

FOOD AND FUND DRIVE

COORDINATORS MANUAL



INSIDE THIS MANUAL:

<i>What is a Food and Fund Drive?</i>	1
<i>Go Virtual</i>	1
<i>Running your Food Time</i>	2
<i>Creative Ideas</i>	3
<i>Staying Engaged</i>	3
<i>Most Needed Items</i>	4
<i>Registration Form</i>	5
<i>Donation Form</i>	6

UPCOMING COMMUNITY FOOD DRIVES!

SUNDAY, April 24, 2011

Faith-based Easter Food Drive: Find out how your church or congregation can participate!

SATURDAY, May 14, 2011

Stamp Out Hunger: Learn how you can thank your letter carrier for volunteering their time to collect food for families all across Southwest Texas. Interested in organizing a neighborhood welcome rally thanking your letter carrier? Ask for more information!

WHAT IS A FOOD AND FUND DRIVE?

A food and fund drive is an excellent opportunity for practically any segment of the greater South Texas community to become direct partners with the San Antonio Food Bank in our fight to end hunger.

A food and fund drive can be conducted by churches, neighborhoods, businesses, unions, service clubs, schools, military units, scouts, sports teams, or any group of dedicated people who realize it takes local initiative to solve a local problem. Food and fund drives are critical to the ongoing mission of collecting and redistributing millions of pounds of food to poor and hungry individuals and families in Southwest Texas.



Cash donations are equally as important and are used to leverage the SAFB's bulk buying power. \$1.00 donated provides 10 lbs of food for needy families. Costs to operate the SAFB's warehouse, to pay for utilities to run our huge freezers and coolers and to cover fuel and maintenance for our refrigerated trucks

are also important but these overhead costs run below 2% (which is the lowest of any non-profit in the San Antonio and Bexar County area). Rest assured, the food and monetary donations you raise during your drive will be quickly reinvested into the thousands of clients that call upon the SAFB for assistance.

VIRTUAL FOOD & FUND DRIVE

The SAFB also has a Virtual Food Drive component that allows you to coordinate and run a Food and Fund Drive straight from your computer! With easy-to-use technology, your group can organize a

Virtual Food Drive with the fun, point-and-click simplicity that you would find with online shopping. Transactions can be completed within minutes. Donors may use any major credit card for payment on a secure site

and receive an e-receipt immediately. Each Virtual Food Drive can be customized with your company's logo.

Ask for more information and go virtual today!!!

RUNNING YOUR FOOD DRIVE

SIX EASY STEPS TO RUNNING YOUR FOOD DRIVES

1. Register your food drive.

If you have not yet registered your food drive, complete the enclosed Registration Form and return it to the San Antonio Food Bank. The Food and Fund Drive Coordinator will contact you to help plan further details of your drive or event.

2. Set your goals.

No matter what your approach, it helps to have a specific goal for your Food and Fund Drive. This gives participants something to work toward and a benchmark for success. The goal can be based on the amount raised the last time, or you can set a goal based on the number of participants.

EXAMPLES:

An organization with 300 people:

300 people x 5 pounds per person = 1,500 pounds of food

An organization with 300 people:

300 people x \$5 per person = \$1,500 or 15,000 pounds of food (\$1 = 10 pounds of food)

3. Get food boxes and containers.

Printing paper boxes work really well for Food and Fund Drives. You can go to local copy/print shops and ask for the boxes. They are sturdy and still manageable when filled with food, plus you can have fun and decorate them.

The San Antonio Food Bank can provide barrels for food collection. We do ask FFD organizers to limit barrel requests to large food drive events where more than one barrel is necessary. This keeps our transportation costs down. Delivering collected donations also helps us keep overhead costs low PLUS you can get a tour of the SAFB when you schedule your drop off and get a chance to see your donation in action!

4. Start Early and promote the food drive.

Share information throughout your organization and community to raise involvement early in the process. Make posters, flyers and signs to promote your drive. You can also remind people about your food drive in your e-mail signature or voicemail message. If your organization has a website post the information about your drive on it. During the Food and Fund Drive, keep everyone updated on its progress.

