



Food and Funds Drive

Thank you for planning to support the Food Bank of Northern Indiana, Food and Funds Drives. Whether alone or as part of an event, you are providing us with the necessary resources to sustain our programs ensures that a supply of emergency food is available to those who may need it.

This guide can provide you with the necessary information required to host your own Food and/or Funds Drive, as well as how to incorporate a food and funds collection into your existing event. By providing you the information and ideas needed to be successful, we want to maximize your results, which in turn, provides more resources (food and money) to provide hunger relief to thousands of families in northern Indiana.

About the Food Bank of Northern Indiana

The Food Bank of Northern Indiana works in partnership to feed the hungry, increase awareness of the effects of hunger, and lead programs designed to alleviate hunger. The Food Bank serves Elkhart, Kosciusko, LaPorte, Marshall, Starke and St. Joseph Counties and is a member of Feeding America, Feeding Indiana's Hungry (FIH) and United Way. One dollar can provide up to eight meals for those in need. 94 cents of every dollar donated to the Food Bank goes back into the communities we serve.

Table of Contents

Drive Checklist	2
Goals	2
Ideas	3
Publicizing Your Drive	3
Collecting Food and Funds	4
Getting Donations to Us	4
Registration	5
Final Tally Form	6
Donation Cards	7
Food Bank Facts	8
Items Most Needed	9



Developed by The Food Bank of Northern Indiana, 702 Chapin St., South Bend, IN 46601
574-232-9986 - 800-879-7040 - www.feedindiana.org

Special thanks to The Ottawa Food Bank, Ottawa, Ontario Canada for their assistance in producing these guidelines and guide!

Checklist

Drive Checklist

Follow these easy steps to a successful drive! Don't hesitate to contact us if you have any questions along the way.

- Get the support from the decision-makers in your organization and ask if they'll match participant contributions.
- Pick the date(s) for your drive. It's best to concentrate on a shorter timeline to maintain the interest of your colleagues.
- Set a goal (See "Setting and Achieving Goals" below).
- Let us know your initiative! Register your food drive with us! Please fill out the Registration form on Page 5 and fax to 574-232-0143 or email us the information at mmartinec@feedingamerica.org. Please provide as much detail as possible—registration allows us to better track your drive, provide marketing to help bring awareness to your drive and to provide recognition for your efforts when it is complete. **Please take the time to register!**
- Execute your Food and/or Fund Drive
- Contact the Food Bank of Northern Indiana if you need to arrange a method of transportation for your drive's donations.

Setting and Achieving Goals

Setting a target for the amount of food and/or funds to be raised will generate momentum for your drive. While it's important to set a challenging goal, try to be realistic. But remember—whether you reach your goal or not, you'll be helping to fight hunger in northern Indiana. Every bit of support makes a difference!

Ideas for Determining Goals

- Set a goal of pounds and/or dollars. This amount can be based on a goal per participant/employee or another number you feel is appropriate.
- When collecting food, set a goal for the number of items or boxes. Aim to fill the lobby, the lunchroom, number of barrels, the office, etc.
- Aim to exceed a previous food or fundraising amount. If you raised 400 lbs of food last time, try for 600 lbs.
- Generating 100% participation is a goal. Your Food and/or Funds Drive can be an engaging team building activity. If you can get everyone to participate in some capacity, you'll be able to celebrate your success together.

Achieving Goals

- Track your progress. Send emails, post an update of the tally in a prominent area, and spread the word!
- Announce your final totals and celebrate the success with your team!

Set a Goal!



Food and Fund Drive

Be Creative

Food and Fund Drive Ideas

Simply spreading the word about your collection will enhance your colleague's generosity and generous donations. However, if you're looking to do something a little different, check out the ideas below or execute your own!

Can Sculptures: Collect food and make a piece of art in your office. Visit <http://www.canstruction.org> for inspiration.

Casual-Dress Day: Employees can dress casually with a donation to the Food Bank.

Healthy Competition: Organize a contest between departments, teams or groups with prizes for the group that collects the most food.

Pizza Party: Order pizza or take out and charge a set amount per serving (making sure to cover your costs and still include a donation to The Food Bank). Approach the leaders of your organization about sponsoring the lunch to maximize participation and donations.

Start a Treat Cart: Sell special treats or baked good on Friday afternoon, when colleagues are craving a treat. A great opportunity to generate donations.

A collection for the Food Bank can be easily incorporated into existing events and activities within your organization. Collect Food and/or Funds at your holiday party, team building meetings or organizational conferences.

The Word Spread

Publicize Your Drive

Communication is the key to the success of your Food and/or Fund Drive. Now that you've decided to collect for the Food Bank of Northern Indiana, how will you let participants and colleagues know?

Put up posters in common areas and send emails to communicate when, how and what participants should donate. If you're doing a Fund Drive, include donation cards (page 7) with paystubs or in employee newsletters. Post information about the drive on the Intranet.

When you register your Drive/Event with the Food Bank, you're able to request event materials free of charge. We can help with posters, donation jugs and collection barrels.



Food and Fund Drive

Food & Funds

Collecting Food

The Food Bank of Northern Indiana accepts donations of non-perishable food items. Be sure to check "best before dates" and only donate food you would eat yourself. See page 8 for a list of our most needed items. We encourage the use of your own boxes (bulk paper boxes work very well!), but the Food Bank can also supply you with 55-gallon collection barrels.

