

# FOOD DRIVE KIT



**THANKS FOR FIGHTING CHILDHOOD HUNGER**

With your help we can make sure that we put an end to  
childhood hunger

Become one of William's Warriors For Hunger

[WWW.THEFOODDRIVEKID.ORG](http://WWW.THEFOODDRIVEKID.ORG)

## Step 1

Figure out which program to help

If you don't already know, pick the food bank you want to help. You can find them at [www.feedingamerica.org](http://www.feedingamerica.org)  
Tell them what you want to do. You will need their support and 501(c)3 status.

## Step 2

Figure out where you will collect food

Grocery Stores are great! You will need to fill out their online forms and will need the 501(c)3 # from the food bank you are helping too!

Food Lion is a great partner.

[foodlion.com/in-our-community/solicitation-policy/](http://foodlion.com/in-our-community/solicitation-policy/)

## Step 3

Plan & get supplies and volunteers

- Meet with the store manager
- Collect supplies from list
- Recruit volunteers (signupgenius.com is great)
- Make copies of your list of food
- Alert media if possible
- Tell everyone you know
- Apply for grants (if it is kid led, try [startasnowball.org](http://startasnowball.org))
- Get ready to collect food and HAVE FUN!

## Step 4

Do food drive

Just stick to your schedule, talk nicely to everyone, and follow the store's rules. It also helps to keep the food boxed up for ease of loading and delivery

## Step 5

Deliver food & report your results

Schedule a time to drop off the food to the food bank, take lots of pictures, and have the food weighed, if possible.

Please email [william@thefooddrivekid.org](mailto:william@thefooddrivekid.org) to let us know how you did!



# Run Your OWN Food Drive Guide

## Get Organized

1. Pick a Date! April 16th is a good day, because it's Youth Service Day. Be sure to pick a date when you can get lots of volunteers. Don't choose a holiday weekend when everyone will be out of town. Make sure there are no other big fundraisers going on in your community that day.

2. Finding a place to hold your food drive: Talk to your local grocery store. Sometimes you have to ask the store manager in person. Sometimes you have to go online and request permission. Many chain stores will request that you be associated with a non-profit in order to request to hold the drive outside of the store.

3. Food Bank: Find out where your food and money donations are going to go. Where is your closest food bank or other hunger relief agency? Does your school have one? The grocery store where you are holding the food drive may have a connection with a food bank that they already support. If not, check this website to find a food bank near you: [feedingamerica.org](http://feedingamerica.org)

4. Non-profit status: If a store requires you to be affiliated with a non-profit, consider talking to the food bank you are benefitting or with local groups with charity status such as rotary clubs, boy/girl scout packs, church groups, or student groups, and have this group partner with you and apply to hold the food drive.

## Volunteers

1. Manage volunteer sign up. Sign up Genius is a free online website that you can use. You can even set it to send out reminder emails to anyone who has signed up. Volunteers can sign up for a time slot very easily.

2. Finding volunteers. Recruit volunteers everywhere you go. Talk about your food drive at school, scouts, Church, etc. Ask your parents to send out emails and post messages on social media. Make sure everyone has the link to the sign up that you created by including the link on everything you send out.

3. Volunteer training. Volunteers will be more willing to help if they know exactly what is expected of them. My sample instructions for volunteers are on attached. Email these out prior to your food drive, & have these instructions available on the food drive day.

4. Thanking Volunteers. Find a way to say thank you to your volunteers. If this is your first year, you may not be able to do something big, but you should find a way to thank your volunteers; thank you notes, pictures, t-shirts, restaurant coupons, or an ice cream party. No matter how big or small be sure to do something. Don't use money donated to your food drive for volunteer appreciation – make sure all money collected during your drive goes straight to the food bank.

## Funding

1. In order to get corporate sponsorships, you will need to be affiliated with a non-profit. Many companies around you may be willing to help with your food drive. You just have to ask.

2. Things you can ask to borrow or have donated:

- Supplies for the drive: tape, boxes, posters, card tables, snacks for volunteers
- BIG stuff: Trucks to pick up donations and deliver them to the food bank
- Thank you gifts for volunteers: t-shirts, Frisbees, pens, restaurant coupons, food.

3. When you go talk to companies, do it yourself. Don't have your parents do all the talking. Take in a flyer & explain why you are doing the drive, and tell the company exactly what you need from them.

Grants: You can apply for grants to help with your cause and with helping your volunteers.

1. Volunteers. You can apply for a grant to fund volunteer appreciation. This is good because you want all money donated to your food drive to go to the food bank, not to volunteer appreciation.

2. You can apply for a grant to get your drive going from places like:

- Start a Snowball
- Youth Service America
- No Kid Hungry
- GenerationOn

# Sample Timeline on When to Get Things Done

Based on what I have done in the past this is a good idea to help you get ahead of the game. If you are a little late on something, DON'T sweat it. My first food drive was planned in a week and after a concussion at that!



## Supply List at the Store

- Food Lists
- 2 posters
- Masking Tape
- Donation Jar (those big jugs of animal crackers are good)
- Ball Point Pens (in case people want to write a check)
- Sharpie (c'mon you just never know when you will need one!)
- Snacks for volunteers
- Instruction Sheets for volunteers
- Table
- Boxes to pack the food in (the ones that printer paper come in are perfect)

## Supply List on a Truck

(If you have or need one)

- Packing Tape
- Tape Gun
- Cell Phone Charger
- Boxes
- Bags
- Scale
- Clipboard
- Camera

## The Day of the Drive

Be sure to explain to your volunteers that the food list is a crucial part of the success. You don't want random food donations, you want to collect what will most help your local child hunger relief program. Our local BackPack Buddies program has a specific list of food items. My volunteers hand out that list and ask shoppers to purchase 1 item from the list while they are shopping. My sample list and volunteer instructions are below.

## Don't Forget

You are doing this to help feed hungry kids. You should have fun and feel really good about what you are doing. No matter the outcome or how much you collect, you are making a difference. Also, whether you know it or not, you are inspiring others of all ages to do something and to make a difference. Be proud, you are doing good!

### Food Items We Need Donated:

- Milk boxes
- Cans of tuna or salmon
- Cans of beef stew
- Canned fruit and veggies (peaches, peas, corn, etc)
- Easy Mac macaroni and cheese containers
- Raisins and other healthy snacks
- Juice boxes (100% juice)
- Instant oatmeal
- No Soft tops (like individual applesauce)
- Pop-top cans are preferred

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