



Harry Chapin Food Bank

OF SOUTHWEST FLORIDA

Food Drive Instructions

STEP 1: DESIGNATE A COORDINATOR

This person (very possibly you) will be responsible for communication with the Harry Chapin Food Bank of SW FL, promoting the food drive, and coordinating the actual collection. You may want to have several people act as a committee, but there should only be one person in contact with us. A week before the start of the food drive, have one of our food bank representatives give a presentation to your staff, co-workers, or group members – at your site or ours – to talk about the urgency of fighting hunger in our community and how their food donations can help.

STEP 2: ASK FOR SUPPORT

Make sure your school, church, office, or organization's top management has endorsed your food drive, and will do everything they can to help you organize, promote, and run it.

STEP 3: PICK YOUR DATES

Holidays are typically the time when most people lend a helping hand, but food drives can be conducted any time of the year. Hunger doesn't take a holiday. The perfect time for your food drive is NOW. Select a start date that gives you plenty of time for planning and organization.

STEP 4: REGISTER YOUR FOOD DRIVE

In this packet you will find a registration form, there are two ways that you can return it:

- 1) Print the registration form and fill it out. Fax the form to Bedzaida Bryen at (239) 337-1399.
- 2) Fill out the registration form on your computer, then e-mail it to bedzaidabryen@harrychapinfoodbank.org.

STEP 5: PLAN YOUR COLLECTION

Where will you collect the food? What will you put it in? We can supply you with Harry Chapin Food Bank collection bins, or you can use your own containers or boxes. Please note that during our busiest season – September through December, bins may not be available due to their limited number. If yours is a large organization, you may want to have several collection points with at least one container at each location. A smaller organization should choose one large, visible collection point in a high traffic area. Remember, your collection point also serves as continuous publicity for your drive. Consider where food will be kept if there is overflow.

STEP 6: SET YOUR GOALS AND MAKE IT FUN

People like to shoot for a goal. Determine how many pounds of food, or how many items, you hope to collect. Don't be afraid to think big! When we receive your food we will weigh it and tell you how many pounds your team has collected. **MAKE IT FUN AND THEY WILL COME!**

STEP 7: PRINT OUR WISH LIST

We appreciate all non-perishable food donations, but there are always certain items we need the most. Print our Most Needed Items list and distribute it to your target audience.

STEP 8: SPREAD THE WORD

Promote your food drive by hanging posters, distributing flyers and making announcements at meetings. Put notices in your local newsletter, bulletin, or other publications. Put collection boxes out early, and decorate containers to draw attention to them (Example: use quote: "...because no one should go hungry!"). Include your goal in all your publicity material. Spreading the word is essential to your food drive's success.

STEP 9: COLLECT THE FOOD

As food donations come in, check collection areas for overflow and box items as you go. Continue promoting your food drive throughout the collection period.

STEP 10: DELIVER THE FOOD

The best way you can partner with the Food Bank is by dropping off the food. You will save us time, money, and resources. Our warehouse (at 3760 Fowlers Street, Ft. Myers, FL 33901) is open Monday through Friday between 8:30 am and 3:30 pm. No appointment is necessary. If you collected food in our bins, please call for a pickup when the bins are almost full, but before they are overflowing. Pick-up requests should be made as far in advance as possible, as it may take up two (2) weeks after your drive ends to get our truck out to you.

STEP 11: GIVE YOURSELF A BIG ROUND OF APPLAUSE!

Thank you for your help and support of the Harry Chapin Food Bank of Southwest Florida!

Tips and Suggestions for your Food Drive

Have Fun and Think Outside the Box!

Be Competitive! Organize teams between classrooms, departments, floors, ministries, etc. to see who will collect the most amount of food. Make sure the winners receive a commendation or special prize for the most food collected.

Be Festive! Are you having a holiday party or picnic? Ask everyone to bring a can or two of food. Those who participate are entered into a raffle, with the prize winner getting a chance to throw a pie in the boss's face, shave the coach's head, or dunk the principal.

Be Supportive! Distribute grocery bags with the Most Needed Items list to everyone and ask them to bring them back filled with canned and/or boxed food.

Be Suggestive! Suggest your employees/students/members to remember your Food Drive at the next "BOGO" sale and Buy One, Give One.

Be Creative! Canned and boxed food makes great art! Have a contest for the best sculpture built from their donations of food. Another great idea is to create special items days, such as: "Macaroni Monday" and "Tuna Tuesday".

Be Innovative! Business owners can organize a food drive offering a discount, free item, or service with a donation.

Be Prepared!

