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.
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
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

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

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

$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.

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

DATE December 1, 2019

874894934 6793868122 01014
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

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

Galveston County
FOOD BANK
624 4th Avenue North
Texas City, TX
409.945.4232
www.galvestoncountyfoodbank.org