

Food and Fund Drive Kit

WHERE TO START

Coordinating a traditional, fund or virtual food drive is an exciting opportunity for local businesses, companies, schools, churches, and clubs to get involved and impact their community in a positive way. Read more to learn about our different food drive options and determine which the best fit is for you.

TRADITIONAL FOOD DRIVE

Food Drives allow members of a group to collect non-perishable food items to donate to the food bank. It can be a one day event or take place for a predetermined amount of time, typically a week or month.

FUND DRIVE

Fund Drives are geared towards raising money for the food bank to put towards one of our nutrition programs or general food distribution. They are often held in conjunction with traditional food drives giving participants the choice to bring a food or cash donation. For every \$1 donated, Toledo Northwestern Ohio Food Bank can provide 5 meals.

LET'S BEGIN

1. Pick a Date

The length and date of your drive is up to you. Typically drives last between one day and three weeks. It comes down to what works best for your group. Give your participants enough notice so that they can be prepared.

2. Set a Goal

Having a goal in mind will help you organize and help give your group something to work towards. Some things to consider when setting a goal are:

- How many potential contributors do you have?
- How much can you reasonable expect to collect from each donor?
- Will you collect food, cash, or both?

3. Register Your Food Drive

Please contact us before starting your event. Jessie Averill, Relationship Specialist, at 419-242-5000 x216 or javerill@toledofoodbank.org can help you get set up with food barrels/boxes and can schedule a pick-up for the end of your drive.

4. Get Creative

Food drives can be a lot of fun. Get creative with team competitions and incentives. Below are a few ideas:

- Have teams compete against one another.
- Offer rewards to the winning team.
- Have a Jeans Day: For \$1 or \$5, employees could wear jeans for the day.
- Incorporate Theme Days: Taco Tuesday, Wheat Wednesday, Canned Fruit Friday, etc.
- CANstruction: Have teams build a structure using their canned food donations.

5. Promote Your Food Drive

Share information throughout your organization to raise involvement. Share on social media. Make posters noting the specifics of your food drive. The Food Bank can provide posters and also help you promote your food drive by featuring it on our social media sites.

CHECKLIST

1. The basics:

- Decide if you will raise food, money, or both.
- Decide what type of drive you want to stage, such as a party or a competition. Set a goal.
- Agree on the drive length. We recommend 2-3 weeks.
- Choose the drive's location. Will it occur at one place or several locations?
- Decide on a collection method: boxes or barrels.

Contact our Jessie Averill, Relationship Specialist, at 419-242-5000 x216 or javerill@toledofoodbank.org to set up delivery and pick up dates will in advance or complete the Request Form from our website at www.toledofoodbank.org.

2. Get Everything Ready

- Send out memos, phone messages, newsletters, and e-mails to promote the drive.
- Come up with a creative angle for your food drive.
- Consider arranging a Hunger Awareness Day at the start of or during your drive. Speakers from the food bank can be requested.
- Acquire and decorate boxes for food collection.
- Place the boxes/containers in convenient and visible areas.

3. During the Drive

- Update your participants on the amount of food and funds you've collected through announcements or e-mail.
- Send out creative messages to keep people excited about reaching goals.
- If you are delivering the food to the food bank, please contact Jessie Averill, Relationship Specialist, at 419-242-5000 x216 or javerill@toledofoodbank.org to notify the Food Bank of your delivery.
- Coordinate volunteers to pack food properly at the end of the food drive, load, and transport it to the food bank.

4. At the End

- Follow up about the delivery or pick up of your organization's food donations scheduled with Jessie Averill, Relationship Specialist, at 419-242-5000 x216 or javerill@toledofoodbank.org
- Share drive results with all participants. Send thank you letters throw a party, or even make awards to celebrate efforts.
- Toledo Northwestern Ohio Food Bank will send you a letter listing the total amount of food and funds raised during your event. This letter will serve as a receipt of your donation and can be referenced for tax purposes.
- Make a list of best practices to remember for next year!

THINGS TO CONSIDER

The food bank needs and encourages food drives of **ALL SIZES**. We will provide boxes at no cost if a representative from your organization can pick them up from our warehouse.

BOXES

- **When to Use Your Own Boxes:**

Small to medium size boxes (copy paper boxes or smaller) work well for food drives and hold *approximately 30 lbs*. They are not too heavy when full and you can decorate with wrapping paper or posters. We encourage you to use boxes for any drive generating fewer than 300 pounds of food.

- **When to Use the Toledo Northwestern Ohio Food Bank boxes:**

We can provide small boxes that hold *approximately 50 lbs*.

SCHEDULING A PICK-UP OR DELIVERY

If you will need food picked up, please schedule with Jessie Averill, Relationship Specialist, at 419-242-5000 x216 or javerill@toledofoodbank.org at least one week in advance allowing us time to schedule a truck. Please note that during the holiday season, our pick-up schedule fills quickly.

FOOD TO AND NOT TO DONATE

MOST NEEDED ITEMS:

Canned Goods:

- Canned Meat (Chicken, etc.)
- Canned Vegetables
- Canned Fruits
- Peanut Butter and Jelly (Plastic Containers)
- Canned or Dried Beans
- Canned Meals (Soup, Chili, etc.)

Boxed Goods:

- Boxed Meals (Mac and Cheese, Hamburger Helper, etc.)
- Pasta
- Rice
- Cereal and Breakfast Items
- Instant Mashed Potatoes

FOODS WE CANNOT ACCEPT FOR SAFETY:

Please no perishables, frozen foods, glass jars, or baby food.