



# Loaves & Fishes

Ending Hunger  Empowering Lives

## Food Drive Organizer

### Talk to your organization

✓ **Get the backing of top management**

No one likes surprises. To get the most out of your efforts, talk to management about your idea and the benefit of organizing a food drive to support hungry families in the community.

✓ **Set up a planning committee**

Find a few friends (two or three) that can help with planning, encouragement, creative ideas and the work responsibilities.

✓ **Include Loaves & Fishes in your planning process**

Loaves & Fishes can be an excellent source of supplies and suggestions for your drive. Be sure to **register your food drive** on the Loaves & Fishes website: [www.loaves-fishes.org/waystogive/](http://www.loaves-fishes.org/waystogive/) and request supplies at the same time.



### Plan the details of your drive

✓ **Choose the dates – both the beginning and the end date**

We suggest that you hold your food drive for 2 weeks or longer, so that people have plenty of time to bring in their items.

Pick a time that will allow opportunity to promote and publicize your drive – maybe in conjunction with a favorite event or party! Loaves & Fishes can help suggest “slow” months when the pantry can particularly use your help.



✓ **Choose the food items you will target**

The pantry has an ongoing need for basic canned goods – posted on our **“Most Needed Items”** list. If you would like to focus on a single food or grocery item for your drive, please check with Loaves & Fishes for suggestions.

Encourage donors to bring **healthful food** – something you would feed to your family and friends.



✓ **Pick the drop-off points**

Make sure the drop-off point is easily accessible, and protected from the weather. Post Loaves & Fishes signs nearby to announce its availability.

If you expect to collect **500 pounds or more**, you can request collection bins from Loaves & Fishes to place in high-traffic areas.

*(1 box equals approximately 35 pounds.)*

We're holding a  
**FOOD DRIVE**

for  
**Loaves & Fishes**  
Ending Hunger  Empowering Lives

Please place your  
donations here.

## Build awareness and enthusiasm

### ✓ **Publicize your food drive**

Distribute posters and flyers announcing your food drive in group meeting areas. Send an email to your friends and organization, or post your plans on Facebook. Include the list of most needed items.



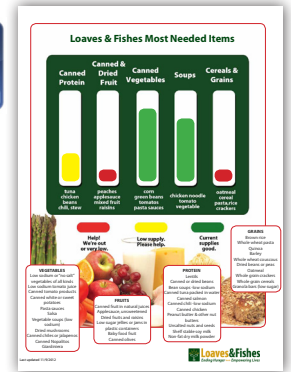
Send an announcement to your local newspaper and your community bulletin boards. Don't forget mobile communications!

### ✓ **Bring the facts**

Many don't fully understand the importance of your efforts to our community. Get the facts about food insecurity in your community from Loaves & Fishes and share the information with everyone, or ask for a Loaves & Fishes volunteer speaker to meet with your organization.

### ✓ **Find the fun**

Set a goal....pick a theme....have a contest.... offer incentives....take pictures.... make it a game. Use your imagination to think of ways to make it fun, and watch the food appear!



*Most Needed Items available on website*

## Start collecting

The hard part is over. Contact Loaves & Fishes when you are ready to drop off your collection. We can also help to organize an in-house activity to pre-sort and box your donations before a pick-up. Check for our tips on the website under "**Food Sorting Guidelines**".

**Some individuals may prefer to donate money as well as foods.**



*Checks can be made payable to "Loaves & Fishes". Please be sure to separate any monetary collections from the food items. Mail these funds or simply leave them with staff at Loaves & Fishes.*



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*As a registered 501(c)(3) charity, all donations are fully tax deductible.*