



ARIZONA'S
FAMILY TO THE
HOMELESS

- HELP US END HUNGER -

ORGANIZE A FOOD DRIVE



CONTACT US :



Hello@azfamilytothhomeless.com

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Organize a Food Drive

Organizing a food drive is a great way to help people in your community. Make a difference in your community through a fun and social event.

The Problem

Our community-based food pantry needs your help to meet the growing needs to feed our hungry neighbors in Arizona. Nearly 30% of Arizonans are considered working poor, meaning they live on wages that barely cover basic necessities and housing. It is estimated that roughly 1 in 8 people face hunger and food insecurity.

The Solution

Organize a food drive! Collect food and/or monetary donations for our community-based food pantry. There are a few different models for how to hold a food drive. Here we will focus on the "single-site drop-off" model, where people bring food donations to a place, on a specific date, where volunteers are waiting to receive it.

Time Commitment

An organizer will spend 2 to 4 hours each week for several weeks. For a food drive involving numerous drop-off locations and spanning several days or weeks, additional time is needed to cover the length of the drive.

Other volunteer roles: Anywhere from 2 to 10 hours throughout the process.

Special Considerations

None

Who Can Do This?

Everyone! It is helpful to have a detailed-oriented person lead the activity.

Great Reasons To Hold A Food Drive

- Help feed people
- Support a community program
- Demonstrate social responsibility
- Meet people in your community
- Give back to the community during these uncertain economic times



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Proverbs 22:9

**He who has a generous
eye will be
blessed, for he gives of his
bread to the poor**

The Basic Steps

Decide How You Want To Collect Food

- **Single-site drop off:** Ask people to bring food donations to one location during set hours on a specific day. Volunteers man the collections site.
- **Extended food drive:** Set up numerous collections points with drop boxes where people can leave food over the course of numerous weeks. Volunteers collect the donations once per day.
- **Event-related food drive:** Your team partners with a local event - like a sports game, music festival or county fair - and sets up collection sites at the event. Volunteers man each collection site at the event.

Assess Volunteer Need

Establish a small committee to plan and coordinate the food drive. Select an overall coordinator (that may be you) and team leaders for individual tasks. Depending on the size of your food drive, there could be 2 to 6 team leaders.

- Schedule a training session for the team leads. Provide the leads with the responsibilities needed to carry out the food drive and contact information for you and the other team leads.

The Team Leads Should:

- Help recruit volunteers for the food drive
- Promote the food drive with flyers throughout the community
- Ensure local media are aware of the event
- Set up the collection site
- Lead a shift during the event
- Help coordinate food sorting and delivery after the food drive

Find A Drop-Off Location

Identify the desired location for food drop-off and collection such as a school, local business, shopping center, faith-based organization, or grocery store.

Contact the appropriate person (store manager, principal, etc.) to get permission to hold the drive there and ask if they'd like to participate in any way. When you call, make sure you have information on the food drive (the goal, the preferred date, background on **Arizona's Family to the Homeless** organization that the food will support, etc.).



Depending on the size of the drive and the number of volunteers, you may want to hold it at multiple locations. Keep in mind that this requires more logistical organization and volunteers but will yield more food.

Once you find a location, work out logistics with your contact:

- Specific location for the food drive (i.e. at the entrance of the store or a section of the parking lot)
- The date and hours of operation for the food drive
- Inclement weather backup plan
- Where the food will be stored before pick up
- Place to accommodate the volunteers who will organize the food for Pick up

If a retailer is interested, consider exploring additional ways they could support the effort. Examples might include:

- Printing your flyers (the retailer could receive an acknowledgement on the flyer)
- Matching the donations raised from the public for the food drive in some way (with a dollar amount or a product donation from the retailer to **Arizona's Family to the Homeless** organization)
- Encourage customers to donate money at the cash register for **Arizona's Family to the Homeless** organization

Recruit Volunteers

Ask your family, friends, colleagues, neighbors, and faith group members to help make the food drive a success. Check with the local community organizations, libraries, schools, senior centers, places of worship, etc. that may already have a pool of volunteers for their own purposes. Email is a great way to keep the volunteers informed.

Get The Word Out

The key to a successful food drive is to get the word out about the event. Promote! Promote! Promote!



