

Food Drive Coordinators Manual





CONDUCTING A FOOD DRIVE FOR HELPING HARVEST

Thank you for your interest in conducting a food drive for Helping Harvest! Review the attached list of suggested items for collection. You may wish to photocopy or post this list to make others aware of the items in need.

When collecting food items, keep the following requirements in mind:

- Please do not donate out-of-date food or food in rusted, dented, or leaking cans or containers.
- If the outer box is torn, but the inner wrapping is sealed, we can still use the item.
- All food items must include the product ingredients. No unidentifiable bags or cans can be used.
- Non-perishable food in plastic, cardboard or cans works best. Please no glass items.
- Home-made items (canned jellies, sauces, etc.) items cannot be accepted.
- Perishable items can be accepted Monday through Friday from 9:00 am – 3:00 pm (excluding holidays)

Please feel free to call us at 610-926-5802 ext. 217 if you need more information.



Food Drive for Helping Harvest

RECOMMENDED ITEMS FOR COLLECTION

Non-perishable food items

- cereals
- peanut butter
- grains (rice, oatmeal etc.)
- pasta
- fruit juices
- canned goods:
 - tuna fish
 - meats (chili, stew, etc.)
 - fruits
 - vegetables
 - soups

No glass products.



**Donate through the QR code, or visit
Helpingharvest.org for more information.**



Getting Started

While the way you decide to run your food drive is completely up to you, most coordinators follow these basic steps:

1. Decide on the dates, locations, and supplies needed for your drive.
2. Notify Helping Harvest of your food drive by calling 610-926-5802 ext. 217 or email marketing@helpingharvest.org
3. Promote your drive to your community.
4. Start collecting food *and* money!
5. Make sure to coordinate drop off or pick up with Helping Harvest staff. If you would like a receipt for your donation, please ask!
6. Celebrate the success of your food drive!

Selecting Dates

First, you should decide on dates for your drive. Food drives can run for as little as an hour or for up to two months. Some donors even collect donations year-round. The average drive is usually about 2 to 3 weeks. This is a good time frame to begin with if you are unsure.

Setting a Goal

Setting a goal is a good way to motivate your donors and provide a sense of accomplishment at the end of your drive. Your goal could be a total number of pounds of food collected, the amount of money raised, or a more unique challenge.

Example: Fill a fire truck

Choosing Your Locations

Pick a location for your food drive that is central to your audience. If you have multiple locations, you may want to recruit someone at each of those sites to help you manage donations at each site. Select high-traffic areas where the containers will be noticeable and convenient for donors to access. If you have facilities staff, ask them about a good location and see if they are willing to help maintain the areas where donations will be collected. Be sure to consider safety and security when choosing your locations.



Making Financial Donations

The most successful food drives have a financial element. It may be easier for an employee to write a check than to purchase a bag of groceries. It may be more fun to participate in a bake sale fundraiser than to go to the supermarket during the holidays.

Cash donations are always welcome and provide an even greater supply of food, due to our ability to purchase food in bulk.

For example, you could go to the grocery store and spend \$6.00 a box of name brand cereal, or you could donate \$6.00 to Helping Harvest which could potentially allow us to buy 4 or 5 boxes of cereal. Helping Harvest works with a variety of suppliers who allow us to purchase food in bulk at wholesale prices.

Monetary donations can be dropped off in person, mailed, or donated via our website, www.helpingharvest.org. The Food Bank accepts cash, checks and credit cards. Credit card donations can be made through the website, or by scanning the QR code below.



Distributing our donation envelopes is also an excellent way to encourage financial contributions. Envelopes can either be mailed individually to the Food Bank or collected by your onsite Food Drive Coordinator and delivered together. You can ask us to include them with your other food drive materials.

Ways to Encourage Financial Contributions:

1. Allow employees to make a donation to dress down for the day.
2. Set up change collection containers in shared areas.
3. Have a party or event and donate the admission fees to the Food Bank.
4. Hold an auction or raffle with creative prizes.
5. Sell treats, such as baked goods, sandwiches, or coffee drinks with management as the chefs.



Let Us Know About Your Food Drive

Let us know about your food drive by mailing us this form or by e-mailing the information to marketing@helpingharvest.org.

Company/Organization Name: _____

Contact Name: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

Dates of Food Drive: _____

Please send us:

- Food Drive posters (these include a list of preferred items)
- Copies of the latest newsletter
- Envelopes for monetary contributions

Comments:



Helping Harvest Instructions for Food Drive Donation Drop-off

Address: **117 Morgan Drive, Reading, PA 19608**

Donation drop-off times: 9am to 3:00pm, Monday - Friday

Appointments are not necessary

- ❖ Upon entering our lot, you will see our loading dock area. To the left of the loading docks is a door labeled “Donation Drop-off” with a red awning. Please bring all food donations through this door. Please pull up to the garage doors on either side of the awning.
- ❖ Through the small door, there is a second door with a doorbell. Please ring the doorbell to let our staff know that you are here and they will collect your donation.
 - *Donations may be brought in any container of your choosing and can be returned to you immediately upon request.
- ❖ Monetary donations can be dropped off in person at our front desk. The office entrance is located through the double glass doors at the far end of our parking lot (facing Revere Boulevard).
- ❖ If your donation exceeds 500 pounds (500 items) Helping Harvest can provide pick-up service, however, we encourage drop-offs as much as possible.
Please call 610-926-5802 ext. 205 to schedule a pickup if your food drive meets this criterion.

Thank you so much for your generous support. Your contributions help us to fulfil our mission of feeding the hungry in Berk and Schuylkill Counties.

We look forward to partnering with you again in the future!

Place Your Donations Here



610-926-5802

helpingharvest.org