

# FOOD DRIVE COORDINATOR'S GUIDE



## *In this guide:*

- \* Information about God's Pantry Food Bank
- \* Ways to help
- \* Running a food drive
- \* Getting the most from your food drive
- \* Ideas & inspirations
- \* Materials & forms



1685 Jaggie Fox Way  
Lexington, KY 40511  
[www.godspantry.org](http://www.godspantry.org)

## **The Basics**

This guide contains valuable information and suggestions on starting and running a food drive. If you have questions regarding this information, please contact Robert Srodulski, Food Drive Coordinator, at (859) 288-5330 or [robert@godspantry.org](mailto:robert@godspantry.org)

## **Where does the food go?**

The food and money you collect will be used in our Emergency Food Box Program. Needy households are directed to one of our 6 inner-city food pantries by referrals from social service agencies. These pantries use a “clients choice” system where the client pushes a shopping cart and selects food off of the shelves. This system promotes the dignity of our clients and prevents waste. We serve over 1,600 households a month, clients receive a 7+ day supply of food and it takes over 150,000 pounds of food a month to keep this program in operation.

## ***Ways to Help***

### **Raise Food**

In addition to regularly scheduled food drives throughout the year, food drives are also organized by individuals, schools, businesses and religious organizations. These provide us with much needed food and promote hunger awareness while helping those in need. Please keep in mind that a hastily-organized food drive can actually put more strain on us than you imagine. We maintain the highest standards of food safety, which means that every item is sorted and inspected to ensure that it is absolutely safe before it enters our food stream. We need the food; we do not need expired items or dented cans. A good guideline for donating is “if you wouldn’t eat it, don’t donate it”.

### **Raise Money**

For every dollar donated, we can distribute \$10 worth of food.

**Donate online** at [www.godspantry.org](http://www.godspantry.org) and click “Give” on our home page

### **Donate by check, cash or credit card**

Drop off, mail or phone your donation to:

God’s Pantry Food Bank

1685 Jaggie Fox Way

Lexington, KY 40511 (859) 288-5330

\*\*Indicate food drive in the memo section

## ***Running Your Food Drive***

### **Register Your Food Drive**

Use the enclosed registration form and mail or fax it to:  
Robert Srodulski, God's Pantry Food Bank, 1685 Jaggie Fox Way, Lexington, KY  
40511 (859) 254-6330 fax.

### **Set Your Goals**

Decide if your organization will raise food, money, or both. Then set a goal based on the amount previously raised, or by the number of employees or participants, such as 2, 3 or 10 pounds per employee. Setting a goal will make your drive more effective.

### **Promote Your Food Drive**

Our resources are limited and we'd rather use our funds to obtain food for the needy, so we have to rely on you to make your own promotion material. We do have some generic flyers that we can email you for use as a template. Stickers are available and we can email our "most needed" list.

## ***Let's Get Started***

You might be surprised to know that the most successful drives are not always those held by the largest organizations. So what's the secret?

### **Leadership by example**

Ask an executive to champion your food drive. Ask them to make a personal appeal to staff or to make a leadership gift.

Make a challenge. Ask your organization to match donations or make a challenge gift. People are better motivated when the value of their donation is extended.

### **Communication**

Set a goal at the start of the drive. Display your flyers and put food collection barrels at busy entrances, cafeteria, lounge or other prominent places. Distribute the pocket-sized "most needed" list to participants. This will serve as a reminder of what we most need. Send email to communicate updates. Remind participants of the drive deadlines.

### **Food Collection Barrels**

We have heavy-duty plastic 55 gallon barrels which will hold approximately 225 pounds of cans. We can deliver and pick these up. However, with the high cost of diesel fuel, manpower and wear and tear on our vehicles it is not cost effective for us to do this. **HELP US OUT** If you expect your food drive to bring in less than 500 pounds (roughly 3 barrels) then we ask that you pickup the barrels and return them at the end of your food drive. If over 500 pounds is expected, or if you absolutely cannot handle delivery/pickup on your own, then we will do so because we need the food.

### **Make It Fun!**

Competition between groups, floors or buildings always creates excitement and increases participation. Offer prizes or recognition to the winners. Your employer might want to sponsor a prize such as lunch for the winning team! Develop a theme; hold a party or fund/food raising event to get people involved. Use some of our food drive ideas below.

## **IDEAS**

### ***Food Drive Event***

At your annual holiday party or summer picnic, ask employees to bring a food donation as the price of admission

### ***Food Drive Drawing with Prizes***

Start fast! Hold a raffle at your kick off meeting. Employees buy tickets to win a donated prize.

