

# Food Drive Toolkit

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# Food Drive Toolkit

Dear Food Drive Coordinator,

Thank you for choosing to support Philabundance and for taking the lead on your organization's food drive. We know that you have many demands on your time and we truly appreciate your commitment to helping drive hunger from our communities.

Philabundance relies on food drives to bring in much needed non-perishable items that we rarely receive from other donation sources. The items your organization collects will be sent to over 350 member agencies and direct service programs within our nine county service area. These agencies include shelters, food pantries and after-school feeding programs. The people who rely on these programs are often struggling to feed a family with children.

As Food Drive Coordinator, you will serve as the liaison between your organization and Philabundance. You will be responsible for registering your food drive online and for coordinating delivery of all collected food. This toolkit is your guide to running a successful event.

We thank you for your partnership to fight hunger in our region. Without you our work would not be possible!

Kind regards,

*The Food Drive Team*



# Food Drive Toolkit

## Coordinator Instructions







### 1. Register your Food Drive







If you have not already done so, please register your drive at <https://www.philabundance.org/donate/give-food/register-your-food-drive/>. This form will allow us to enter your drive into our database and ensure we provide you with the best service possible.

### 2. Collect Food

#### High-Priority Food Items:

The list below includes some of our most needed items. Please request products that are in boxes, cans, or plastic bottles and do not require refrigeration. Bread and baked goods are not ideal because of their short shelf life. All items should be recently purchased and in good condition.

-  Peanut butter
-  Canned meats and fish
-  Canned stew/ chili
-  Shelf stable milk
-  100% juice
-  Breakfast cereal/ oatmeal

-  Whole grain/ wheat pasta
-  Nuts/ trail mix/ granola bars
-  Pasta sauce/ canned veggies
-  Unsweetened applesauce/ canned fruit
-  Pancake mix/ syrup
-  Macaroni and cheese

#### Please Do Not Donate:

- Baby formula/ items
- Toiletry items
- Food high in sugar
- Items containing high fructose corn syrup
- Items high in sodium/ fat
- Soda/ other sugary beverages
- Water

#### Food Drive Boxes:

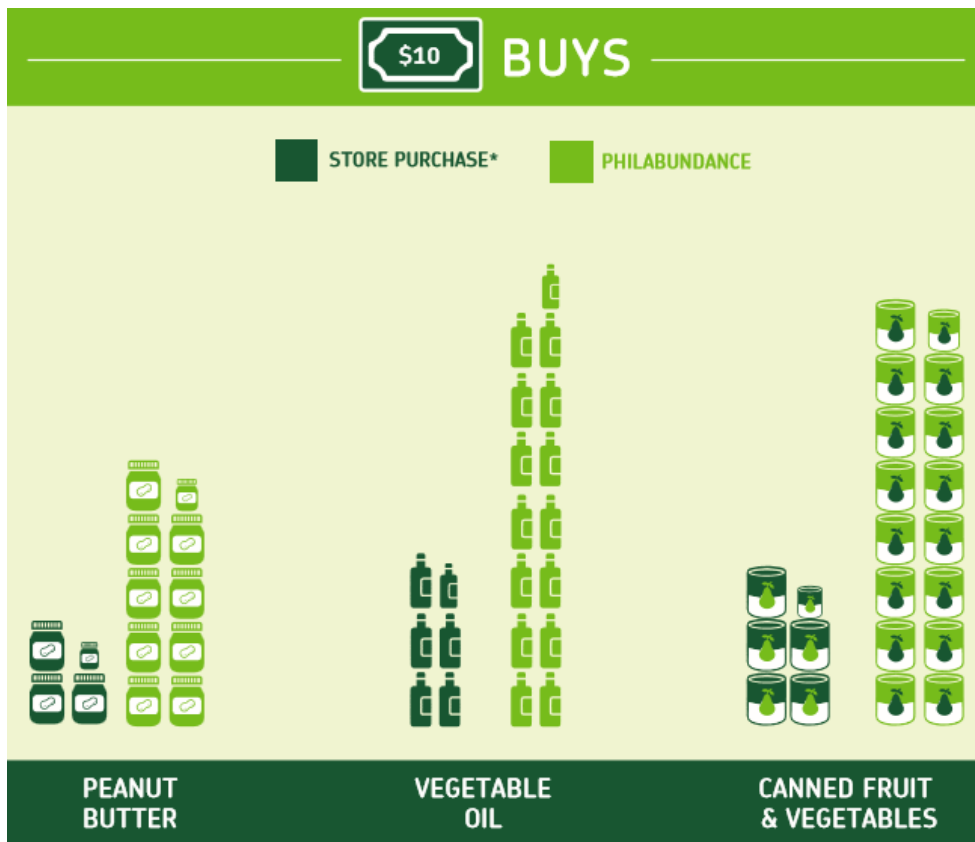
At this time, Philabundance is not able to provide food drive boxes, so we encourage you to reuse boxes or bins you may already have.



