

# FOOD DRIVE TOOLKIT

Thank you for your interest in hosting a food drive! Included in this toolkit are helpful tips & information to make your drive successful.



# Getting Started

## Why host a food drive?

Food drives are an important way you can help our food insecure neighbors. Our food bank receives large donations of perishable product from local and national providers. However, our most high-need and requested items are dry, shelf-stable product that is provided by food drives held in the community. Your efforts go a long way in meeting the needs of your neighbors!



## Things to Consider

### Type of Drive:

Standard Food Drive (shelf stable foods)

Fund Drive (monetary donations)

Essential Items Drive (non-food, hygiene items, feminine care, etc)

**Location:** Location is key! Pick a high-traffic area at your organization to place your drive collection box like the main entrance, cash register, break room, or other popular spot. Use signage to encourage and motivate participation.

**Time:** The timeframe of your food drive is important, make sure to give participants adequate time to shop and donate in your planning. The holidays are a great time to host a food drive, but our clients need food year-round. Food drives are a great resource for the community at any time of the year!

**Promotion:** Promote your food drive with flyers, posters, announcements and other outreach to help increase engagement and donations. Within this toolkit are flyers you can use, or you can make your own!



# Ready, Set, GO!

**Step 1- Sign Up:** Please complete the [Food Drive Interest Form](#) (also found on our website), we will need the following information:

- Name and contact information
- Organization details and affiliation
- Amount of food drive boxes needed
- Pick up and drop off details

**Step 2- Pick Up:** You can pick up as many food drive boxes you need (as indicated in your Food Drive Interest Form submission) from our warehouse at 3805 E Huntington Dr. anytime Monday through Friday between 8-3 p.m. If you prefer, feel free to use your own boxes or bins for collection.

**Step 3- Promote:** Begin promoting your food drive! If you need assistance, please note it in the interest form, we are happy to help! Flyers and other helpful materials can be found in this packet.

**Step 4- Wrap Up:** Once the food drive is complete, please email [zenya@hotfood.org](mailto:zenya@hotfood.org) or contact our office to organize the donation drop off or pick up details (date and time), and an estimated quantity of food that will be donated. This should be noted in the original Interest Form, though please follow up to confirm details for the day of. Drop offs can occur Monday-Friday between 8-3pm. Pick-ups must be scheduled before 3pm, on Monday-Friday.

**Step 5- Drop Off:** When dropping off donations, begin by checking in at the front office and telling them your name and organization and that you are here to drop off for a food drive. Then, drive around to the back of our warehouse, and someone will help you unload your items. If you would like to know how many pounds you collected just let us know and we can weigh the boxes for you!



# What to Donate

All non-perishable food donations are welcome, but our most requested items from neighbors include:

## General Foods

- Tuna Pouches/Cans
- Chicken Pouches/Cans
- Nuts/Trail Mix
- Crackers
- Beef Sticks
- Fruit Cups/Pouches
- Protein Bars
- Peanut Butter
- Pasta
- Canned Goods
- Microwavable Meals
- Grocery Gift Cards

## Non-Food Essentials

- Feminine hygiene products
- Cat and Dog Food
- Toilet Paper
- Tooth Paste and Brushes
- Deodorant and Wipes
- Diapers
- Socks/Hats/Gloves
- Shower Soaps
- Grocery Store Gift Cards

## Holiday Food Drive Items

- **Turkeys**
- **Hams**
- Stuffing
- Pies
- Dinner Rolls
- Instant Mashed Potatoes
- Cranberry
- Canned Vegetables
- Grocery Store Gift Cards



# How to Promote

## Creative Engagement

Incorporating creative ways to engage with the community in your drive can go a long way towards donations for our neighbors in need. Here are some ideas we've seen others have success with:

- **Competition:** Set up a friendly competition between groups, departments, or classes to see who can collect the most donations. You can share the number of items each team has collected halfway through the competition to encourage more participation. The winning team can receive a special prize.
- **Set a Goal:** Set a measurable goal, such as the number of meals supplied, pounds of food collected, or dollar amount raised
- **Publicize the Food Drive:** Ask local businesses, libraries, coffee shops, and malls to display flyers, posters, or postcards. You can also ask local community members to promote the food drive through their clubs, community groups, or place of faith.
- **Partner with other Organizations:** Look for matching opportunities with other organizations that could double or triple your impact!

## Social Media

Use social media to encourage participation by creating an event, sharing pictures, providing updates on amounts collected and as a way to educate the community on the need for the items collected in the drive. This packet includes a page with examples of dynamic social media engagement used by food drive organizers in the community.