Final Arrangement

Confirm all details with **Arizona's Family to the Homeless** organization, your team leaders and your contact person at the drive location to clarify:

- Dropping off boxes/crates prior to the drive and picking up food following the drive
- Food Sorting instructions (if any)
- Supplying tables, chairs, and refreshments for the volunteers
- Staffing schedule for the day of the food drive (2 to 3-hour shifts are best)
- Creating and posting 3 or 4 large signs within a block or two of the food drive on the event day
- Be prepared with information for people that tell you they need food. Identify the closest food bank or pantry, as well as the closest place people can go to get assistance in applying for SNAP, the food stamp program.

Event Date

Set up the food collection site (i.e. two tables with chairs behind it; pop-up shade if space permits, refreshments behind the volunteer chairs, boxes/crates clearly labeled for various food types if sorting the food)

- Post the Food Drive signs in visible areas and have flyers available
- Welcome volunteers as they arrive, and show them how things will work
- Relax, smile and enjoy the wonderful event that is bringing together the community
- When the drive is over, clean up the area and take down the signs. Leave the area the same (if not cleaner) than when you arrived
- Thank the hosting organization and the volunteers



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Follow Up (Within One Week)

- Send a thank you note, call or email to all volunteers (using the method by which they prefer to be contacted). Include how much food was donated and whether there are plans for additional food drives or other volunteer opportunities.
- Call or write a thank you note to the hosting organization. Again, let them know how much food was donated and convey their important role in the success of the program and the difference they are making.
- While it is still fresh in your mind, develop a list of lessons learned for future events. Check in with **Arizona's Family to the Homeless** organization to see if they have any suggestions to include.
- Keep in touch with volunteers and local communities for future volunteer opportunities.

Tell Us What You Did!

Arizona's Family to the Homeless organization wants to hear your stories about how you helped give back to your community at: hello@azfamilytothehomeless.com you just might inspire others to do the same!

Share Feedback

We are always looking for feedback on our materials, so please let us know how this guide was helpful or additional information you wish we could have included. Share lessons learned and other tips for others who are organizing food drives at: hello@azfamilytothehomeless.com

Keep Up The Good Work!

Remember, whether you have five minutes, five hours, or five days, you can make a positive impact in your community. And if you have more time, consider organizing a hygiene drive, blanket drive, sock & underwear drive, or seasonal clothing drive for our **UNSHELTERED COMMUNITY**.



The best non-perishable foods to donate

- **canned beans**
- **dry beans**
- **peanut butter, or other nut butters**
- **rolled oats**
- **canned fruit in juice, not in light or heavy syrup**
- **canned vegetables, with no or low sodium**
- **Low sodium soups**
- **canned tuna in water**
- **canned chicken**
- **brown rice**
- **quinoa**
- **nuts, unsalted**
- **seeds, unsalted**
- **shelf stable milk and milk substitutes**
- **whole grain pasta**
- **low-sodium pasta sauce**
- **popcorn kernels (not microwave popcorn)**
- **canned stews**
- **unsweetened apple sauce**
- **whole grain, low-sugar cold cereals**
- **olive or canola oil**
- **canned tomatoes**
- **dried fruits, no sugar added**
- **honey**
- **chicken, beef and vegetable broths and stock.**

Armed with many of these foods, and a cookbook like "Good and Cheap: Eating Healthy on \$4 a Day," which was developed to show SNAP (Supplemental Nutrition Assistance Program) recipients how to cook with inexpensive staples, those who rely on food banks can create healthy, filling meals.

Additional tips:

- **Canned goods with pop-top lids are better than canned goods that require a can opener for children and our unsheltered community**
- **Avoid foods packaged in glass.**
- **Do not donate foods that are past the expiration date.**



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Homeless Hygiene Kit Contents:

- **Comb or Brush**
- **Bar Soap (Any Size)**
- **Hand Towel or Wash Cloth**
- **Stick Deodorant (Any Size)**
- **Shampoo & Conditioner (Travel Size)**
- **Toothbrush (Individually Sealed)**
- **Toothpaste (Travel Size)**
- **Q-Tips**
- **Dental Floss or Floss Picks**
- **Lip Balm**
- **Razors**
- **Nail Clippers/Tweezers**
- **Wet Wipes**
- **Sunscreen or Lotion (Travel Size)**
- **Cooling Towels (Relief of the summer heat)**
- **Gallon Plastic Bags**
- **Ladies Feminine Care Products**
- **PLEASE NO LIQUID HAND SANITIZER, WET WIPES ARE A BETTER OPTION**
- **Socks**



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Tips On Managing Volunteers

Develop a roster of all the volunteers. Be sure to get their full name and contact information so you can keep them informed during the planning stage.

