

God's Pantry Food Bank

**FOOD DRIVE
COORDINATOR'S
GUIDE**



1685 Jaggie Fox Way
Lexington, KY 40511
www.godspantry.org

The Basics

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

Where does the food go?

The food and money you collect will be used in the Fayette County Food Box program. We stock 5 inner-city food pantries with a mix of donated, purchased, USDA commodity product, fresh produce, frozen meat and bread. Needy clients are referred to a pantry for assistance by over 200 social service agencies in Fayette County. All pantries are located in donated space provided by local churches, are operated entirely by volunteers and have daytime, evening and weekend hours of operation. Pantries operate on a "clients choice" system where the client selects product from several food categories in amounts appropriate to the household size. This system promotes the dignity of our clients and prevents waste. We serve over 1,600 households a month, clients receive a 14+ day supply of food and it takes over 161,000 pounds of food a month to keep this program in operation.

Ways to Help

Raise Food

Food drives provide us with only about 20% of what is needed to stock the pantries. By hosting a food drive you can help increase that number. Please keep in mind that a hastily-organized food drive can actually put more strain on us than you can imagine. We maintain the highest standards of food safety, which means that every donated 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. We can provide coin collection buckets or cans **Donate online** at www.godspantry.org 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

Deliver the Donation

If you expect to collect less than 3 barrels of food, or 10 copier paper sized boxes of food, we ask that you deliver the product to us. Every pound of donated food is needed and appreciated. However, with diesel fuel at over \$4 a gallon, increasing personnel, vehicle and maintenance costs, we estimate that it costs over \$70 to do a barrel delivery or pickup. It simply does not make sense to send a truck and driver to pickup a bag, box or small amount of food. ***We ask that you consider delivery of the product a part of your food drive*** and that you use your own containers or boxes and organize a group to drop off the donation. *If you plan on raising 3 barrels of food we will deliver/pickup barrels; or, if you fill 10 copier size boxes we will pick those up.*

Let's Get Started

Register Your Food Drive

Register online at www.godspantry.org Click on "Give", then "Give food", "food drives". Tab through the form, fill in the info, save the file and email it to robert@godspantry.org. Fax to 254-6330. Mail:

Robert Srodulski
God's Pantry Food Bank
1685 Jaggie Fox Way
Lexington, KY 40511

You might be surprised to know that the most successful drives are not always those held by the largest organizations. In 2010, Fayette County public schools donated over 114,000 pounds of food in a 2-month food drive. One elementary school donated 18,000 pounds! So what's the secret?

Set Goals

Decide if your organization will raise food, money, or both. Then set a goal based on an amount previously raised (last years total), or by the number of employees or participants, such as 2, 3 or 10 pounds per person. Setting a goal will make your drive more effective. Competition among departments is always very successful.

Communication

Announce the food drive. Display flyers and put food collection containers in highly visible locations. Use a food drive progress barometer or chart and update it frequently. Send email to communicate updates and reminders. If it's a competitive food drive announce which department or team is ahead.

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.

Issue a challenge, set a goal. See if your organization can match donations or make a challenge gift. People are better motivated when the value of their donation is multiplied. **COMPETITION WORKS BEST!** Make it a **“FOOD FIGHT”!**

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.

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)

Virtual Food Drive

No place for barrels. Small office. Employees keep forgetting to bring in food. How about an online, virtual food drive.

Ask Robert for details. 288-5330 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)

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



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** www.godspantry.org "give" tab, "give food button".
- Find convenient**, high traffic areas for your food collection containers.
- Communicate** the dates, location of containers and progress.
- Promote** the Food Drive.
- Deliver the food to the food bank.**
- Thank** participants for their generosity and support!



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