- ★ Have your volunteers ready with their assigned tasks before, during, and after your Food Drive.
- ★ Have bins, barrels, or boxes to collect the food.
- ★ If you're hosting in a public venue, have permission from local authorities.
- ★ Have a table to display your food drive and promote your business/school/church. We can provide you with bins and boxes, as well as informational brochures about the Harry Chapin Food Bank.
- ★ If you're hosting a food drive outdoors, have a rain date schedules or an alternative place to collect the food donations. You'll also want to have chairs for your volunteers and a tarp or tent to protect your volunteers from the sun.
- ★ Have transportation lined up to deliver your food donation to the Food Bank, or call us ahead of time to schedule a pick-up. It would be a huge help to us if the food were delivered to our warehouse at 3760 Fowler Street, Fort Myers, FL 33901.
- ★ Be ready to accept cash donations. We can provide you with a cashbox if needed.

Choose a Theme or Catchy Phrase

Here are a few ideas for Food Drive names:

- ★ **January:** "No Holiday for Hunger", "Super Bowl Food Drive", "New Year's Resolution Food Drive"
- ★ **February:** "Winter Nutrition Food Drive", "Love Your Neighbor Food Drive", "Heartfelt Food Drive"
- ★ **March:** "Easter/Passover Special Food Drive", "Final Four Can-Can Food Drive", "Spring Cleaning Food Drive", "March Against Hunger"
- ★ **April:** "New Beginnings Food Drive", "Strike Out Hunger Food Drive", "Earth Day Food Drive"
- ★ **May:** "Mother's Day Tribute", "Memorial Day Food Drive"
- ★ **June:** "Graduation Food Drive", "Father's Day Appreciation Food Drive", "Dive Into Summer Food Drive"
- ★ **July:** "Celebrate Independence from Hunger", "Hit a Home Run for Hunger", "Christmas in July Food Drive"
- ★ **August:** "Can-Do Food Drive", "Cool at the Pool Food Drive", "Back to School Food Drive"
- ★ **September:** "Labor Day Picnic Food Drive", "Multi-Cultural Food Drive"
- ★ **October:** "Hunger is a Scary Thing Food Drive", "Costumes & Cans", "Don't Mask Hunger"
- ★ **November:** "Harvest for the Holidays Food Drive", "Thankful for Our Food Drive", "My Vote Against Hunger Food Drive"
- ★ **December:** "Holiday Helpers Food Drive", "End of Year Food Drive", "Count Your Blessings Food Drive"

Most Needed Items

All of the following should be canned or boxed items

HIGH PROTEIN FOODS

Meat: ham, spreads, stews, chicken

Fish: tuna, sardines, salmon

Vegetarian: nuts, seeds, peanut butter, other nut butters, beans (canned or dried)



FRUITS & VEGETABLES

Fruit (cups, canned, or dried)

Vegetables

100% fruit and vegetable juices

Soups

Sauces

Condiments and salad dressings



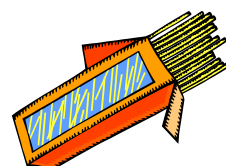
BREADS & CEREAL

Muffin and bread mixes

Breakfast cereals, oatmeal, grits

Rice, pasta, or whole grains

Cereal Bars



HOLIDAY ITEMS

Stuffing Mixes

Cranberry Sauce

Gravy (canned or boxed)

Olives and pickles

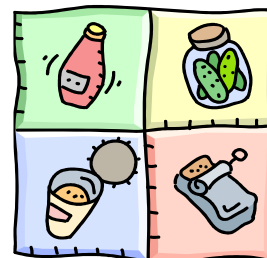
Pie crust and fillings

Macaroni & cheese (boxed)

Instant mashed potatoes (boxed)

Canned vegetables (including yams and potatoes)

Fruit (canned and dried)



HOUSEHOLD GOODS (Please keep these items separate from food items)

Cleaning supplies and detergents

Paper products



Harry Chapin Food Bank
OF SOUTHWEST FLORIDA

Food Drive Registration

COMPANY NAME: _____

STREET ADDRESS: _____

CITY _____ ZIP _____ CONTACT PERSON: _____

DAYTIME PHONE: (____) _____ EVENING PHONE: (____) _____

E-MAIL: _____ FAX: (____) _____

DATES OF FOOD DRIVES

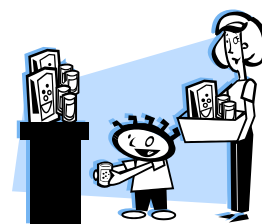
FROM: _____ TO: _____

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Please drop off your food donations at our warehouse (3760 Fowler Street, Fort Myers, FL 33901) between **8:30 am** and **3:30 pm**, except for **12pm-1pm**. No appointment is necessary.

Thank you so much for caring enough to make a difference in your community!



Harry Chapin Food Bank of Southwest Florida. 3760 Fowler Street. Fort Myers. Florida 33901

www.harrychapinfoodbank.org

239.334.7007