

Food & Fund Drive Kit

Hunger Is Curable



**THE FOOD BANK
OF MANATEE**

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 941-747-4655 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 to make arrangements for pick-up, or deliver your food directly to The Food Bank of Manatee between 7:00 a.m.-3:30 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.

Food Drive

Hunger Is Curable

Start Date:

Most Needed Items

Baby Cereal, Food & Formula

Dry & Canned Beans

Tuna & Other Canned Meats

Peanut Butter

Rice & Pasta

Healthy Cereals

Canned Soups & Stews

Boxed Meals

Canned Vegetables & Fruits

100% Fruit Juice

Nutritious Kid's Snacks

End Date:

