



Thank you for your interest in coordinating a food drive for The Hunger Coalition! We rely on the generosity of individuals, church groups, schools, businesses, and civic organizations to keep our food bank stocked.

Your support of the entire food drive process is very helpful and truly appreciated since our staff is so limited and cannot do it alone. Your help, from the initial decision to host a food drive all the way through to collecting and sorting the food at our food bank frees up our limited staff time and gives community members a stronger connection to our work and to those in need.

Below are some guidelines to help make your food drive a success:

- 1) Get the buy-in of your group and recruit volunteers.
- 2) Decide on a location for the food barrel.
- 3) Set a goal.
- 4) Spread the word and give frequent updates on the progress of the goal.
- 5) Track food donation amounts.
- 6) Deliver food to food bank each time food barrel gets full.
- 7) Sort food at food bank.
- 8) Provide final amount to group and thank them for their efforts.
- 9) Return food barrel to The Hunger Coalition.



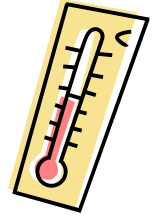
- 1) **Get the buy-in of your group and recruit volunteers.** If your group does not understand the need, you will have a harder time getting people to participate. We will provide you with statistics and a list of food needs, *and* we find that a personalized plea from you is the best way to inspire your group to participate. Recruiting other volunteers will make the entire process run smoothly. (Note: Successful food drives last two weeks to one month.)

- 2) **Decide on a location for the food barrel.** You'll want this to be in a central location where people congregate and will have a daily reminder to bring in that food! For a business, this may be where weekly meetings are held or in a staff kitchen. Schools and churches will want it to be as visible as possible.

- 3) **Set a goal.** The most successful food drives are the ones that have a goal toward which people strive. By giving a clear goal up front and getting the word out, your food drive has a much higher chance of success. Having a chart posted near the barrel that shows the goal (i.e. 6 food barrels) and where you are on that goal is a great reminder.



- 4) **Spread the word and give frequent updates on the progress of the goal.** If people don't know about the food drive, they can't participate. For businesses, sending out an email to all employees from an owner, CEO or someone in charge is a great way to let people know. Discussing it in weekly meetings and keeping people abreast of the goal helps keep enthusiasm and interest high. For churches, including it in the bulletin with an update on the goal is great, and a weekly plug from a church leader helps tremendously. Schools do very well with goals, and friendly competitions get everyone participating.



- 5) **Track food donation amounts.** It's best to have one person in charge of tracking exactly how many barrels of food get filled throughout the course of the food drive (i.e. 8.25 barrels). This can be done by keeping a simple handwritten tabulation or putting it into a spreadsheet. These amounts will be saved by The Hunger Coalition and will form the basis for the goal of the next food drive.

- 6) **Deliver food to food bank.** Here's where your volunteers come in handy! This involves delivering the food to The Hunger Coalition warehouse, located in the Bellevue industrial district. Our hours are 9-5 Monday through Thursday. *Please call ahead to schedule your delivery and ensure staff will be there. 788-0121*

- 7) **Sort the food.** You will need minimal training from a Coalition employee to ensure food safety standards are met and so you understand specific food sorting directions. This involves checking the quality of the cans and placing them in the appropriate boxes. While the work is easy, it is also important that the proper procedures are followed.



- 8) **Provide final amount to group and thank them for their efforts.** If you have followed the above steps and kept your group abreast of the progress of your food drive, most likely you will have met or exceeded your goal. It's important to share this news with your group and to thank them for their efforts. We will also certainly be thanking you and your group for all their great help and will let them know how many people their efforts have helped to feed.



- 9) **Return food barrel to Hunger Coalition.** Unless other arrangements are made, the food barrel can be returned to the food bank along with the final delivery of food at the end of the food drive.

Thank you again for your interest in feeding the hungry in our community. We appreciate your support and look forward to a successful food drive!