



HOW TO HOLD A FOOD DRIVE

for the Food Bank of South Jersey

READ THE FOLLOWING INSTRUCTIONS CAREFULLY

STEP 1: DESIGNATE A COORDINATOR

This person (very possibly you) will be responsible for communication with the Food Bank of South Jersey, promoting the food drive, and coordinating the actual collection. You may want to have several people act as a committee, but there should only be one person in contact with us.

STEP 2: PICK YOUR DATES

Holidays are typically the time when most people lend a helping hand, but food drives can be conducted any time of the year. Hunger doesn't take a holiday. The perfect time for your food drive is NOW. Select a start date that gives you plenty of time for planning and organization.

STEP 3: PLAN YOUR COLLECTION

Where will you collect the food? What will you put it in? We can supply Food Bank of South Jersey collection bins, or you can use your own containers or boxes. Please note that during our busiest season – September through December – bins may not be available due to their limited number.

STEP 4: ASK FOR SUPPORT

Make sure your school, church, office or organization's top management has endorsed your food drive, and will do everything they can to help you organize, promote, and run it.

STEP 5: REGISTER YOUR FOOD DRIVE

Please fill out the attached registration form and either fax or e-mail it to: **Mike Leslie**, 856-662-4884, ext. 141 mleslie@foodbanksj.org or **Kristin DeJesus**, 856-662-4884 ext. 131 kdejesus@foodbanksj.org

STEP 6: MAKE IT FUN AND SET A GOAL!

A list of some unique themes and ideas is attached to generate enthusiasm for your drive. Feel free to come up with your own! Also, people like to shoot for a goal. Determine how many pounds of food, or how many items you hope to collect. Don't be afraid to think big! When we

receive your food, we'll weigh it and tell you how many pounds you collected.

STEP 7: PRINT OUR WISH LIST AND SPREAD THE WORD!

We appreciate all non-perishable food donations, but there are certain items we always need the most. Attached is our Most Needed Items list. Distribute it to your target audience and start spreading the word. Promote your food drive by hanging posters, distributing flyers, and making announcements at meetings.

Attached is an 8 ½ x 14" poster to download and print. Put notices in your local newsletter, bulletin, or other publications. Put collection boxes out early, and decorate containers to draw attention to them. Include your goal in all your publicity material. Spreading the word is essential to your food drive's success.

STEP 8: DELIVER THE FOOD OR PREPARE FOR OUR PICKUP

If you drop the food off yourself, you save us time, money and resources. Our warehouse, located at 1501 John Tipton Blvd., Pennsauken, NJ, is open Monday to Friday between 8:30 a.m. and 3:30 pm. No appointment is necessary.

If you are unable to deliver, call for a pickup when your bins are almost full, but before they are overflowing. Pickup requests should be made as far in advance as possible, as it may take a few days after your drive ends to get our truck out to you.

Pickups can be scheduled by contacting Kristin DeJesus at 856-662-4884 ext. 131 or kdejesus@foodbanksj.org.