing and Running Your Food and Fund Drive | 5 |
| Food/Fund Drive Announcement /Bulletin Board Sign..... | 6 |
| FAQ’s About Hunger and the AJFB | 7 |
| Sample Letter..... | 8 |
| Half Sheet Flyers | 9 |
| Collection Box Sign | 10 |



“Working *Together* to Feed the Hungry
in East Valley Communities”

(10/2016)



FOOD & FUND DRIVE: Donor Information

Event Date _____

Organization Name _____

Contact Name _____

Address: _____

City _____ State _____ ZIP _____

Phone _____ Email _____

Food & Fund Drive Drop off:

To schedule a Food & Fund Drive, or to drop off donations please contact Paula, Executive Director, at the Apache Junction Food Bank by calling 480-983-2995 or fooddrive@ajfoodbank.org.

Checks should be made payable to: Apache Junction Food Bank
(AZ Charitable Tax Credit allows \$400/individual, \$800/joint filers per year)

Please bring completed form with donation to:
575 N. Idaho Road, Suite 701, Apache Junction, AZ 85119

Thank you for supporting our mission!

"Working Together to Feed the Hungry in East Valley Communities"

(10/2016)



FAQ's About Food and Fund Drives (10/2016)

Why are food and fund drives so important?

Even though we engage in a number of food rescue operations, a major portion of our non-perishable food items come from food drives. Also, monetary donations allow us to purchase additional food to create balanced meals for those in need in our community.

What times of year is the Apache Junction Food Bank in most critical need of additional donations?

We always have a need for donations and never turn them away. However, our shelves tend to be emptier in the summer months, when children are out of school.

What types of food are you collecting?

The shopping lists at the back of this kit contain our most needed items. Some general guidelines:

- Only donate items that you would eat.
- Check that the items are still within the "use before" date.
- Avoid glass items.
- We can only accept unopened items in their original packaging. It's ok if the external packaging is damaged as long as the internal packaging is still intact.
- We cannot accept home canned goods.

Do you accept cash donations as well as food donations?

Yes. Financial donations are greatly needed in order to keep our doors open and maintain functionality of the warehouse. The Apache Junction Food Bank is a 501(c)(3) Arizona Qualifying Charitable Organization. Your gift qualifies as a tax credit which is fully tax-refundable up to \$400 per individual and \$800 for couples filing a joint tax return in the state of Arizona.

Can the Apache Junction Food Bank pick-up my collected food?

The AJFB has limited staff and vehicles and engages in daily food rescue operations from local businesses. Your delivery directly to the AJFB helps us maintain efficiency and keep costs down. However, if transporting food drive food to the food bank is not possible, please call us to schedule a pick-up.

Where is the Apache Junction Food Bank located and when is it open?

We accept donations at our warehouse located at 575 N. Idaho Road, Suite 701, Apache Junction, AZ 85119 (SE corner of Idaho Rd. and Superstition Blvd., across the parking lot from the DMV). Our doors are open to receive food donations Monday, Tuesday, Thursday & Friday 8:00-10:30 am and 1:00 - 4:00 pm; and Saturday - 8:00 a.m. to 10:30 a.m. Call us at 480-983-2995 or email fooddrive@ajfoodbank.org to schedule your food donation drop off.



APACHE JUNCTION FOOD BANK AJFOODBANK.ORG



Organizing and Running Your Food and Fund Drive (10/2016)

Six Easy Steps to organizing and Running Your Food and Fund Drive

1. Set your event date/goals.

Contact the AJFB at 480-983-2995 to make arrangements to schedule your Food/Fund Drive. No matter what your approach, it helps to have a specific goal. This gives participants something to work toward and a benchmark for success. The goal can be based on the amount raised the last time, or you can set a goal based on the number of participants.

EXAMPLES:

An organization with 300 people:

300 people x 5 pounds per person = 1,500 pounds of food

An organization with 300 people:

300 people x \$5 per person = \$1,500 or 6000 meals (\$5 = 20 meals)

2. Start early and set up a kick-off event.

Share information throughout your organization and community to raise involvement early in the process. Make posters, flyers and signs to promote your drive. You can also remind people about your food drive in your e-mail signature or voicemail message. If your organization has a website post the information about your drive on it. During the Food and Fund Drive, keep everyone updated on its progress. Remember to update your participants periodically. Bring all your targeted participants together for a kick-off event. Invite an AJFB Board Member or Volunteer to educate your participants about hunger and how the Apache Junction Food Bank helps to alleviate hunger and distribute other details about the Food and Fund Drive. Use our FAQ sheets and other attached forms to help you with promotion.

3. Set up a central location.

Collection sites should be visible and easy to find. Collect donated food and grocery items at central locations like break rooms, common meeting rooms and reception areas. Assign one or two individuals to be responsible for collecting financial contributions. Make all checks payable to the Apache Junction Food Bank.

4. Get food boxes and containers.

The Apache Junction Food Bank can provide large boxes for food collection.

5. Food drive donation boxes or donation drop off.

Please contact the Apache Junction Food Bank at 480-983-2995 in advance to assure someone is available to provide you collection boxes and accept your food donation drop off. Monday, Tuesday, Thursday & Friday 8:00-10:30 am and 1:00 - 4:00 pm; Saturday - 8:00 a.m. to 10:30 a.m. Closed on major holidays.

6. Inquire if your company or a local company will do a matching financial gift.

Many companies are happy to make a matching gift of their employee contributions – even when employees are giving food instead of cash. Inquire if your company will donate a dollar for every pound of food raised. If your school, church, local community organization, or local club is the organization holding the Food and Fund Drive, consider asking friends, relatives, or local companies to do a matching gift.



