



**A complete how-to guide on
organizing a successful Food
and Fund Drive at your
school**

Food & Fund Drive

Steps on Running your Food or Fund Drive

1. **Set a goal.**

We highly recommend that you set a goal for your food and fund drive. Setting a target allows you to build momentum for the food drive. The goal can be based on the amount raised last year, or on the number of participants.

2. **Register your food drive.**

If you haven't registered your food drive yet, please complete the form included with this packet and send it or fax it to us. You can also fill out the registration form on our website, at www.safoodbank.org.

Someone at the food bank will contact you to plan further details of your food drive.

3. **Get food boxes.**

Printing paper boxes works really well for Food Drives. If your school's office doesn't have enough available, 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.

4. **Promote the food drive.**

Encourage people at your school to participate and keep everyone

updated on the food drives progress. Try to announce the dates to the students, teachers and staff early. Putting up posters with your school goal in main entrances or popular gathering locations will also help increase awareness. You can also send home flyers with students about the food drive or try to include information in your schools daily bulletin or morning announcements. See the Ideas page for more creative ways to make your drive a success.

5. **Set up a central location.**

Try to collect food at a central location throughout your drive. This will make it easier to load your food at the completion of the drive.

6. **Get the food to us.**

Arrange to have the food dropped off by someone at your school, or ensure that arrangements are made with us to come pick it up.

7. **Announce the results.**

The San Antonio Food Bank will send you a thank you letter acknowledging your donations.

Food & Fund Drive

Ideas for your Food or Fund Drive

- Organize a volunteer trip to the San Antonio Food Bank to learn more about what we do and to get people excited about donating.
- Provide competitions and awards for the classroom, class (i.e. 4th grade vs. 5th grade), club, gender, student, etc. that donates the most.
- Set up a committee to help run the drive.
- Develop a name or theme for your Food and Fund Drive, or host a contest for students to submit themes.
- Provide students, teachers, and staff with data on the hunger situation in San Antonio and information about the Food Bank.
- Decorate or ask students to decorate collection boxes. Get ideas from your theme, a coming holiday, or your school's mascot.
- If you have a holiday dance or event, consider having canned foods as part of the admission.
- Give updates to students on how your school is doing and how close it is from the goal.
- Plan an assembly or gathering to explain the Food Drive - the Food Bank will send a representative to speak at your gathering or in classrooms if desired.
- If your school decides to raise money for the food bank, you can do bake sales, car washes, and rummage sales as well.
- At sporting events, ask for canned foods as part of admission or ask the different teams to compete for most donations.
- See if teachers will give extra credit or awards for students who donate a lot of food.

Food & Fund Drive

Most Needed Food Items

Foods SAFB Needs:

- Peanut Butter
- Cereal
- Tuna
- Beans
- Rice
- Macaroni and Cheese
- Chili
- Canned Soups
- Canned Luncheon Meats
- Full Meals in a Can
- “Pop Top” Food Items

Products We Can't Use:

- Home-canned or Homemade Goods
- Rusty or Unlabeled Cans
- Alcoholic Beverages, Mixes or Soda
- Open or Used Items
- Glass Containers, they may break
- Baby Food that is in jars
- Food After or Very Close to its Expiration Date

Why Food and Funds Both Matter:

Donating food provides a direct connection between the donor and the hungry person that receives the food. But cash donations make transportation of donated food possible. Cash keeps our freezers running and our trucks on the road. It also supports many of our innovative food bank programs, such as Kids Cafe, which provides a healthy meal five days a week to children living in low-income neighborhoods. Our Second Servings program collects prepared and perishable food from companies such as hotels, country clubs, hospitals, and privately owned food establishments to distribute immediately to on-site feeding agencies. The San Antonio Food Bank makes efficient use of cash donations. For every dollar donated, we can provide ten meals for needy families and individuals.

One dollar equals thirteen pounds of food!



Fighting Hunger...Feeding Hope

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: _____

(1) Date: _____

(2) Time: _____

(3) Location: _____

Briefly describe the proposed special event or food and fund drive:

Briefly describe the plan for marketing the proposed special event or food drive:

Anticipated benefit to the San Antonio Food Bank:

Signature _____ *Date* _____

Please return completed registration form to the San Antonio Food Bank.
Mail: 4311 Director Drive, San Antonio, TX 78219; or Fax: (210) 337-2646.
Questions? Call (210) 337-3663



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.

Curriculum Guide for Grades K-5

Key Messages About Hunger

Everyone needs nutritious food to learn and grow, but not everyone in San Antonio can afford enough food to live a healthy life. Students can help make sure that everyone gets enough food by caring about other people and by donating food.

General Discussion

In discussions with younger children, we recommend focusing on why food is an important element in making our bodies healthy and strong. Students may also be able to discuss how foods make them feel good, and talk about how the right foods help them to grow and learn. At the end of this discussion, teachers may tell students that not everyone has enough food to eat, usually because they don't have enough money to pay for all of their expenses. Let students know that donating food is a good way to help make sure that people in San Antonio have enough to eat.

