

# 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. This allows us to update you with our current needs and answer any other questions you may have, and offer support where possible.

## **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. Share your marketing materials with us and we will promote your event on our social media accounts as well. See examples and guidelines for marketing materials below.

## **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.

## **Food Donations:**

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 4<sup>th</sup> 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**food**bank  
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 6<sup>th</sup> St. N, Texas City, TX 77590*

**Company/Organization:** \_\_\_\_\_

**Branch/Department:** \_\_\_\_\_

**Contact/Coordinator Name:** \_\_\_\_\_

**Mailing Address** (*for Donation Receipt*): \_\_\_\_\_

**City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Dates of Food & Fund Drive:** \_\_\_\_\_

We do offer cardboard donation bins with the GCFB logo. It is the responsibility of the individual/organization/group hosting the food drive to pick up the donation bins from GCFB Admin Building located at 213 6<sup>th</sup> St N, Texas City. Please call ahead to schedule pickup of the donation bins.

Number of Food Donation Bins requested: \_\_\_\_\_

Did you read the policy on donation drop off? **Yes or No**

Would you like us to promote your food drive on GCFB social media platforms? **Yes or No**

Would you like us to thank you for your donation once your food drive is over? **Yes or No**

If yes to either question, please provide your social media handles.

Facebook @ \_\_\_\_\_

Instagram @ \_\_\_\_\_

LinkedIn @ \_\_\_\_\_

Twitter @ \_\_\_\_\_



# Galveston County FOOD BANK

houston**food**bank  
Partner

## Food & Fund Drive

### Monetary Guidelines

*Fax: 409-945-2563 Attn: Julie Morreale – [julie@galvestoncountyfoodbank.org](mailto:julie@galvestoncountyfoodbank.org)*

*Mail: Galveston County Food Bank, 213 6<sup>th</sup> St. N, Texas City, TX 77590*

# \$1 = 4 Meals

### Online Donations

Donation with credit cards can be made on our website, [www.galvestoncountyfoodbank.org](http://www.galvestoncountyfoodbank.org). Click on Donate Now at the top of the website. 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 6<sup>th</sup> Street N. Texas City, TX. 77590.**

DATE December 1, 2019

101

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⑆



**Food & Fund Drive**  
**Marketing Guidelines**

*Fax: 409-945-2563 Attn: Julie Morreale – julie@galvestoncountyfoodbank.org*  
*Mail: Galveston County Food Bank, 213 6<sup>th</sup> St. N, Texas City, TX 77590*

Include GCFB official logo on flyers, top or bottom. You can download GCFB logo from our website under Get Involved/ Food Drives or email Julie Morreale. We ask that you do not alter GCFB logo in any way other than size.

Add your organization or group logo.

Be creative! Use bright colors, fun designs and images that clearly show you are hosting a food drive. You can even list a few examples of the type of items accepted for the food drive.

Include

- Date(s)
- location
- any other specific information

for your food drive.

Include contact information for **YOUR** assigned food drive coordinator in case anyone has questions on donating to your food drive.

When posting on social media we would love you to tag GCFB.  
 Facebook/Instagram/LinkedIn - @galvestoncountyfoodbank  
 Twitter - @GalCoFoodBank  
 #GCFB  
 #galvestoncountyfoodbank





Galveston County  
**FOOD BANK**

houston**foodbank**  
Partner

**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](http://www.galvestoncountyfoodbank.org)**

**409-945-4232**