APACHE JUNCTION FOOD BANK AJFOODBANK.ORG

Help us collect funds and non-perishable food for our neighbors in need.

Event Donation Dates

All donations will be delivered to the Apache Junction Food Bank on:

Donation Delivery date

Our Goal is _____ pounds of food and \$ _____

The Apache Junction Food Bank is in need of the following items:

- Canned meats – tuna, ham, turkey, chicken, beef, sardines
- Beans – dried or canned
- Macaroni and Cheese
- Boxed Meals
- Rice and rice mixes
- Peanut butter and jelly (plastic jars)
- Cereal (hot/cold)
- Soups
- Canned fruits and vegetables
- Fruit Juice (plastic or boxed)
- Bottled water
- Baby food
- Canned milk
- Toiletries



(10/2016)



FAQ's About Hunger and the Apache Junction Food Bank

What is food insecurity?

Food insecurity means that individuals or families are so limited in their resources to buy food that they often run out of food. Often the quantity and quality of food is impacted resulting in cutting out meat, feeding their children unbalanced meals, or skipping meals so that their children can eat.

What is the Apache Junction Food Bank (AJFB)?

The AJFB is a primary safety net providing food for the growing number of community members who are unable to make ends meet and need to supplement their inadequate food supplies. The AJFB is a nonprofit 501 (c)(3) food bank and food rescue operation, working to help those in the service area of Ellsworth to Queen Valley Rd, and McDowell to Ocotillo and beyond. Our mission: "Together with our volunteers and partners, AJFB provides emergency food services to qualified individuals and families in East Valley Communities with kindness, respect and dignity".

How does the Apache Junction Food Bank help?

Our clients include children, seniors, the working poor and professionals who have lost their jobs. We provide free emergency food assistance to an increasing number of individuals and families each year. We provide emergency food boxes from our warehouse location in Apache Junction and provide referrals to other community help organizations.

How many community members does the Apache Junction Food Bank help?

In 2015, the AJFB provided food for 38,018 individuals through the distribution of one million pounds of food. The need for monthly emergency food assistance is expected to reach 40,000 clients for 2016.

How does the Apache Junction Food Bank obtain food?

The AJFB obtains much of its food through food rescue operations from retail outlets and food drives. The food is brought to the warehouse for temporary storage including refrigeration as appropriate. Food drives and monetary donations for the purchase of food provide the majority of our non-perishable food.

How does the Apache Junction Food Bank accomplish meeting the needs of our community?

Volunteers are the heart and soul of the AJFB. We simply could not operate without an enormous amount of help from dedicated volunteers and concerned citizens. Volunteers donated 38,457 hours of their time to the AJFB in 2015. We have a volunteer staff of more than a hundred helping hands of all ages. Come join us!

AJFB: 575 N. Idaho Road, Suite 701, Apache Junction, AZ 85119 (SE corner of Idaho Rd. and Superstition Blvd. across the parking lot from the DMV). For a map and directions, please call us or see our website at:

<http://www.ajfoodbank.org>

(10/2016)

Sample Letter (10/2016)

[Our organization] is holding a Food and Fund Drive on [DATES] to benefit the Apache Junction Food Bank (AJFB), a local non-profit food bank and food rescue operation serving the East Valley. All food and funds raised will help the AJFB supply emergency food to those in need. The AJFB is working hard to serve our community and help a growing number of individuals and families who are food insecure. Food insecure means that individuals or families are so limited in their resources to buy food that they often run out of food. Often the quantity and quality of food is impacted resulting in cutting out meat, feeding their children unbalanced meals, or skipping meals so that their children can eat.

Hunger statistics in our community:

- In 2015 AJFB served 38,018 individuals utilizing one million pounds of food.
- The need for monthly emergency food assistance is expected to reach 40,000 clients for 2016.
- 11.6% of all Apache Junction residents live below the federal poverty level. Additionally, 18.4% of Apache Junction children and 7.4% of seniors live below the federal poverty level.

Together with our volunteers and partners, Apache Junction Food Bank provides emergency food services to qualified individuals and families in East Valley Communities with kindness, respect and dignity.

Here's How You Can Help:

1. **Donate non-perishable foods** in the marked boxes at collection points in our location during the drive.

The Apache Junction Food Bank is in serious need of the following:

| | |
|--|---------------------|
| Canned meats: | Macaroni and Cheese |
| – tuna, ham, turkey, chicken, beef, sardines | Rice and rice mixes |
| Beans – dried or canned | Cereal (hot/cold) |
| Boxed Meals | Soups |
| Peanut butter and jelly (plastic jars) | Baby food |
| Canned fruits and vegetables | Canned milk |
| Fruit Juice (plastic or boxed) | Bottled water |
| Toiletries | |

2. **Donate Funds** The Apache Junction Food Bank is an Arizona 501(c)(3) Qualifying Charitable Organization. Your gift qualifies as a tax credit which is fully tax-refundable up to \$400 per individual and \$800 for couples filing a joint tax return in the state of Arizona.

For every dollar raised, the AJFB can effectively supply \$10 worth of groceries to hungry individuals and families.

Make your tax deductible check payable to the **Apache Junction Food Bank**, 575 N. Idaho Road, Suite 701, Apache Junction, AZ 85119, or visit the AJFB website at: www.ajfoodbank.org.

This is a great opportunity to help feed the hungry in our community and I encourage you to join in our efforts.

Food and Fund drive coordinator, organization leader, company executive name]