

HOW TO RUN A FOOD DRIVE

Food drives stretch our budget, and they are also fun to do! Whether you are a student in need of community-service hours, or part of a club, team, or local organization that wants a hands-on project, our food drive guidelines show you how to help your neighbors in need on your own schedule and in your own way.

We ask that you do two things once you finish collecting: check the expiration dates on all items and discard any foods that have passed their date.

Step 1. **Plan** your drive: what will you collect, when, how, and where?

Step 2. **Promote** your drive, both within your organization and in the wider community through posters, flyers, emails, social media, and word of mouth. Send reminders!

Step 3. **Collect** the items: at a central drop-off point, from people's doorsteps, at a supermarket, etc.

Step 4. **Check** expiration dates and discard any expired food.

Step 5. **Deliver** your drive to the pantry, after confirming a drop-off time with pantry staff ahead of time.

What should you collect?

YES:

1. Non-perishable foods
2. Healthy items, such as whole grains, low-sugar cereals, and low-sodium canned goods
3. Pantry staples: including kids snacks (goldfish, cookies, pretzels) condiments/baking goods, syrup, coffee, tea, Chef Boyardee and toilettes.
4. Non-food essentials, paper towels, toilet paper, napkins, plates and tissues.

NO:

1. Items past their expiration date (please check; you make more work for us if we have to dispose of your expired food)
2. Dented, rusty, leaky cans, or unlabeled cans
3. Glass jars
4. Open packages (exception: those with individually wrapped packets inside)

TIPS:

Make it easy for donors--leave empty grocery bags and flyers on front porches in your neighborhood; return in a week (or two) to pick up whatever they would like to donate.

Have fun with your drive! Choose a catchy name (Tons of Tuna, Full of Beans, Souped-Up) or theme (breakfast foods, natural/organic, kids' healthy favorites) for your drive.

If you want to conduct a drive, please contact us for ideas via email or phone at: cfamilycare@gmail.com

(908)276-3530

Past food drives:

