



Food Drive Information Packet

Thank you for joining the fight against hunger! Your efforts are essential to Feeding America Tampa Bay's mission to end hunger. Without volunteers like you, Feeding America Tampa Bay would not be able to feed the tens of thousands who rely on food relief programs each year.

This manual has been prepared to guide you through the steps of planning a food drive. Use this manual to organize and promote your drive within your workplace, school or congregation, with friends, family and employers. This manual includes advice & tips from the experts on how to creatively build awareness and participation into your food drive. No group or amount of food donated is too big or small. We appreciate your efforts.

Because of volunteers like you, we are able to feed our community members in need! By your gracious support, you are helping feed thousands of fellow citizens in your community. Thank you!



Ending Hunger, Nourishing Hope.

Tampa Warehouse - 4702 Transport Drive, Building 6 Tampa, FL 33605-5940
T: 813.254.1190 F: 813.258.5802

Pinellas Warehouse - 4711 126th Avenue North, Suite H Clearwater FL 33762-4739
T: 727.258.4940 F: 727.258.4941

Land O'Lakes Warehouse - 5829 Ehren Cutoff Land O'Lakes FL 34639-3423
T: 813.929.0200 F: 813.929.0707

www.feedingamericatampabay.org

Get Ready, Get Set, GO!!!

Some of the most important work during your food drive actually happens before it even begins. Planning ahead will make your campaign far more successful and will also save you a lot of time and energy.

Get Ready...

- Establish a team or a committee for your food drive to help coordinate the event.
- Create a food or hunger theme.
- Set the goal.
 - Set a goal for the amount of food to be raised. Setting a target allows you to build momentum.
- Plan logistics.
 - Decide where you are going to have your food drive. If you have multiple locations, you may want to recruit someone at each of those sites to help you manage donations at each building. Select high-traffic areas where the containers/boxes will be noticeable and convenient for donors to access.
- Determine the timeline.
 - Food drives can run for as little as an hour or for up to two months. Some donors even collect donations year-round. The average drive is usually 2 to 3 weeks.
- Complete the Food Drive Registration Form contained in this information packet.

Get Set...

- Obtain sturdy collection bins.
 - **The ideal containers for collecting food for your food drive are computer paper boxes.** If you do not have your own containers/boxes to collect food we can supply you with Food Collection Boxes. Our Food Collection Boxes are 18X18X28 and can be picked up at the Food Bank closest to you.
- Label boxes with food drive information.
- Promote the event.
 - Share information throughout your community and/or organization to raise involvement early in the process. *Publicize, publicize, publicize!* Posters, flyers, e-mails, newsletter articles, payroll inserts and public service announcements are all effective ways to let people know about your food drive. It helps to provide a specific contact person within your organization who can answer questions.
- Send a bag home for people to fill up.

GO...

- Start collecting food.



Cross the Finish Line...

- Your Food and Fund Drive has ended. It was a success!
- Get your food drive items to the Food Bank.
 - **Please deliver food drive items to the Feeding America Tampa Bay Warehouse that is closest to you;** whether the Tampa, Pinellas or Land O'Lakes Warehouse. Drop-off's can be made anytime Monday through Friday, 7:30am to 4:00pm. If you collect a large amount of food and cannot drop off your items you may put in a request (see Food Drive Registration Form) for your food to be picked up when all your boxes are full or at the completion of your drive.
 - Dropping off your donations keeps our transportation costs down and is another way you can help the Food Bank. **Saving Feeding America Tampa Bay the expense of the trip is equivalent to your making an additional donation! Please make every effort to drop off your donations!**
- Recognize and thank the coordinators and the participants of the drive.
- Clean up the collection site.
- Take notes for the next food drive. Be sure to pay attention to what worked and what did not work.
- Set a date for next year's food drive.
- Congratulate yourself on a job well done!

It's through your gracious efforts that Feeding America Tampa Bay can feed thousands of hungry people every year. Thank you for your support!



Food Drive Most Needed Items

No Glass Please! Pop-top items preferred!

Feeding America Tampa Bay needs the following nutritious foods:

- Canned Meats (tuna, chicken, ham, sausage)
- Canned Fruits & Vegetables
- Canned & Boxed Meals (soup, chili, stew, macaroni & cheese)
- Canned or Dried Beans (black, pinto, kidney, lentils)
- Pasta & Rice
- Cereal (low sugar, high fiber)
- Cereal & Fruit Bars
- Crackers
- Peanut Butter
- Dry Milk
- Paper Goods (plates, paper towels, etc.)
- Personal Products (deodorant, soap, etc.)



To ensure food safety, we cannot use:

- Rusty or Unlabeled Cans
- Perishable Items
- Homemade Items
- Noncommercial Canned Items
- Noncommercial Packaged Items
- Alcoholic Beverages & Mixes
- Open or Used Items

ONLY DONATE ITEMS YOU WOULD EAT & THINK NUTRITION!!



USDA My Plate Guide

Please donate wholesome, healthy and nutritious food items that have been recently purchased. A good guide to follow: *what would you give your best friend or family member if he or she was in need?*

It's all about nutrition, so think about gathering healthy foods rather than snack foods or desserts.

Food Drive Registration Form

Name of Organization/School/Business: _____

Address: _____

City/State: _____ Zip Code: _____

Contact Phone #:(_____) _____ Business Hours: _____

Contact Person: _____ Email: _____

Dates of Food Drive: _____

Please check the boxes that apply:

- We will use our own containers/boxes for our food drive.**
- We need _____ Food Collection Boxes(18X18X28) and will pick the boxes up from:**
- Tampa Warehouse: 4702 Transport Drive, Building 6 Tampa, FL 33605
 - Pinellas Warehouse: 4711 126th Avenue North, Suite H Clearwater, FL 33762
 - Land O' Lakes Warehouse: 5829 Ehren Cutoff Land O'Lakes, FL 34639
- We need _____ Food Collection Boxes(18X18X28) to be dropped off at the address listed above on:**
- Tuesday Wednesday Thursday Date: _____ Morning OR Afternoon
- ***Please only check this box if you are requesting 4 or more Food Collection Boxes or if there is no way for you to pick up boxes from one of our facilities. Please help keep our fuel costs down by picking up Food Collection Boxes from one of our facilities.
- We will deliver our collected foods to:**
- Tampa Warehouse: 4702 Transport Drive, Building 6 Tampa, FL 33605
 - Pinellas Warehouse: 4711 126th Avenue North, Suite H Clearwater, FL 33762
 - Land O' Lakes Warehouse: 5829 Ehren Cutoff Land O'Lakes, FL 34639
- We will need the collected foods picked up from the address above after the food drive on:**
- Tuesday Wednesday Thursday Date: _____ Morning OR Afternoon
- ***Please collect at least 4 Food Collection Boxes of food to schedule a pick up AND submit this form *at least one week prior* to requested pick-up date.

Thank you for helping feed the hungry in our community!

PLEASE EMAIL OR FAX THIS COMPLETED FORM TO:
Email: jnavarre@feedingamericatampabay.org Fax: 813-258-5802

ONCE THIS FORM IS RECEIVED, YOU WILL RECEIVE A CONFIRMATION EMAIL. IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL WITHIN 48 HOURS OF SENDING THIS FORM, PLEASE RESEND AND CONTACT **JENNIFER NAVARRE AT 813.254.1190 ext. 203.**

