

HOW TO RUN A FOOD & FUND DRIVE

While the way you decide to conduct your food drive and/or fund drive is completely up to you, most coordinators follow these basic steps:

Designate A Coordinator

Choose who within your organization will be the coordinator for your event to be responsible for organizing, promoting and communicating to employees, members and/or the community.

Selecting Dates

First, decide on dates for your food drive. Food drives can run as little as two hours or for up to two months. Some donors even collect food and money year round. The average drive is usually about 2 to 3 weeks.

Choosing Your Locations

Select high-traffic areas where the donation containers will be noticeable and convenient for donors to access. Be sure to consider safety and security issues when choosing your locations. If you have multiple locations, you may want to recruit someone at each of those sites to help you manage donations at each building.

Register with GCFB

Complete the enclosed participation form for your event. Registering allows you to take advantage of our delivery and pick up of donation containers.

Setting A Goal

This helps you to energize your participants, and it can add an element of friendly competition between departments or teams. You may also wish to select a theme for your event to add a fun detail.

Promote Your Drive

Inform participants and the community about your event through letters, announcements, flyers, web sites, email. The more people that know about your efforts, the more donations you will receive! We can provide the GCFB logo for your marketing materials, upon request. Share your marketing materials with us and we will promote your event on our social media accounts as well.

Suggested Donations for Galveston County Food Bank Food Drives

- Canned food- tomatoes, sauce, meat, tuna, soup, fruit, vegetables, peanut butter, jelly
- Meal in a can- chili, stew, ravioli...
- Meal in a box- burger/tuna helper, macaroni and cheese...
- Packaged-pasta, cereal, oatmeal, pancake mix, rice, beans
- Hygiene - shampoo, toilet paper, toothpaste, soap, feminine products, deodorant

For the safety of those we serve, the Galveston County Food Bank is unable to accept:

- Open packages
- Homemade food items
- Perishable foods
- Items with "expired" dates

Monetary Donations

Our buying power allows us to provide 3 meals for every \$1 raised. See Monetary Form below.

Scheduling pick-up

Once you have completed your event, please submit the Donation Pick Up Request form 1 week prior to pick up date request. Please keep in mind the week before Thanksgiving & Christmas are the busiest weeks for pick-ups.



Galveston County FOOD BANK

houstonfoodbank
Partner

Food & Fund Drive Participation Form

Please fill out and return by e-mail, fax or mail to:

Fax: 409-945-2563 Attn: Julie Morreale – julie@galvestoncountyfoodbank.org

Mail: Galveston County Food Bank, 213 6th St. N, Texas City, TX 77590

Company/Organization: _____ **# of Employees** _____

Branch/Department: _____

Contact/Coordinator Name: _____

Mailing Address for Donation Receipt: _____

Delivery Address: _____

City _____ **Zip** _____

Phone _____ **Email:** _____

Number of Food Donation Containers: _____

Please call or email to schedule pickup of food donation containers.

We want to insure the most successful food drive for you and your team, and to do so we will need to get to know you and your food drive. Please take the time to answer the following questions.

What is the goal of your Food and/or Fund Drive?

What activities/promotions do you have planned to reach this goal?

Approximately how many hours will you and/or your food drive team be spending on your Food Drive?



Food & Fund Drive

Donation Pick Up Request Form

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Mail: Galveston County Food Bank, 213 6th St. N, Texas City, TX 77590

Please complete this form and submit 1 week prior to pick up date request.

Contact Name: _____

Pickup Address: _____

City _____ **Zip** _____

Phone _____ **Email:** _____

Date for Pick Up: _____

While we try to honor requested pick up dates, due to scheduling conflicts we may need to contact you to select other date options.

*** Some Things to Consider when Scheduling Pick-ups**

We ask that you try to put your donations in one place, near an exit. If it is not possible to get all the donations to one place, try to consolidate the items into as few places as possible. This helps our staff to be more efficient with their time.

Number of Food Drive Collection Bins _____

Will the driver need special equipment for this pickup? (i.e. pallet jack, pallets, dollies, boxes, forklift, etc...)

Will this donation fit in a van or is a larger vehicle required?

Any special instructions for our driver? (i.e. gate code, clearance height, area of building, stairs, elevator, etc...)



Food & Fund Drive
Monetary Guidelines

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\$1 = 3 Meals

Online Donations

Donation with credit cards can be made on our website, www.galvestoncountyfoodbank.org. Click on Donate Now at the top right corner. Enter your donation amount, select “other” in the Designation field and type in the name of the company /organization for your event. Complete the billing information and click Donate Now.

Please only click the Donate Now button once to avoid multiple charges.

Checks

Please make checks payable to **Galveston County Food Bank** and note your company/organization name for the food/fund drive on the bottom left of check. Mail or bring checks to: **213 6th Street N. Texas City, TX. 77590.**

DATE December 1, 2019

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PAY TO THE
ORDER OF Galveston County Food Bank \$ 100.00

One Hundred Dollars & 00/100 DOLLARS



MoneyInstructor.com Bank
1221 Main Street
Anywhere, US 10001

FOR ABC Company Food/Fund Drive

Your Signature

⑆74894934⑆ 6793868122⑈ 0101⑈



**1 in 6 people faces food insecurity daily throughout
Galveston County**

FOOD DRIVE

**YOU CAN MAKE A DIFFERENCE IN
SOMEONE'S LIFE TODAY**

**THANK YOU FOR HELPING FIGHT HUNGER
IN GALVESTON COUNTY!**

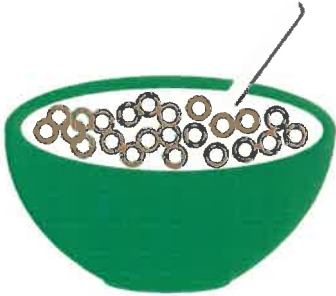
www.galvestoncountyfoodbank.org

409-945-4232

Galveston County Food Bank

Most Wanted Items

CEREAL



WHOLE GRAIN PASTA & RICE



PEANUT BUTTER



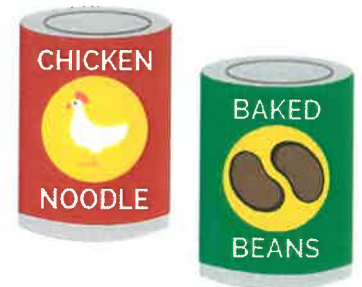
CANNED FRUITS & VEGGIES



CANNED MEAT



CANNED BEANS & SOUP



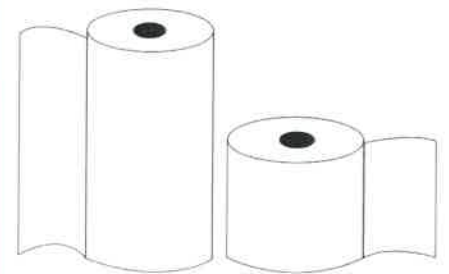
HYGIENE ITEMS



HOUSEHOLD ITEMS



PAPER PRODUCTS



KID FRIENDLY

Fruit Cups
Granola Bars
Juice Boxes
Tuna Packs
Cereal

FOR SENIORS

Nutritional Shakes & Drinks
Adult Hygiene Products



Galveston County
FOOD BANK

houstonfoodbank
Partner

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POP TOP CANS & MICROWAVABLE CUPS PREFERRED
LOW SODIUM • LOW TRANS FAT • SUGAR FREE • NO GLASS