5. Set up a Central Location.

Collection sites should be visible and easy to find. Collect donated food and grocery items at central locations like break rooms, common meeting rooms and reception areas. Assign one or two individuals to be responsible for collecting financial contributions. Make all checks payable to the San Antonio Food Bank.

6. Schedule barrel delivery/pick ups or food drop-offs.

Contact Food and Fund Drive Coordinator, Monica Borrego, to swap barrels during the drive or pick up barrels after the end of the drive. Our drivers make pick-ups and deliveries between 9am and 3pm, Monday through Friday. Please call at least 48 hours in advance. Please note that we cannot assure a specific time of barrel drop off or pick up. Transportation request may be subject to change based on weather/driver availability. (Please allow additional time during the holiday season.) If barrels were not used, you can schedule a drop off at the SAFB. Food can be dropped off Monday through Thursday, 8am-5pm and Fridays, 8am-4:30pm.

TIME...IS OF THE ESSENCE!

And the San Antonio Food Bank understands how valuable the gift of time is in all our lives. That is why we greatly value our volunteers! You can easily become part of a growing core of groups that are giving the gift of food, time and money by scheduling a day to volunteer at the SAFB after your Food and Fund Drive is complete!

Only through your efforts can we achieve our mission of helping feed the hungry in the San Antonio area and throughout Southwest Texas. When you donate your time to the San Antonio Food Bank, you become a partner in the fight against hunger. Every year over 25,000 people donate their time to helping the San Antonio Food Bank sort food, pack food, distribute food, cook food and even GROW fresh food.

Contact our Volunteer Coordinator TODAY at volunteer@safbank.org and schedule a time for your group to come out!

CREATIVE IDEAS HELP FILL BARRELS AND FEED FAMILIES!

Here are just a couple of innovative ways you can create energy and team building around your Food and Fund Drive. Think outside the box and have fun!

1. Set up coin cans in prominent locations for people to donate spare change.
2. Ask colleagues to bring a bag lunch and donate the money that they would have spent eating at a restaurant to the SAFB.
3. Ask colleagues to skip a meal and donate what they would have spent on food. This will also give participants perspective on how going without food impacts their daily activities.
4. Organize a contest between departments, teams or groups with awards for the group that raises the most food and/or financial contributions. Give away prizes like a pizza lunch, a free party, an extra hour for lunch or breakfast with an executive.
5. Hold a party or lunch as part of the drive with the price of admission set at 5 cans of food or a \$5.00 donation.
6. Get coworkers or businesses to donate prizes for a drawing. Sell tickets or give one ticket for each bag of groceries donated. Hold the drawing at the end of the food drive.
7. For retailers or restaurants, encourage customers or employees to round up purchases to the nearest dollar or other round number. Donate the difference to the SAFB on their behalf.
8. Offer rewards for people who participate, like a casual dress day, blue jean Friday or a free doughnut breakfast.
9. Ask your vendors or business partners to help you reach your goal by donating \$100, \$500 or \$1,000 to the SAFB through your donation drive! Treat the vendor or business partner that donates the most to lunch and a tour of the SAFB so they can see their donation in action!
10. Food banks encourage cash donations so they can buy what is most needed. Encourage your company to make donations on-line thru the SAFB's virtual food drive. Ask the SAFB's Food and Fund Drive Coordinator, Monica Borrego, about how we can design a customized web page that you can e-mail blast to all your employees. Take advantage of the SAFB's ability to leverage bulk buying and to make purchases at deeply discounted prices. It's fast, easy and fun! Making a donation is just a click away!

DID YOU KNOW?

The San Antonio Food Bank (SAFB) provides emergency food assistance to over 58,000 people every week through a network of more than 500 partner agencies in Southwest Texas.

The San Antonio Food Bank is committed not only to providing emergency support, but also to working to address the systemic issues that cause hunger and poverty.

OTHER WAYS TO GET ENGAGED!

Doing Good on the Green

June 9, 2011

Does your organization have a group of competitive golfers? Would you like to play golf and fight hunger at the same time?

