

# Elkhart County Food Network



## *How to Run a Great Food Drive*

### **1. Contact Your Agency Partner**

Check with the organization to see what they need and how you can best work together.

### **2. Pick a date**

Set a start and end date for your food drive.

- *Recommendation* – 3 weeks: It's enough time to get the word out and keep the momentum going.

### **3. Set An Ambitious Goal**

Do you want to collect one type of food? Do you want to collect ten items for every employee in your office? Are you trying to fill a specific number of boxes?

- *Recommendation* – Ask your Agency Partner what a reasonable goal might be.

### **4. Pick a Great Collection Point**

Identify a highly visible and convenient location for people to collect and store the food.

- *Recommendation* – The lobby, cafeteria or gym

### **5. Spread the Word**

Let everyone know what you're doing. Make it clear which items are needed most.

- *Recommendation* – Use email, posters, newsletter articles & announcements.

### **6. Collect the Food**

Let people drop off at convenient dates and times. Make sure you have enough volunteers to help unload & stack. Count the donations as they come in.

- *Recommendation* – Provide boxes with labels ("Our School's Food Drive"). Choose smaller boxes, otherwise they are too heavy to carry when full.

### **7. Call Your Agency Partner**

Share your success and coordinate a time to get the food to them. Many agencies will pick up the food, but it is really helpful if you can bring the food to them.

- *Recommendation* – Plan ahead and have volunteers ready to deliver the donations to the food pantry after the drive closes.

### **8. Celebrate!**

Announce the results and congratulate the participants. Let them know how much their generosity is appreciated.

- *Recommendation* – Find a very public way to thank everyone!