Collecting Funds

The Food Bank of Northern Indiana accepts cash, check and credit card (Visa, MasterCard and Discover) donations. Charitable donation receipts can be issued for donations of \$10 or more provided that a donation form is included; donation forms are available on page 7 and must be completed in full for cash and credit card donations. **NOTE:** Checks do not require a donation card if complete and current address information is printed on the check. Checks can be made payable to the Food Bank of Northern Indiana.

Funds: If not included with your food donation, financial contributions should be dropped off to: **Food Bank of Northern Indiana, 702 Chapin St., South Bend, IN 46601** or mailed to **P.O. Box 11365, South Bend, IN 46634**

Your group or organization can issue a check to cover donations (include donor names and donation amounts to ensure tax receipt accuracy). Keep a record of your financial donations and be sure to include them on your Final Tally Form, found on page 6 of this guide.

Getting Donations to the Food Bank of Northern Indiana

Food: Once your drive is over, arrange for the food to be delivered to the Food Bank. Drives that plan to raise more than 200 pounds or plan to use our barrels can indicate a preferred pick-up date on their Drive Registration Form and we will try our best to accommodate. **Financial donations can be included with your food donations.**

While the Food Bank appreciates collections of all sizes, we encourage donations to be dropped off at our warehouse at 702 Chapin St. in South Bend (Monday to Friday, 8am to 3pm). We understand that delivery is not always an option; we simply ask for your help in maximizing our resources in personnel and equipment.

Be sure to include a Final Tally Form with your food donations. We want to give credit where credit is due!

Food For Thought



Food and Fund Drive

Food/Fund Drive Registration

Fax this form to 574-232-0143 Attn: Food Drive

Contact Information:

Organization: _____

Contact Person: _____

Phone Number: _____

Email: _____

Full Mailing Address: _____

Drive Information:

Start Date: _____ End Date: _____

Estimated Number of Participants: _____

Are you collecting: Food Funds Both

What is your goal?

_____ Pounds of Food \$ _____ Funds

Will your group/organization match contributions or make a donation to the Food Bank of Northern Indiana ? Y N

If you require a pick up for your food donations, please indicate a preferred date and time window.

Date: _____ AM PM

Requested Materials: # of posters _____ # of collection barrels _____

I would like information on the Food Bank of Northern



Food and Fund Drive

Final Tally Form

Include this form with your food and/or fund donations

Contact Information:

Organization: _____

Contact Person: _____

Phone Number: _____

Email: _____

Full Mailing Address: _____

How much did you raise?

of boxes or pounds (circle one) of food: _____

(or leave blank and we will weigh the food for you!)

Total Funds: \$ _____

Cash \$ _____ Credit Card \$ _____ Checks \$ _____

Include any donation cards for tax receipt purposes with this form.

Comments: _____



Thank you for supporting the Food Bank of Northern Indiana. Your donations will help fight hunger insecurity in our communities.

Donation Form



702 Chapin St.
South Bend, IN 46601
Tel (574)232-9986
Fax (574) 232-0143
www.feedindiana.org

Please mail to:
P.O. Box 11365
South Bend, IN 46634

YES! I want to fight hunger in northern Indiana!

Is this donation part of a Food and/or Fund Drive? Date _____

Organization Name _____

\$10 \$25 \$50 \$100 Other \$ _____

Name (please print) _____

Address _____ City _____ State _____ Zip _____

Telephone _____ Email _____

CASH CHECK MC VISA AMEX DISCOVER

Card Number _____ Exp. Date _____ Signature _____

Donation Form



702 Chapin St.
South Bend, IN 46601
Tel (574)232-9986
Fax (574) 232-0143
www.feedindiana.org

Please mail to:
P.O. Box 11365
South Bend, IN 46634

YES! I want to fight hunger in northern Indiana!

Is this donation part of a Food and/or Fund Drive? Date _____

Organization Name _____

\$10 \$25 \$50 \$100 Other \$ _____

Name (please print) _____

Address _____ City _____ State _____ Zip _____

Telephone _____ Email _____

CASH CHECK MC VISA AMEX DISCOVER

Card Number _____ Exp. Date _____ Signature _____

Donation Form



702 Chapin St.
South Bend, IN 46601
Tel (574)232-9986
Fax (574) 232-0143
www.feedindiana.org

Please mail to:
P.O. Box 11365
South Bend, IN 46634

YES! I want to fight hunger in northern Indiana!

Is this donation part of a Food and/or Fund Drive? Date _____

Organization Name _____

\$10 \$25 \$50 \$100 Other \$ _____

Name (please print) _____

Address _____ City _____ State _____ Zip _____

Telephone _____ Email _____

CASH CHECK MC VISA AMEX DISCOVER

Card Number _____ Exp. Date _____ Signature _____



Food and Fund Drive

Items Most Needed



- Canned Meat and Fish including Tuna, Chicken, Pork, Ham, Spam
- Peanut Butter and Grape Jelly
- Low Sodium Canned Vegetables including Whole Kernel Corn, Green Beans, Mixed Vegetables and Diced Tomatoes
- Canned Soups, Stews, Chili and Chowders
- Boxed Meals including Macaroni and Cheese, Lasagna, Cheeseburger Helper
- Shelf Stable Low Fat and Powdered Milk
- Canned Beans including Kidney, Red, Black and Northern
- Boxed Breakfast Cereals
- Healthy Snacks including Microwavable Popcorn, Granola Bars, Peanuts, Pretzels, Low Fat Pudding Packs
- Baking Products including Cooking Oil, Sugar, Flour and Salt
- Condiments including Ketchup, Mustard and Vinegar

*No glass jars, please.