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## 3. Raise Funds

- 🍇 If you want to increase the impact of your food drive, supplement your drive with a fundraiser. Contributing to our food fund allows us to purchase what we need, when we need it.



Our buying power can stretch your dollar even further. Every \$1 donated provides two meals for our neighbors in need.

### Virtual Food Drive:

A Virtual Food Drive is a great alternative or addition to a traditional food drive where organizers can create a competition among various schools/teams to raise funds. Customize your pages and have your team(s) “shop” for different food items. Create your virtual food drive at: [http://phlb.convio.net/site/TR/Events/VirtualFoodDrive?fr\\_id=1040&pg=entry](http://phlb.convio.net/site/TR/Events/VirtualFoodDrive?fr_id=1040&pg=entry).



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## 4. Getting Your Food to Philabundance

Please note our minimum requirement for food drive pickups is **500 pounds** (four Philabundance food drive boxes or 17 copy paper boxes). Please contact [fooddrives@philabundance.org](mailto:fooddrives@philabundance.org) if you would like to request a pickup.

For food drives under 500 pounds, we offer three options:

1. We are happy to receive donations at either of our two warehouse locations listed below. **Please let me know the location, date and time you plan to drop off** so that I can communicate with the appropriate warehouse team.

**Warehouse location:**

North Philadelphia: 302 West Berks Street – (3rd & Berks Street)  
Philadelphia, PA 19122  
Hours: 8:00AM - 2:00PM (M-F)

2. Located in the Philadelphia area? Schedule your pickup with **Food Connect and Philabundance at:** <http://www.foodconnectgroup.com/philabundance.html>.
3. Located outside of Philadelphia and unable to drop-off your donation? Use our Find Food Map to locate an agency near you: <https://www.philabundance.org/find-food/food-map/>.  
*Note:* Please **contact the agency before dropping off your donation** to ensure they can accept the product.



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## Creative Ideas

- **Hold a kick off** – Collect donations at kickoff event and engage your target audience.
- **Creative name** – Identify your drive with a name such as “Gifts from the Heart”, “Feed the Need”, “Yes We Can”, etc...
- **Promote\*** – Distribute posters and flyers; share on social media such as Facebook, Twitter and Instagram (our handle is @Philabundance on all platforms); Decorate collection bins for increased visibility; submit a press release to your local newspaper or your organization’s web and social media platforms.
- **Make it a competition** – Track your progress and post it in a common area so classes or departments can win bragging rights, pizza party, etc.
- **Give your drive a theme** – Distribute paper donation bags and the “High Priority Food Items” list to your co-workers and ask them to take it home to fill with non-perishable goods.

\*If you are using Philabundance’s name or logo on your promotional materials or in your press release, please email us for review and approval.

### Corporate Food Drive

- **Incentives**
  - Offer casual dress days for a \$10 donation; hold a live auction for a special parking spot or “leave early” pass.
- **Brown Bag Lunch**
  - Employees pack thier lunch and donate a meal or equivalent
- **Executive Service**
  - Ask your Executive/ Management staff or Board of Directors to serve breakfast or lunch to everyone. Entry to participate is a monetary donation to the food drive.

### Community Food Drive

- **Meals in a Bag**
  - Spaghetti Dinner--canned sauce, pasta, salad dressing
  - Tuna Casserole-- canned tuna, soup and can of peas
  - Beef Stew -- canned stew, green beans and fruit cocktail
- **Raffle**
  - Hold a raffle in which a certain number of cans or other shelf stable item buys you a raffle ticket(s).

### School Food Drive

- **Food of the Day**
  - Macaroni Mondays, Tuna Tuesdays, etc.
- **Big Dare**
  - Donate (insert pounds) and the Principal will get a pie in the face.
- **Pictures Says a thousand word**
  - Students can have their picture taken while sitting at the Principal’s desk for a food or monetary donation.

Thank you again for helping our neighbors in need. We could not do what we do without partners like you. Together, let’s (can) hunger!

