

# 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:**

