

FOOD & FUND DRIVE



TOOL KIT

(941) 747-FOOD
www.foodbankofmanatee.org

FOOD & FUND DRIVE CHECKLIST



First, the Basics...

- Decide if you will raise food, money, or both.
- Decide what type of drive you want to stage i.e. party or competition.
- Agree on food drive length (days, weeks, etc.) We recommend two or three weeks.
- Call The Food Bank of Manatee at **941-747-FOOD (3663)** to make arrangements for delivery or pick-up of the collection barrel(s). Please note that during the holiday season, our pickup schedule fills up quickly and we may not be able to get to your location immediately.



Next, Get Everything Ready...

- Send out memos, phone messages, newsletters, and emails to promote the food drive.
- Plan special theme days such as "Meat Monday" or "Tuna Tuesday".
- Encourage competitions between teams, classes, or departments.
- Get management involved. Encourage executives to show their support by sending email or letters. Have your company match employee donations. For example, your company might give \$1 for every pound of food raised.
- Place collection barrels or boxes in convenient and visible area. Arrange to store them during the drive.

During the Drive...

- Send out creative messages to keep people excited.

Lastly, When the Drive is Over...

- Contact us at **941-747-FOOD (3663)** to make arrangements for pick-up, or deliver your food directly to The Food Bank of Manatee between 7:00 a.m.-3:00 p.m.
- Collect all cash contributions and make all checks payable to The Food Bank of Manatee.
- The Food Bank of Manatee will send you a letter listing the total amount of food and money raised during your event.



(941) 747-FOOD
www.foodbankofmanatee.org

FOOD DRIVE!

HUNGER IS CURABLE!



CRITICALLY NEEDED ITEMS

- CANNED VEGETABLES
- BABY CEREAL & FORMULA
- CANNED FRUITS
- MAC 'N' CHEESE
- PEANUT BUTTER
- JELLY
- BOXED RICE
- BOXED PASTA
- CANNED SOUPS
- CANNED MEAT
- 100% FRUIT JUICES
- BREAKFAST BARS
- OATMEAL
- POWDERED MILK
- APPLE SAUCE
- DRIED BEANS
- TRAIL MIX
- HEALTHY CEREALS

START DATE: _____

END DATE: _____



HOST A FOOD DRIVE!
(941) 747-FOOD
www.foodbankofmanatee.org