



The Open Seat - Food Drive Guidelines

In response to the 2025 FoodShare benefit cuts, The Open Seat has created this set of guidelines to instruct campus partners on how to best organize food drives. Given the circumstances, The Open Seat staff is struggling with capacity and requests that food drive organizers use the following guidelines to help reduce our team's workload.

Hosting a Drive

To host your food drive, please follow these steps:

1. Review this entire document in its entirety to familiarize yourself with our donation requirements/requests.
2. Email openseat.outreach@asm.wisc.edu with the following information:
 - Your organization/department name
 - The intended location of donation bin/s
 - The date(s) of your food drive
 - Primary contact information (including name, email, and phone number) of your food drive organizer
3. Once we've received your request, our team will provide you with details on when to pick up the following items from our East Campus Mall location (Student Activity Center, 333 East Campus Mall, Madison WI 53715, 3rd Floor, Room 3136):
 - A donation bin (if available and needed)
 - i. Bins are the size of an outdoor trash can. If you do not anticipate collecting this many donations, you likely do not need a bin. You are welcome and encouraged to use your own containers to collect donations.
 - The Open Seat signage to place on your collection bins
4. Review most needed and accepted shelf stable items below.
 - If you would like to host a food drive for perishable items, we will not be able to accommodate that request at this time. If individuals would like to donate perishable items (produce, eggs, etc.), you can find information on our website:
<https://basicneeds.students.wisc.edu/the-open-seat-donation-guide/#fresh-produce-perishable-items>

5. After you've completed your food drive, please refer to the instructions below on how to drop off donations.
- Before donating items, please ensure they follow our guidelines (***unopened, unused and not expired***). **Please also ensure the items are of good quality. If you would not give it to a friend, please do not donate it.**
 - Drop items off directly at our East Campus Mall location during [open hours](#).
 - **East Campus Mall Location:** Student Activity Center, 333 East Campus Mall, Madison WI 53715, 3rd Floor, Room 3136. You can access our space by elevator or stairs.

Most Needed Items

Our most needed items are as follows. We will continue to update this list.

- Hygiene Products (Menstrual products, toothpaste, toothbrushes, bars of face or body soap, deodorant)
- Canned proteins (fish, chicken, beans)
- Meals in a box/quick meals (Hamburger Helper, Ramen, Pasta Roni, etc.)
- Canned fruits
- Single-serve snacks (granola bars, fruit snacks, chips, etc.)
- *Vegetarian* canned soup
- Cooking oil
- Spices

Donating Shelf-Stable Items

You can donate your shelf-stable items (rice, pasta, canned goods, etc.) as long as they are ***unopened, unused and not expired***. **Please also ensure the items are of good quality. If you would not give it to a friend, please do not donate it.**

We accept the following non-perishable items and more.

- Beans (Dried or Canned)
- Broth/Stock
- Oils (Vegetable, Corn, Canola)
- Condiments
- Canned Fruits and Vegetables
- Canned Soups
- Noodles (Wheat, Rice)
- Grains (Rice, Oats)

- Quick Meals (Ramen, Mac and Cheese)
- Non-Perishable Proteins (Canned tuna, chicken, spam)
- Seasoning
- Baking Items (Flour, Sugar)
- Sweeteners (Maple Syrup, Honey)
- Snacks (Chips, Granola Bars)
- Peanut Butter and Jelly
- And much more

Questions

If you have any additional questions, please email openseat.outreach@asm.wisc.edu.