Host a meeting three to five weeks prior to the food drive so the volunteers understand the goal of the food drive, and what is required of them, the timeline of the drive and background for **Arizona's Family to the Homeless** organization you are supporting. Provide a take-away sheet with the information provided at the meeting.

Develop a schedule for the volunteers so that you have sufficient support throughout the day. Communicate the schedule to all the volunteers two weeks prior to the food drive so there is time for rescheduling if needed. Suggested tasks for the volunteers include:

- Make and distribute flyers/signs for event promotion
- promote the event through personal contacts, social media, and local community organizations
- Staff the event (including set up and take down)
- Transport food donations to **Arizona's Family to the Homeless** organization or other pre-determined location, or schedule a time for the donation to be picked up after the event

Tips On Generating Publicity

Make a Flyer

Be creative, but also provide key information. You may want to look at other organizations' food drive flyers for ideas. Include these facts on the flyer:

- Suggest foods for contribution (specific items requested by **Arizona's Family to the Homeless** organization, non-perishable foods, and gift cards)
- Date, time and location of the event
- Brief information on **Arizona's Family to the Homeless** organization
- Pertinent contact information for more information or questions



Distribute The Flyer

Consider the same sources used for recruiting volunteers (schools, faith based organizations, community centers) and public places including grocery stores, coffee shops, libraries, etc. Word of mouth goes a long way!

- Spread the word to your friends, family, neighbors, and co-workers. Talk to them in person or use email or social media like Facebook, Instagram, and Twitter to get the word out. Ask them to spread the word as well.
- Approach everyone with a friendly and positive attitude. Explain that it will be a fun event focused on a great cause.
- Use message boards - both online and the old-fashioned way.

Reach The Largest Audience

Use your local newspapers, magazines, community guides, websites, radio stations, and television and cable access channels to help spread the word about your food drive to expand your audience. The local press often welcomes information about community events. And many radio and TV stations and news outlets offer online forms to simplify event promotion. Also try to get the details in school and faith based newsletters or bulletin announcements.

Ask some volunteers to develop a list of local editors and reporters (names, phone numbers and email addresses). Most newspapers and radio and television stations will list newsroom contact information on their websites. The reporters most interested in your announcement will be community editors.

- E-mail basic details of the event, using plain text without any fancy graphics
- Put the event's date in the subject line. The e-mail should include:
- Name of the event (_____Food Drive)
- Complete date and time of the food drive
- Supporting **Arizona's Family to the Homeless** organization, and how much food you are hoping to collect for the drive
- Any special guests or events
- Your contact information (for further questions and possible volunteers)
- Send your announcements at least two weeks before the food drive day
- Follow up with reporters several days after the event to announce the results of the drive, amount of food collected, number of volunteers and donors that supported **Arizona's Family to the Homeless** organization. Send this information to the same media list.



Publicizing the Food Drive - Before and After

- Use the attached sample Promotional Flyer as a guide to create your own flyer
- Ask permission to display flyers, posters or postcards at coffee shops, libraries, malls and local businesses. Invite local businesses to participate with you.
- Ask local community members to promote the food drive through their place of faith, clubs, community groups, etc. People are most likely to do this if they are motivated by the charity that will benefit from the donations.
- Invite a local celebrity - a congressional representative, your mayor or radio show host - to highlight the need for food and promote the event.
- Provide a sample food or hygiene list, we have provided those in this information package



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Neighborhood

FOOD DRIVE

Unite for a cause! Donate to our food drive
and make a difference in someone's life.

SEPTEMBER 20 4:00 PM - 6:00 PM

123 Anywhere St., Any City, ST 12345

Items Needed:

**Canned Fruits & Vegetables,
Peanut Butter & Jelly
(use items from list provided)**

For More information, contact:

Name:

Phone Number:

Email Address:



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www.azfamilytothehomeless.com

It's Worth The Time... Food Donations Help Our Community....

**"...It gives me extra money to buy cleaning supplies
& hygiene products...
with the money left over, I can pay bills.."**

**"Provides me & my family with food security
during these uncertain times..."**



Arizona's Family to the Homeless believes that no one
of any age should go hungry...housed or unhoused...
Let's unite our community...and feed the hungry...