Doing Good on the Green is the SAFB's Annual Golf Tournament. This year, players will enjoy the beautiful terrain of the TPC's San Antonio Oaks and Canyons courses at the beautiful JW Marriot Resort while fighting hunger and feeding hope. Contact Heather Roberts at hroberts@safbank.org.

Harvest of Hope

September 25, 2011.

The Harvest of Hope Brunch and Silent Auction is a tasting event in which guests are invited to sample signature dishes prepared by San Antonio's finest Chefs, Restaurants, Hotels and Catering Companies while listening to live music and bidding on San Antonio's most sought-after items in the Silent Auction.

Contact Heather Roberts at hroberts@safbank.org for more information.

The Great Turkey Challenge

November 24, 2011

Any runners in our organization? The Great Turkey Challenge is the SAFB's Chip Timed 5k Walk/Run. Guests can register to participate in this wonderful Thanksgiving morning event and support the San Antonio Food Bank's efforts to place turkeys on the tables of needy families in our area by fundraising. For every \$10.00 donated, the SAFB can provide one turkey to a family in need this holiday season. Contact Erica M. Benavides at ebenavides@safbank.org.



Let's work together to support the San Antonio Food Bank's efforts to fight hunger and feed hope! Together we can make a difference!

FOOD DRIVE MOST NEEDED FOOD ITEMS

Peanut Butter

Cereal

Tuna

Rice

Macaroni and Cheese

Chili

Canned Stews

Canned Soups

Canned Luncheon Meats

Full Meals in a Can/Box

“Pop Top” Food Items

PLEASE NO GLASS CONTAINERS!

FOOD AND FUND DRIVE REGISTRATION FORM

Prior to conducting your Food and Fund Drive, please return this completed registration form to the San Antonio Food Bank's Food and Fund Drive Coordinator, Monica Borrego.

Mail to SAFB, Attn: Monica Borrego, 5200 Old Hwy 90 W, San Antonio, TX 78227. Fax to (210) 431-8310.

Contact Name: _____ Alternate Contact: _____

Organization Name: _____ # of Employees/Members: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Proposed Date of Event: _____ Location of Event: _____

Duration of Event: One Week Two Weeks One Month Monthly

Collection Goal: _____ Pounds of Food AND/OR (circle one) _____ dollars (if applicable)

Is this a Daisy Cares Food Drive? Yes No

Please indicate any materials or services you would like to enhance your drive:

Barrels (only for drives anticipating 350 food items or more) SAFB stickers

Envelopes for monetary donations Most Needed Food Item Flyers SAFB Brochures

Would you like a speaker to come out and talk to your employees about the SAFB at a Lunch and Learn?

Yes No Proposed Date: _____ Proposed Time: _____

Would you like to schedule a group volunteer opportunity prior/after your event? Yes No

Would you like a tour of the San Antonio Food Bank? Yes No

Would you like information about our upcoming Special Events? Yes No

How did you hear about the San Antonio Food Bank? _____

Additional Information or Requests: _____

FOOD AND FUND DRIVE DONATION CONFIRMATION FORM

Once your Food and Fund Drive is complete, please fill out the form below and return completed form with your donation to Monica Borrego, Food and Fund Drive Coordinator, San Antonio Food Bank. Drop off and Mailing Address: SAFB, 5200 Old Hwy 90 W, San Antonio, TX 78227. Fax: (210) 431-8310.

Donation drop offs and pick ups must be scheduled in advance. For more information, please call Monica Borrego at (210) 431-8310.

Organization Name: _____

Type of Organization: _____

Address: _____ City, State, Zip: _____

Date Event was Completed: _____

Total Pounds Collected: _____ Total Dollars Collected: _____

Would you like an acknowledgment sent to your organization? Yes No

Signature: _____ Date: _____

By submitting the signed application and confirmation forms above, you agree that all resources collected are for the sole benefit of the San Antonio Food Bank.

PLEASE KEEP A COPY OF THESE FORMS FOR YOUR RECEIPTING PURPOSES.