

JUNIOR COUNCIL: FOOD DRIVE CHECKLIST

1. Advertize for your first lunch meeting (fliers, morning announcements, posters, Facebook)

2. First Meeting- Organize committees & place everyone on committees

A. Advertizing Committee

- Create posters and display around school and community
- If you would like to choose a theme (ex: Hunger Games) you can
- Create fliers
- Make sure to include: dates, where people can donate, where the collections are going to (ex: Community Action), items that are preferred, any rewards for winning class/grades

B. Collection Committee

- Find a location at the school to store cans
- Make drop off boxes (with labels)
- Place boxes in front of every classroom door, main office, counseling...etc
- Decide who will collect and on what days
- Keep a total for each class and how much they have donated
- Who will drop off donations and when

C. Public Relations Committee

- Help distribute fliers around community
- Create a 30 second to 1 minute commercial for the Food Drive to be played in the commons and possibly with the video announcements
- Post/share video on facebook

D. Rewards Committee

- Decide how we will reward class/periods that win (ex: hot chocolate and donuts during their class)
- Are there any events going on at the school that people could get discounts on if they brought in cans?
- Decide how and when to reward
- Make a list of items needed to purchase and give to Student Government Advisors

Community Action: <http://communityactionprovo.org/>

815 S Freedom Blvd Suite 100, Provo, UT 84601 Phone: 801-373-8200 Fax: 801-373-8228

casfb@communityactionuc.org



List of Items to donate: <https://docs.google.com/file/d/0B0iOtPGszKwBNIVtZmM5akRUM28/edit?usp=sharing>

Most Needed Items

Food drive items:	Non-food items:
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- Canned Tuna
- Canned Meat
- Canned Beans and Chili
- Canned Stews and Soups
- 100% Fruit Juice
- Powdered Milk
- Canned Fruits and Vegetables
- Cooking Oil
- Rice
- Cereals
- Peanut butter

- Toilet paper
- Bar soap
- Shampoo
- Laundry soap
- Toothpaste
- Disposable diapers
- Feminine hygiene products