### ***Skip a Meal and "Feed a Friend"***

Ask staff to donate the money that they would spend on lunch to feed a hungry household. This gives participants a perspective on how hunger impacts their daily activities.

### ***Get a Commitment***

Pass around a group sign up sheet with listed items from the "most needed" list. Each person is assigned an item or category. This ensures participation.

### ***Have a Theme Dressing or Dress Down Day***

Employees pay a food donation to wear casual clothing to work on Friday, or Hawaiian shirt, western wear, jeans or costumes.

### ***Meat the Need Day***

Participants bring in donations of canned meat on this day.

***TGIF (Take Groceries in Friday)***

Provide brown bags for employees to take home and fill with food or ask them to bring in a brown bag lunch and donate the money they would have spent on lunch.

***Virtual Food Drive***

We can create an online, virtual food drive tailored for your business, using your company logo and colors. Send the link to employees, friends, family, vendors and let them participate in your food drive.

***FOOD DRIVE THEMES***

**Hill O Beans Food Drive**

Build a hill of canned beans (Kidney, Black, Baked, Pinto, etc.)  
Build a hill of dry beans (Pinto, Kidney, Northern, Split Peas)

**Meat the Need Food Drive**

Canned ham, tuna, salmon, sardines, chicken



**An Italian Feast Food Drive**

Pasta, spaghetti sauce, diced tomatoes, Parmesan cheese

**Soup for the Soul Food Drive**

Canned or dehydrated soup, broth



**Carbo Loading Food Drive**

Rice & rice mixes, potato flakes, stuffing mix, pasta, noodles

**Smart Start Food Drive**

Cold cereal, hot cereal, shelf stable milk, canned fruit juice

**Back to Basics Food Drive**

Sugar, flour, vegetable oil, catsup, mustard, salad dressing

**Grits and Other Grains Food Drive**

Grits, oats, cereal, wheat germ, flour, rice, cake mixes

**Comfort Food Drive**

Macaroni & cheese, tomato soup, chicken & dumplin's, hot chocolate, spaghetti's, peanut butter

### **Other Ideas**

- Chili cook-off fund raiser
- Canned food scavenger hunt
- Crazy, ugly tie or hat day
- Potluck luncheon
- Skip a meal for the needy (donate the money saved)

### **Take Out Menu**

No place for barrels? Small office? Employees keep forgetting to bring in food? Well. . . Just give them our Take Out Menu. This allows them to order something and have it delivered to the needy. Ask Robert for details. 288-5330 [robert@godspantry.org](mailto:robert@godspantry.org)

### **Food Donation Guidelines**

- \* Only donate food items that you would eat
- \* Check that items are still within their "Use by" code date
- \* NO GLASS! It breaks
- \* We can only accept unopened items
- \* All items donated must have a label
- \* We cannot accept home canned, baked or prepared items

### **Most Needed Items (In priority order)**

Canned meat  
Canned fruit  
Canned tomato product  
Peanut butter  
Canned beans  
Canned soup  
Pasta  
Rice  
Flour & grains  
Potato product  
Cereal  
Sugar, salt, pepper, oil  
Baby food & formula is always  
needed



### Food Drive Coordinator's Checklist

- Get approval** and help from your organization's Community Relations or Human Resources Department, or a supervisor.
- Set the dates** for your food drive. Most drives last 2-4 weeks.
- Register your Food Drive** using the attached form.
- Find convenient**, high traffic areas for your collection barrels.
- Communicate** the dates, location of barrels, hand out the "most needed" list.
- Promote** the Food Drive.
- Keep us informed** and plan for success. You might need us to swap out your barrels sooner than you planned. Call 288-5330 or email [robert@godspantry.org](mailto:robert@godspantry.org)
- Enjoy.** Bask in the warm glow of knowing that you've helped needy households.
- Thank** participants for their generosity and support!

**God's Pantry Food Bank  
Food Drive Registration**



**General Information**

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Suite/Floor

\_\_\_\_\_  
City, Zip Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

**Coordinator's Information**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Phone/Ext

**Food Drive Information**

1. Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Delivery Method:

\_\_\_\_\_ We will deliver the food to God's Pantry

\_\_\_\_\_ Please deliver \_\_\_ barrels on \_\_\_\_\_  
to (cafeteria, lobby) \_\_\_\_\_  
and pick them up on \_\_\_\_\_

Additional information \_\_\_\_\_

Send to: \_\_\_\_\_

**Robert Srodulski, Food Drive Coordinator  
God's Pantry Food Bank  
1685 Jaggie Fox Way  
Lexington, KY 40511-1084  
(859) 288-5330      254-6330 Fax  
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