

# HOW TO HOST A FOOD DRIVE



## Table of contents :

- [Food Drive Registration Form](#)
- [Plan the Collection](#)
- [Most Needed Items](#)
- [Promoting your Food Drive on Social Media](#)
- [Food Donation Poster](#)
- [Donation Form \(for drop offs\)](#)

# HOW TO HOST A FOOD DRIVE



## Food Drive Registration Form

Today's date: \_\_\_\_\_

Food drive start date: \_\_\_\_\_

Food drive end date: \_\_\_\_\_

Company / Organization / Individual Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone: (office) \_\_\_\_\_ (mobile) \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_ Zip: \_\_\_\_\_

Please check box if food will be collected at other sites:

Type of Organization (please check one):

School     Company     Organization     Family     Individual

Hours of Operation: \_\_\_\_\_

### **Please Return Completed Form To:**

fooddrive@foodbanksj.org

or fax to 856.662.4489

## 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 the Food Bank. **Please fill out the attached registration form and email [fooddrive@foodbanksj.org](mailto:fooddrive@foodbanksj.org).**

## Step 2: Plan Your Collection & Pick Dates

Holidays are typically when most people lend a helping hand, but food drives are necessary year round. The perfect time for your food drive is NOW. Select a start date that gives you plenty of time for planning and organization. Things to think and plan through are: **Where will you collect the food? How will you display it? How long will you collect?**

## Step 3: Make It Fun And Set A Goal

Get creative! Determine how many pounds of food, or how many items you hope to collect. Don't be afraid to think big! When your donation is received it will be weighed and a receipt provided.

## Step 4: Print Our Wish List And Spread The Word

Promote your food drive by hanging posters, distributing flyers, and sharing on social media. Consider adding a Virtual Food Drive. Be sure to tag us on social media, **@foodbankSJ #FoodDrive**

## Step 5: Virtual Food Drive

Compliment your physical food drive with a virtual drive using this link <https://foodbanksj.org/virtualfooddrive>. Virtual drives are a great way to engage people near and far! Financial donations made outside of the virtual platform should be mailed or delivered to the Food Bank of South Jersey not given to food bank drivers or assigned pick-up partners.

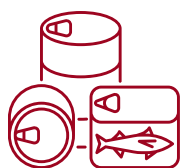
## Step 6: Delivery or Pickup

If you drop the food off yourself, you save us time, money and resources.

Our warehouse is located at 1501 John Tipton Blvd, Pennsauken, NJ Monday-Friday 8 a.m.- 2 p.m. If you are unable to deliver, we can arrange a pickup!

Pickup requests should be made as far in advance as possible.

**Schedule a Delivery or Pickup by calling 856.662.4884 ext. 131 or emailing [fooddrive@foodbanksj.org](mailto:fooddrive@foodbanksj.org)**



When you give to the  
**Food Bank of South Jersey,**  
all the donations stay in  
South Jersey!



**WE CANNOT ACCEPT** previously opened containers, repackaged and homemade items, outdated products, or perishables - i.e. breads, pies, cakes, produce, meat (fresh or frozen), items in glass. When choosing food to donate, kindly consider the nutrient value so that our South Jersey children, adults and seniors are receiving healthy and nutritious meals year round.

## **MOST NEEDED ITEMS:**

### **High Protein Items**

- Peanut butter
- Canned tuna or salmon
- Canned chicken or ham
- Beans - canned or dried
- Peanuts, sunflower seeds, almonds

### **Fruits and Vegetables**

- Vegetables (canned)
- Fruit (canned)
- Fruit cups
- Applesauce
- Dried fruit (raisins, cranberries, prunes)

### **Holiday Items**

- Stuffing mix
- Cranberry sauce
- Gravy (canned)
- Instant mashed potatoes (boxed)
- Canned pie fillings

### **Mixed Items**

- Macaroni and cheese
- Canned soups
- Canned stews, chili
- Ravioli, spaghetti, etc.
- Granola bars

### **Breads and Cereals**

- Oatmeal
- Breakfast cereals (large boxes)
- Pancake mix
- Rice
- Pasta (whole grain)

### **Dairy**

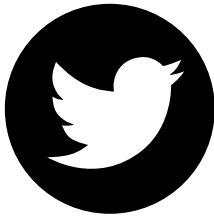
- Shelf - stable milk



## HOW TO HOST A FOOD DRIVE



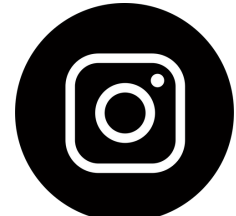
# #Importance of Social Media



@foodbankSJ



@foodbankofsouthjersey



@foodbankSJ

- Facebook, Twitter, and Instagram are great tools to help keep donors and advocates up to date
- Share information about your food drive activities on social media to increase awareness and support
- Social media can help spread the word and connect your organization to South Jersey!

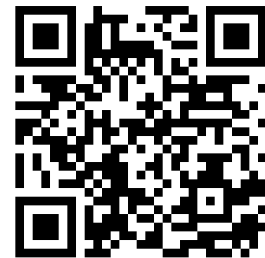
## Follow Us, Like Us.

## Ask about our Virtual Food Drive opportunities!

# DROP FOOD DONATIONS HERE

  
**FOOD BANK**  
OF SOUTH JERSEY  
Food | Nutrition | Sustainability  
*Live Local. Give Local.*

To learn more,  
scan here.



856.662.4884 x131



fooddrive@foodbanksj.org



# DONATION FORM

(Please print neatly)

Company / Organization / Individual Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Previous Donor?    Yes    No

How did you hear about the Food Bank of South Jersey?

Newspaper      TV      Radio      Flyer/Mail      Social Media      Other

## FOR STAFF USE ONLY

**Insert weight for applicable donation(s)**

TOTAL WEIGHT

Assorted Food Items

\_\_\_\_\_

Bakery

\_\_\_\_\_

Non-Food Items

\_\_\_\_\_

Meats (Turkey/Ham/Other)

\_\_\_\_\_

Produce

\_\_\_\_\_

Monetary

\_\_\_\_\_