

Food & Fund Drive

Coordinators Manual



Fighting Hunger...Feeding Hope

5200 Old Highway 90 W, San Antonio, TX 78227
Tel: (210) 337 – 3663 Fax: (210) 431-8310 www.safoodbank.org

The mission of the San Antonio Food Bank is to fight hunger in Southwest Texas through food distribution, programs, education and advocacy.

The San Antonio Food Bank is a member of America's Second Harvest, the nation's food bank network.

This Manual includes:

- Running Your Food Drive
- Food Drive Ideas
- Creative Events
- Materials and Forms

Food & Fund Drive

Running your Drive

8 Easy Steps for your Food and Fund Drive

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.

Example 1

An organization with 300 people:
300 people x 5 pounds per person
= 1,500 pounds of food

Example 2

An organization with 300 people:
300 people x \$5 per person
= \$1,500 or 19,500 pounds of food (\$1 = 9 pounds of food)

3. Get food boxes and containers.

Printing paper boxes work really well for Food and Fund Drives. 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 also provides barrels for food collection. However, we do ask FFD organizers to limit the use of them to large events where more than one is necessary. This keeps our transportation costs down and is another way you can help the Food Bank. Use the enclosed Barrel Delivery / Pick-up Form to schedule deliveries and pick-ups at your location. You can also download additional forms at <http://www.safoodbank.org>.

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Running your Drive

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. Participate in Hunger 101

Educate your group about who the food drive will benefit and how. To schedule a Hunger 101 presentation, please fill out and return the attached Hunger 101 form to the San Antonio Food Bank.

6. 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 to the Food Bank.

7. Schedule barrel pick-ups or food drop-offs.

Contact the Food Bank to swap full barrels during the drive or pick up barrels after the end of the drive. Our drivers make pick-ups and deliveries between 9 am and 3 pm, Monday through Friday. Please call at least one business day in advance. (Allow additional time during the holiday season). Or, if barrels weren't used, schedule a food drop-off at the Food Bank. Food can be dropped off Monday through Thursday, 8am – 5pm and 8am – 2:30pm on Friday.

8. Announce the results.

The San Antonio Food Bank will send you a thank you letter that will include your final donation results. Make sure you thank all participants and let them know the results of your food drive by sending out e-mail or posting the results on the organizations web site.

Food & Fund Drive

Creative Ideas Guide

- Set up coin cans in prominent locations for people to donate their spare change.
- Ask colleagues to bring a bag lunch and donate the money that they would have spent eating at a restaurant.
- Ask colleagues to skip a meal and donate the money that they would have spent on food. This will also give participants perspective on how hunger impacts their daily activities.
- Organize a contest between departments, teams or groups with awards for the group that raises the most food or financial contributions, like a pizza lunch, a free party, or breakfast with an executive.
- Hold a party or lunch as part of the drive with the price of admission set at 2 cans of food, or a \$5 donation.
- 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.
- 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 San Antonio Food Bank on their behalf.
- Offer rewards for people who participate, like a casual dress day or free doughnut breakfast.
- Food banks encourage cash donations so they can buy what is most needed. Follow the link on the SAFB website, and encourage your company to make donations on line and take advantage of the food bank'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.

Food & Fund Drive

Registration Form

Organization name: _____ # of Employees/Members: _____

Type of Organization/Business: _____ Contact Name: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Other Info: _____

Proposed Special Event/Food and Fund Drive: _____

Date: _____

Location: _____

Collection Goal _____ pounds of food AND/OR (circle one) _____ dollars

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

___ Barrels (only for drives anticipating 350lbs of food or more.
Please complete a barrel order form)

___ Goal Posters

___ San Antonio Food Bank stickers

___ Envelopes for monetary donations

___ Additional information on the San Antonio Food Bank

___ Hunger 101 (please complete Hunger 101 request form)

___ Other (please specify) _____

Signature _____ Date _____

Please return completed registration form to the San Antonio Food Bank.
Mail: 5200 Old Highway 90 W, San Antonio, TX 78227; or Fax: (210) 431-8310



By submitting the signed application or other written notice, you agree that all resources collected are for the sole benefit of the San Antonio Food Bank.

Food & Fund Drive

Most Needed Food Items

Peanut Butter

Cereal

Tuna

Beans

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!



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Food & Fund Drive

Barrel Order Form

Organization name: _____ Food Drive Date: _____

Contact Name: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Please print specific instructions. Such as loading dock addresses, elevators or entrances for deliveries and specific personnel, such as security the driver will need to interact with.

Please check the type of order you need

**# of
Barrels** **Date**

- | | | |
|---|-------|-------------|
| <input type="checkbox"/> Deliver a barrel.....How many barrels would you like delivered? | _____ | ___/___/___ |
| <input type="checkbox"/> Swap (replace full barrel with empty one).....How many barrels would you like swapped? | _____ | ___/___/___ |
| <input type="checkbox"/> Pick up barrel.....How many barrels would you like picked up? | _____ | ___/___/___ |

Barrel deliveries, pick-ups, and swaps are done between 10am and 5pm, Monday through Thursday, 10am – 2:30pm on Fridays. All barrel orders received will be processed the next business day. Allow extra time during the holidays.

Please return completed registration form to the San Antonio Food Bank.
Mail: 5200 Old Highway 90 W, San Antonio, TX, 78227 ; or Fax: **(210) 431-8310**
Or Email to: amonreal@safoodbank.org Questions? Call (210) 337-3663



Food & Fund Drive

Hunger 101 Request Form

Organization name: _____ Food Drive Date: _____

Contact Name: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Please provide us with some additional information about your group:

Number of Participants _____

Ages of Participants (please indicate all that apply):

Junior High

High School

Adult

Seniors

Preferred date and time (please provide three possibilities in order of preference)

1. _____

2. _____

3. _____

Amount of time you are able to allot for presentation/activity

(full interactive activity requires 1 hr) _____

Do you have access to a large room or space with moveable tables? _____

After submitting this form, you will be contacted to set up a time and customize a presentation for your group.

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