

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 4 meals for every \$1 raised. See Monetary Form below.

Scheduling pick-up

Donation food pickups become cost prohibitive when we schedule small pickups. We ask that if the amount of food collected is less than what can fit in the back of a full size pick-up truck, please deliver to our warehouse at 624 4th Ave N, Texas City, Monday – Friday from 8am to 3pm. (Please call prior to delivery to notify staff) For larger donations, please contact Julie Morreale at 409-945-4232.



Galveston County
FOOD BANK

houston **foodbank**
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 cardboard Food Donation Containers: _____

Food donation containers are available for your convenience, but you must pick them up from the GCFB Admin Building during normal business hours.

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

Monetary Guidelines

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\$1 = 4 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 <u>December 1, 2019</u>		101
PAY TO THE ORDER OF	<u>Galveston County Food Bank</u>	\$ <u>100.00</u>
<u>One Hundred Dollars & 00/100</u>		DOLLARS
 MoneyInstructor.com Bank 1221 Main Street Anywhere, US 10001		
FOR <u>ABC Company Food/Fund Drive</u>		<u>Your Signature</u>
⑈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