

## How to Have a Food Drive or Other Products Drive

### – It's Easier Than You Think

- A Food Drive can be as large or as small as you are comfortable with. Consider how much time and effort you can afford as well as how many helpers you will have.
- Decide on a time period. Examples: November 4 – December 18 to be able to give to the recipient organization by Christmas, or July 15 – August 15 for school supplies to students.

- Pick a theme – Decide what you will be asking people to donate.

All Foods

Lunch Foods

Recyclables

Canned Foods

Diapers

Personal Care Items

Boxed Foods

Toilet Paper

School Supplies

Paper Products

Clothing

Coats/Jackets

- Make a list of desired items. Example: if trying to get food for lunches, list could include peanut butter; jelly; tuna, chicken and other canned meats; fruits; cookies; bread; etc.

- Decide who you are reaching out to for the Drive. For example:

Open to the public

In Your neighborhood

Service Organizations

Employees at your job

Church Parishioners

School(s)

Group of businesses

- Get containers (Heavy boxes or plastic tubs) – You can get them at the big box stores.

- Advertise the Drive.

Make and circulate flyers to those you want to donate

Explain how donations can make a difference to the people in need

Contact local news media with press releases and photos

Make and hang posters in strategic locations

Send emails out to as many contacts as you can

- Decide where to put the containers and lists so people will notice them.
- Make arrangements to take donations to food pantry/agency on a specific day and time.
- Arrange for volunteers with vehicles for delivery.

**Important note: If food donations are to include perishable foods, someone needs to be responsible to check containers often to avoid spoilage. We do not recommend that people ask for anything that requires refrigeration – it's risky to the health of those you are trying to help.**