Art

- Use the enclosed worksheets to have students draw a picture, make a collage, or write a paragraph in on one of the following topics:

My Favorite Foods

My Thanksgiving Wish for Everyone In San Antonio

"I can help others by..."

Foods we need to live and grow

- Have students bring their art home as a reminder to bring in food donations.
- Display artwork near your school's food drive barrels to promote the food drive.

Language Arts

- Have students complete the enclosed Thanksgiving Food Drive word search to become familiar with words relating to hunger.
- Have students write a fictional story about someone their age who doesn't have enough food to eat. How does that person feel? What are some ways that person might get food?

Science and Nutrition

- Discuss how people need different types of food from all the different food groups in order to stay healthy. Have students identify different types of food from different food groups, and how they help us stay healthy.
 - ✓ Meat Group foods build strong muscles.
 - ✓ Milk Group foods build strong bones and teeth.
 - ✓ Vegetable Group foods help keep you from getting sick, and help your eyesight.
 - ✓ Fruit Group foods help heal cuts and bruises, and boost your immune system.
 - ✓ Grain Group foods give us energy.
- Make a Food puzzle by cutting the Food Guide Pyramid diagram into pieces and ask students to find the right pieces to put the complete puzzle together. Food Guide Pyramid can be downloaded from the USDA Center for Nutrition Policy and Promotion-- www.usda.gov/cnpp/

Recommended Sites for Related Information

- www.safoodbank.org -- San Antonio Food Bank
- www.secondharvest.org -- America's Second Harvest Network
- www.kidscanmakeadifference.org -- additional information on hunger issues, ways to help and recommended classroom activities
- www.fns.usda.gov/fns/ -- the US Department of Agriculture Food and Nutrition Service site with information on food stamps, and other related programs.

Who's Getting the Food?

The San Antonio Schools Food Drive helps people all over San Antonio and the surrounding counties - here are just a few of the agencies we serve!

Children

San Antonio Children's Shelter (Downtown)

Orphanage for abused children provides food, clothing and shelter.

Joven (Southside)

Provides youth with after-school activities and snacks.

Ronald McDonald House (Northside & Downtown)

Offers housing and meals for children and families during medical care.

Families

Alamo City Christian Fellowship (Northeast)

Provides food and social services to families. They have a food pantry and provide counseling.

Ella Austin Community Center (East)

Provides food and social services to families. They have a food pantry and provide counseling.

Good Samaritan Center (West)

Provides food and social service to families and seniors. They have a food pantry, as well as an after-school snack program for children.

Seniors

Kirby Senior Center (Kirby - Southeast)

Provides hot meals, and a variety of services and activities for low-income seniors.

GRASP (Randolph area)

Provides pantry items, hot meals, and a variety of services and activities for low-income seniors.

Harlandale Senior Center (Southside)

Provides pantry items, hot meals, and a variety of services and activities for low-income seniors.

Homeless

St. Vincent de Paul Dining Facility (West of Downtown)

Provides daily hot meals as well as clothing for homeless people.

First Baptist Street Ministry (Downtown)

Provides daily hot meals, pantry itmes, clothing, and shelter for homeless families and individuals.

Living Stones (East)

Provides shelter, aid, food, and services to homeless.

San Antonio Schools



Fighting Hunger...Feeding Hope

Word Search

G E C Y P C Y O R F C X E E I
D J V A T J J E S A F Y M T B
E I S I U I E Q N A P H P A E
E T S O R T N N W F E A L C A
A N Y A N D E G A S A V O U N
H Y E U B D D M I Y N N Y D S
P O L R S L I O L D U O E E F
X O O O G L E R O I T I D C X
V W U S I Y E D H F B T A Q B
L P Q E I D E P O H U I N W N
S B S L L U E I P Y T R U I C
E S E E H C N C A M T T T H X
C H I L D R E N I M E U M Z Q
D O N A T E Z G Y R R N A I A
H E M C X D P S S E L E M O H

People Who Suffer From Hunger: Healthy Food Provides: How You Can Help:

Children
Disabled
Elderly
Employed
Families
Homeless

Nutrition
Energy
Hope
Dignity

Food Drive
Volunteer
Donate
Educate

Most Wanted Food Items:

Beans
Mac n Cheese
Peanut Butter
Tuna
Canned Soups
Pasta
Rice

Help End Hunger

San Antonio Schools Food Drive

Draw your family enjoying a meal together.



Fighting hunger... Feeding hope

Remember to
bring your
donations!

- Peanut butter
- Canned Stews
- Canned Soups
- Chili
- Tuna
- Canned Luncheon Meats
- "Pop Top" food items
- Rice
- Beans
- Pasta
- Macaroni and Cheese