



“HOW TO” SUGGESTIONS FOR CONDUCTING A FOOD DRIVE



REVISION DATE: 8/31/2013

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The Auburn Interfaith Food Closet relies on support from the community to help collect food to support our mission of feeding the hungry. Sponsoring a food drive can be fun and rewarding. Encourage your family, friends, company, church, school, or neighborhood to get involved and participate.

Following are some tips on how to get the ball rolling. It only takes one person to initiate the drive and others will follow your lead.

Contact the AIFC for the name of the Food Resources Chairperson for additional help or information at 530-885-1921.

Types of Food Drives

- a) Church: A close-knit community, easier to get the word out. Perhaps have a “year-round” barrel in the lobby and establish that every 1st or last Sunday of each month is a day to fill the barrel with canned food, cereal, etc., paper bags, and empty egg cartons.
- b) Organizations: Boy or Girl Scouts, 4H, Lions, or other groups have a ready source of volunteers.
- c) School: Be sure to get the Principal’s permission first! Gives students a focused opportunity to show leadership skills and give back to their community.
- d) Community functions: ball games, dances, or club meetings, etc. Have a canned food be part of the entrance price or monthly meeting donation.
- e) Neighborhoods: can work well for children who want to contribute to their community. Enlist your neighbors to contribute food – who can turn down that cute kid of yours!

A Typical Plan

- a) Work with the Food Resources Chairperson at the AIFC to coordinate. Determine who will supply barrels, bags, or boxes for storage and transportation purposes. The AIFC can supply designated barrels for businesses that wish to keep them for a length of time or year-round. Barrels can also be used at events at the door or inside. Bags or boxes work well for certain events, such as school drives, as they are the easiest way to load and transport. Some grocery stores will donate bags and boxes.
- a) Set beginning and end dates, times, and location(s).
- b) Select a committee to organize the drive and delegate responsibilities.
- c) Have shifts to spread out the help so more people can participate. Two hour shifts work well. When one or two people sign up for a shift, encourage them to recruit friends to fill their shift. This saves you time and they will enjoy working with their friends.
- d) Generate awareness of hunger and spread the word through, radio, newspapers, church or school bulletins, etc.
- e) The AIFC has a list with many ideas on what’s needed. See the appendix for this list.
- f) Have donation cans or boxes and an envelope for each shift to record and enclose monetary donations (cash/checks).
- g) All food donations will ultimately be delivered to the AIFC to be stored, sorted into categories, and counted. Your leader will be informed about the total food collected from your drive and the monetary donations will be double checked to verify they match your

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figures. Your Leader will receive a thank you note from the Food Resource Chair or the AIFC.

- h) You'll want to send thank you notes or emails to recognize your committee members, participants, sponsors, and volunteers for their hard work.
- i) Communicate all above information to your volunteers.

A Typical Team

- a) Every food drive is a little different but this gives an idea about how to organize the team.
- b) Just a few people could fill all the roles but the food drive functions much better and is more rewarding for the team members if there are different people in most of the positions.

	Responsibility	Description
a)	Team Leader	Orchestrates the entire effort. Coordinates with the AIFC Food Resources chairperson. Sets the date, time, and location. Recruits the initial volunteers, assigns responsibilities, and keeps efforts on track. Reports results to the team and to the Food Closet.
b)	Communications	Leads the efforts to inform possible food and money donors about the food drive. Helps develop the theme, create posters, and other marketing material. Keeps the team informed about tasks and progress.
c)	Logistics	Gathers the necessary collection boxes, bags, and barrels needed by the collection people. Is available during the collection period to deal with unanticipated logistics issues. Arranges to have the collected food delivered to the Food Closet.
d)	On-Site Coordination	Develops the schedule of worker shifts to collect the donations during the food drive. Has a key role in gathering volunteers to fill the shifts. Works with the Food Closet Food Resources chairperson to determine if some presorting of the donations makes sense. Makes arrangements with Logistics to get donations delivered to the Food Closet. Oversees any cash or checks donated and turns them over to the Food Closet.
e)	Everybody	Helps recruit more team members.

Creative Ways to Promote Your Specific Drive

- a) Set a goal or create a theme which often generates excitement and aids in the creation of promotional materials.
- b) Perhaps hold a contest for designing posters, flyers, or donation cans.
- c) Consider the use of Eblasts, Facebook, Twitter, and other social media communications channels.
- d) Use slogans that relate to your organization and the AIFC.
- e) Provide water and snacks for your volunteers.

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- f) Announce results of your efforts to the community newspaper, radio, school, church, etc.
- g) Consider hosting a thank you pizza party or ice cream social for your volunteers to bring them back next time!
- h) Need some additional ideas? Google 'food drives'.

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Appendix

Here’s the complete list of items needed by the Food Closet. The collection focus should be on nonperishable items. When perishable items are donated, it complicates the logistics and, in too many cases, the items can spoil before being distributed.



Food Closet Shopping List; All Items Used at the Food Closet	
<i>These items are distributed to Food Closet clients</i>	
Item	Size
Canned Tuna	6 Oz
Canned Fruit (any kind)	15 Oz
Peanut Butter	15 -18 Oz
Canned Stewed or Diced Tomatoes	15 Oz
Canned Corn	15 Oz
Canned Green Beans	15 Oz
Canned Spinach	15 Oz
Canned Mixed Vegetables	15 Oz
Canned Beans (any kind)	15 Oz
Rice (bag or box)	1 Lb
Oatmeal	Any size
Meals in a Can (raviolis, spaghetti, chili, stew, etc.)	15 Oz
Cereal (low sugar)	Box
Canned Spaghetti Sauce	15 Oz
Soup (not top ramen or broth)	10.5 Oz
Mac & Cheese	7.5 Oz
Dry Pasta (bag or box)	1 Lb
Baby Diapers	Any size
Paper grocery bags (not plastic)	Large
Fresh Fruits & vegetables	Any
Personal care items for homeless (click here)	Small, travel
Gently used children's books	Any
Egg cartons	Any
Canned Turkey	6 Oz
Canned Chicken	6 Oz
Canned Beef	6 Oz
Jams & Jelly	Any size
Rice & Pasta Mixes	Box
Baby Food	Regular

An original copy of this list can be downloaded from the AIFC web site by [clicking here](#).

The Food Closet can also use personal care products that are given to the homeless and this list can be obtained by [clicking here](#).

And if you want to know more about the Auburn Interfaith Food Closet, the Fact Sheet is available by [clicking here](#).