



Food Bank for Westchester  
 200 Clearbrook Road  
 Elmsford, NY 10523  
 (914) 923-1100 TELEPHONE  
 (914) 923-1198 OFFICE FAX  
 (914) 909-3801 WAREHOUSE FAX  
[www.foodbankforwestchester.org](http://www.foodbankforwestchester.org)

## Food-Drive Checklist

Activity	Person(s) Responsible	Date Completed
Recruit Coordinators	_____	_____
Design Promotional Materials	_____	_____
Notify Employees	_____	_____
Distribute/ Post Foods List	_____	_____
Design & Place Collection Boxes	_____	_____
Arrange Food Delivery to the Food Bank	_____	_____

### Other Ways To Help

Along with your food drive, you can help us achieve our goal of alleviating hunger in Westchester by:

- Volunteering to sort donated food in our Millbrook warehouse
- Assisting us with special events and fund-raisers
- Donating money for bulk food buying.... For every dollar you collect, the Food Bank for Westchester distributes \$4 worth of food to the hungry!