## Email/Text Blasts

### **Subject: Help Us Fight Hunger: Support Our Food Drive**

Many in our community face the challenge of putting food on the table. Together, we can make a difference. We're hosting a Food Drive to support the Flagstaff Family Food Center and your contributions could bring hope to those in need. You can help by donating [provide examples of product].

Drop-off Location: [Address/Location of Donation Box]

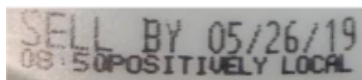
Dates: [Start Date] to [End Date]

Every little bit helps! Your generosity can bring warmth and nourishment to families in our community. Thank you for considering this opportunity to give back. Together, we can make a real impact.

# What Can be Accepted

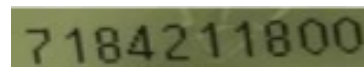
## FOOD DATES EXPLAINED

### SELL BY



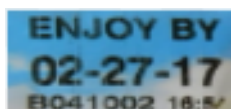
Tells the store how long to display the product for sale. The store rotates the stock to be sure the oldest is sold first. Consumers can add days before eating it.

### A SERIES OF #'s



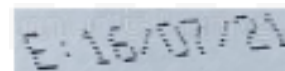
This is a packing code. It is used only by the manufacturer. It is not an expiration date. Follow "No Expiration" guidelines.

### ENJOY BY



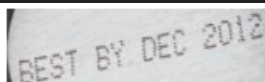
This is a freshness date. Food is freshest by the date on the label, but still safe to eat after that date. Examples are milk (up to 1 week after the enjoy or sell by date) and eggs (3-5 weeks after the enjoy or sell by date).

### EXP: 00/00/00



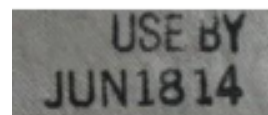
This is a true expiration date. After the expiration date, the food is not safe to eat and must be thrown away. Examples are baby food and infant formula.

### BEST BY



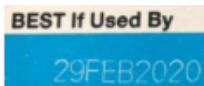
This is a quality date. Food has best quality if eaten by date. You can eat acidic canned foods 12-18 months after date. Examples are canned tomatoes or pineapples. You can eat non-acidic canned foods up to 2-5 years after date. Examples are canned soup or vegetables.

### USE BY



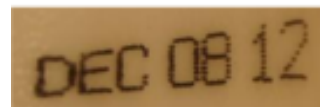
A "Use-By" date is the last date recommended for the use of the product while at peak quality. It is not a safety date except for when used on infant formula.

### BEST IF USED BY



This guarantees when a product is of the best quality or flavor. For instance, a jar of salsa may not taste as fresh, or crackers may be soft instead of crisp after this date. It is not about safety.

### JUST A DATE



This is a manufacturing date. It is not an expiration date. Treat this as a "Best By" date and follow those guidelines.

### FROZEN FOOD

Frozen foods remain safe 1 month to 1 year past code date dependent on product. Look for freezer burn. Cook immediately after thawing. The cooked food may be refrozen.

### NO EXPIRATION

If there is no expiration date, do not use product. Dispose appropriately.

For more detailed product expiration information please visit:

<https://www.commissaries.com/sites/default/files/2016-12/food-product-dating-usda-flyer.pdf>

# Social Media Outreach

**Thanksgiving FOOD DRIVE**  
to benefit Flagstaff Family Food Center

ACCEPTING CANNED FOOD & NON-PERISHABLE ITEMS.

DONATE 5 OR MORE ITEMS AND RECEIVE A 10% OFF COUPON. ALL PROCEEDS BENEFIT FLAGSTAFF FAMILY FOOD CENTER.

**FREE COMIC BOOK DAY - 1st SATURDAY IN MAY! May 6, 2023 11AM - 2PM**

**CAB COMICS PRESENTS: FREE COMIC BOOK DAY FOOD DRIVE 2023**

**DONATE FOOD ITEMS TO ENTER OUR RAFFLE EVENTS!**

**WIN AN ORIGINAL ART SKETCH COVER!**

**NEW RAFFLE PRIZE EVERY HALF HOUR!**

**STAR WARS COSTUMERS GET A PICTURE WITH THE DUNE SEA GARRISON!**

Flagstaff Family Food Center  
Food Bank and Kitchen

DUNE SEA GARRISON  
501ST LEGION

**Bright Side Bookshop Giving Tree**

Friday, November 29th  
- Sunday, December 22

Pick an ornament, buy the requested book, and fulfill a literacy learner's wish!

