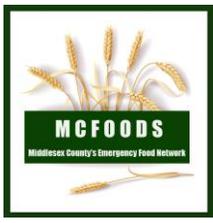


Step-by-Step Guide to Coordinating a Food Drive

- 1 Choose a time period to run the food drive. A two-week time period to collect the food usually seems to work well.
- 2 Prepare advertisements for the food drive. Signs and posters detailing the following information (sample flyer provided by MCFOODS electronically):
- 3 Use bulletin boards, email, newsletter, website and social media to promote the details of the food drive.
- 4 Offer a dress down day for bringing in donations or food for entry to an event.
- 5 Set goals / encourage a competition between departments, groups or branches. Set a goal of a specific amount of donations that you would like to collect. Have a competition between groups to see who can bring in the most donations. Provide an incentive for meeting your goals or being the top collector.
- 6 Throughout the food drive check to see how donations are coming in. If there has not been a lot of participation you may want remind personnel about the food drive through e-mail or voicemail. If you are having a successful turnout send out a congratulations and let other departments/groups know who is in the lead of the competition or how much further you have to go to reach your goal.
- 7 Groups may collect outside local retailers or grocery stores. Get permission from store manager to hand out flyer at entrance and collect donations at exit.
- 8 Individuals/Groups may collect in neighborhoods, had out flyers indicating when to leave donation out and you will return to pick up or when / where to drop off donation.
- 9 Daily themes – Tuna Tuesday, Mac & Cheese Monday, Tomato Thursday
- 10 Collect at weekly or monthly meetings or services. Rotate theme each week/month to keep enthusiasm in the collection. See theme suggestions below.
- 11 MCFOODS provides bins to store food in, flyers, and orange plastic bags to promote collection, transportation of donations back to our warehouse.
- 13 Monetary donations are also accepted in the form of a check payable to Feeding Middlesex County that can be mailed to PO Box 781, Edison, NJ 08818 or online via their website www.feedingmiddlesexcounty.org.
- 12 Upon the conclusion of the food drive recognize employees with a certificate or letter congratulating them on their efforts. Give them the total amounts that were collected and let them know how the food will help those in need.



Categories of food items to be donated

For organizations that collect on a regular basis and want to rotate a different theme each week or month to keep interest in the collection.

- Beverages: water, juice, coffee, tea, condensed milk
- Canned Meals: tuna fish, spam, spaghetti O type products, beef stew, hearty soups, tomato sauce etc
- Vegetables: low sodium canned vegetables including corn, green beans, peas, carrots, beans
- Breakfast / snacks: cereal, oatmeal, granola bars, breakfast bars, pop tarts, canned fruits (low sugar), pancake mix, syrup
- Lunch / snacks: peanut butter, jelly, crackers, canned fruits (low sugar), pretzels, jello, pudding, applesauce cups
- Starches: rice, pasta, boxed potatoes, macaroni and cheese
- Spices/condiments: adobo, flour tortilla mix, garlic powder, minced garlic, corn meal, sazón, corn oil, vinegar
- Desserts: cake and bread mixes, jello, pudding, brownie mix, pie crust, fruit fillings
- Baby items: diapers, wipes, powder, baby lotion, baby cereal, formula, baby food
- Personal Products: shampoo, soaps, toothbrushes, toothpaste, deodorant etc.
- Paper Products: paper towels, napkins, toilet paper, plastic utensils, tissues

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