PLANNING

A SUCCESSFUL

FOOD DRIVE
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FIRST: GET READY!

- Form a team or committee who will be responsible for promoting, coordinating, collecting and dropping off your food drive. Choose a person who will be responsible for communication with the Food Bank for Westchester.
- Determine the type of Food Drive using our Most Needed Food Items list and our Food Drive Ideas sheet.
- Set your timeline. We need food on a year round basis! Give participants ample time to purchase food for donation.

SECOND: GET SET!

- Establish your drop off location(s). Be sure no food is placed or stored on the ground.
- Begin gathering sturdy collection bins (photocopy boxes work well).
- Label boxes with Food Drive information.
- Promote your Food Drive – hang posters, hand out flyers, send an email, post it on Facebook, provide participants with a bag to take to the grocery store, hold a competition for which group donates the most food, organize an event where a food donation is the price of admission, plan a special day for the donation of a particular item (e.g., Canned Fruit on Tuesday)
- Consider offering a $$ donation option (cash or checks or make a donation online at the Food Bank (indicate the Food Drive that it relates to). Remember for each $1 donated, the Food Bank can buy $4 of food!
- Share the Food Bank website and Facebook page with participants.
- Consider a tour of the Food Bank and a volunteer project prior to or following your Food Drive.

NOW GO!!

- Contact the Food Bank before the Food Drive ends to consider delivery options. We will send you a receipt and Thank You! for the total pounds collected. Make sure you publicize your results to give your participants the satisfaction of a job well done.
- Review the event and set the date for next year!

THANK YOU
for your continued support!
MOST NEEDED FOOD ITEMS:

All items should be nonperishable.
PLEASE, no glass containers or pre-opened items.

CANNED MEAT
CEREALS, WHOLE GRAIN
PEANUT BUTTER
CANNED MEALS
CANNED VEGETABLES
CANNED FRUIT
PASTA
MILK (SHELF STABLE)
RICE

YOU CAN HELP IMPROVE THE HEALTH OF YOUR NEIGHBORS.
WHEN CHOOSING ITEMS FOR THE FOOD DRIVE,
PLEASE LOOK FOR LABELS WHICH READ:

Low Sodium, No Salt Added, Reduced Sodium, 50% Less Sodium,
No Sugar Added, 100% Fruit Juice, Unsweetened, Lite

TO REGISTER YOUR FOOD DRIVE AND FOR QUESTIONS, CONCERNS,
FEEDBACK, PLEASE CONTACT:

Nancy Lyons, Manager, Volunteer Services
Nancy.lyons@foodbankforwestchester.org

Lynn Kaplan, Volunteer Coordinator
Lynn.kaplan@foodbankforwestchester.org

Or call us at (914) 923-1100