



Interfaith  
Outreach™

Igniting the power of community

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# Organizing Your Food & Fund Drive

## How To Organize a Food & Fund Drive

Gather your colleagues, neighbors, team members or friends for a food and fund drive to help struggling families in our community. As part of Interfaith Outreach's annual Prevent Hunger campaign (March 1-31), you can play a valuable role in raising awareness about suburban poverty and help address hunger in our community. Food drive donations will provide emergency and sustaining support to those visiting the food shelf. Financial donations will help us fund family support and employment services to help families prevent hunger in the future. Below are steps for planning a successful drive.

## Plan Your Drive

Schedule your food drive when it's convenient for you, but remember to wrap up the drive by March 31 to have it count toward the campaign goal. Consider a time when you can focus your group's attention on the effort and aren't competing with other priorities.

1. Pick a location. Identify where people should deliver their food or cash donations. Make sure to have a secure location for any cash or check contributions to be stored during your drive.
2. Set a goal! Every drive is more successful when you're clear about what you're trying to accomplish. For example: *Goal of raising \$1,000 and 1,000 pounds. Or make it a goal that every member of the office contributes something, etc.*
3. Determine the length of your drive. People respond well to deadlines. Consider hosting your drive over a one-week period, or even one day if it's connected to an event (e.g. a fundraising lunch you organize).
4. Create a flyer inviting folks. Your colleagues, book club members, neighbors or friends can all be a part of your food and fund drive. The flyer must list your goal, timeline, contact info and how to contribute.
5. Email, mail and post the flyer at least two weeks before your drive.

## A Few Days in Advance

1. Send a reminder to your group through email or text message. Include a message about why you're inspired to give and some facts about impact their donations can make (see Key Messages document).
2. Set up a food drive donation area with a "Food Drive, Donate Here" sign. Consider adding some examples of food drive donations so others quickly know what the station is all about.



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## **Continued... Organizing Your Food & Fund Drive**

### **During/After the Drive**

1. Update the group on how you're doing toward your goal. What more can they do to help you achieve your goal?
2. Post pictures, videos or stories from your Food & Fund Drive on Facebook and Twitter and tag Interfaith Outreach! (Find us on Facebook, follow us on Twitter)
3. When the drive is finished, coordinate a delivery of food and funds to Interfaith Outreach by contacting Pat Felker: [pfelker@iocp.org](mailto:pfelker@iocp.org), 763-489-7530.
4. Cash and checks donations can be turned in to Interfaith Outreach. As the Food Drive coordinator, please put your name, email and phone number on the front of the envelope. Please turn financial gifts in by April 3, 2017 to be counted toward the Prevent Hunger campaign totals.
5. Report back to your group thanking them for their contributions. Invite those who were inspired to get involved in additional ways at Interfaith Outreach: volunteer, attend an event, browse the website or come to Interfaith Outreach for a tour every second Tuesday of every month from noon-1 p.m.

### **Questions? Contact:**

Liz Erstad-Hicks  
Community Engagement Manager  
[lerstad-hicks@iocp.org](mailto:lerstad-hicks@iocp.org)  
763-489-7506



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# Food Shelf Needs

## MOST NEEDED ITEMS:

Flour, sugar, cooking oil	Disposable diapers (size 5, 6 and pullups)
Canned meat or fish	Dish/laundry soap
Canned fruit	Toiletries (shampoo, toothpaste, bar soap, deodorant)
Jam/jelly	Toilet paper
Peanut butter	Fruit juice
Fresh produce (vegetables, fruits, herbs)	Paper towels
Cereal	

## OTHER NEEDED ITEMS:

Coffee	Dried fruit
Healthy snacks	Broth or variety soups
Baby wipes	Canned vegetables
Rice	Dried/canned beans
Pasta	Canned tomato products
Meal-in-a-box or can	Packaged/canned potatoes
Spaghetti sauce	Brownies, muffin or cake mix
Cleaning products (409, Windex, etc.)	Facial tissue
Feminine hygiene products	



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## Example of Food & Fund Drive Sign



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# Food Drive

## DONATE HERE!



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## Example of Food & Fund Drive Email

*Join your [neighbors, colleagues, fellow members] in fighting hunger with*

### Interfaith Outreach & Community Partners

I am raising food and funds to support the work of Interfaith Outreach in addressing immediate hunger in our community and providing pathways out of poverty to *prevent* hunger in the future.

I have chosen to support the efforts of Interfaith Outreach by organizing a Food & Fund Drive on

\_\_\_\_\_.

My goal is to raise \$2,000 and 500 pounds to donate to the cause.

Please show your support by donating food shelf items (see below) or funds by \_\_\_\_\_.

Deliver donations to: \_\_\_\_\_.

(address/location)

Deliver funds to: \_\_\_\_\_

(address/location)

Thank you for your generosity!

\_\_\_\_\_  
Food & Fund Drive Organizer



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# Creative Ways to Get Involved

(view full toolkit at [iocp.org/preventhunger](http://iocp.org/preventhunger) for more details)

- Stomp the Streets: Lead a door-to-door food drive in your neighborhood.
- Lead a weeklong food drive at work or school. Ask participants to donate a different item each day of the drive. (E.g. Monday donate breakfast items, Tuesday donate healthy snacks, etc.)
- Challenge your group to fill... a bus, the pews, or the office of a leader on your team. This is a great way for your group to see the progress toward your goal and challenge them to contribute generously!
- Create a Facebook post with simple facts about hunger and suburban poverty; tag Interfaith Outreach and ask Facebook friends to share your post!
- Ask friends to each donate toward the \$150,000 goal of Interfaith Outreach's March Prevent Hunger campaign ([www.iocp.org/donate](http://www.iocp.org/donate)).
- Host a family hot chocolate stand after a service at faith community or sports game and ask for free will donations.
- Host a poverty simulation with your classroom or youth group. Provide the youth with a real scenario and then challenge them to work within that budget to provide food for their family, while paying for other household expenses.
- Make small donation boxes and ask friends to collect change.
- Say a prayer for the struggling families in our community each day.
- Take a 30-minute tour of Interfaith Outreach and share what you learn with people you know.
- Do an Interfaith Outreach service project with your friends. Contact Liz to learn more: [lerstad-hicks@iocp.org](mailto:lerstad-hicks@iocp.org).

**LET US KNOW HOW WE CAN SUPPORT YOUR EFFORTS!**

**763-489-7500**