All books will be donated to learners at the Flagstaff Family Food Center and NAAOP!

**STUFF THE BUS**

to benefit the **Flagstaff Family Food Center**

**Sunday, November 17 10 a.m - 5 p.m.**

**Safeway Store | 1201 S. Plaza Way**

COCONINO COUNTY ARIZONA  
Flagstaff Family Food Center  
Safeway

Flagstaff Family Food Center

**Hygiene Drive**

MONDAY MARCH 27 - FRIDAY APRIL 6

- Toothpaste and deodorant
- Body wash, shampoo, and conditioner
- Band-aids, antibiotic ointment, and tissues

SCAN ME

Please donate any extra hygiene items to help the members in need at the Flagstaff Family Food Center. This is a Public Health Capstone Project

For Location Updates

Flagstaff Family Food Center  
Food Bank and Kitchen

**Helping Hands FOOD DRIVE**

Sponsored by **Allstate**  
Northern Arizona

JOIN OUR

# FOOD DRIVE!



Flagstaff  
**Family Food Center**  
Food Bank and Kitchen

Monetary donations are always welcome.  
Please visit [www.hotfood.org](http://www.hotfood.org) to learn more  
about our work in the community.



# FEEDING NEIGHBORS FOOD DRIVE

*Thank you for thinking of your  
neighbors-in-need as you shop!*



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# FEEDING NEIGHBORS FOOD DRIVE

Thank you for thinking of your neighbors-in-need as you shop!

- ♥ Turkeys & Hams
- ♥ Canned Vegetables
- ♥ Peanut Butter & Jelly
- ♥ Instant Mashed Potatoes
- ♥ Gift Cards
- ♥ Help us shop



 **Flagstaff Family Food Center**  
Food Bank and Kitchen

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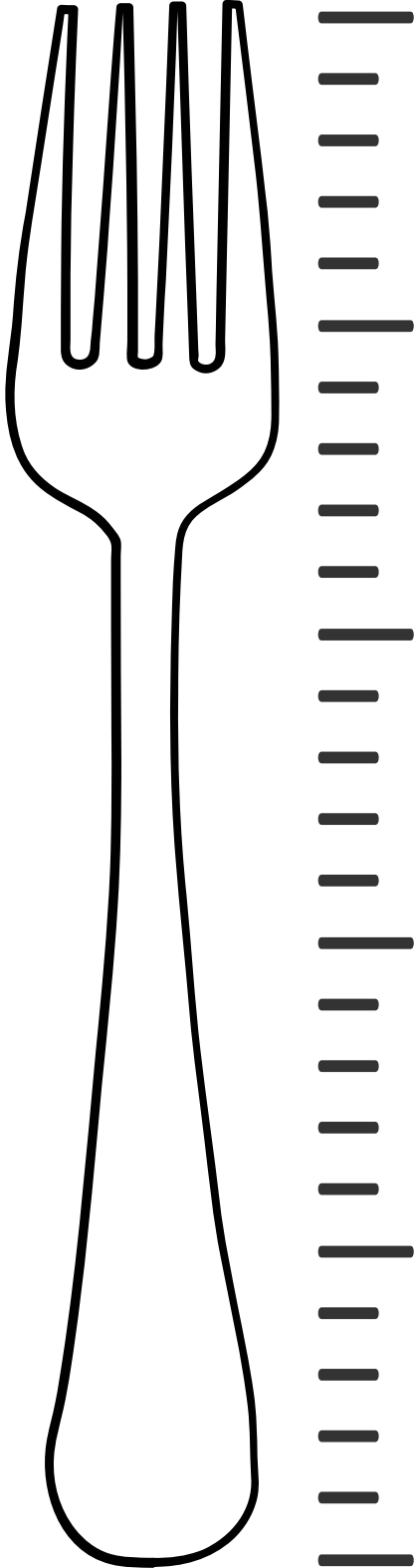
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 **Flagstaff Family Food Center**  
Food Bank and Kitchen

# HELP US REACH OUR FOOD DRIVE GOAL!

All donations benefit our food insecure neighbors in Flagstaff



## MOST REQUESTED ITEMS:

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# Neighbors Feeding Neighbors



(928) 526-2211



[www.hotfood.org](http://www.hotfood.org)



[zenya@hotfood.org](mailto:zenya@hotfood.org)



3805 E Huntington Dr  
Flagstaff, AZ 86004



Follow or tag us at [@flagstafffamilyfoodcenter](https://www.instagram.com/flagstafffamilyfoodcenter)