Food Drive Information Package for Schools



Food Drive Information Package for Business

Thank you for your interest in holding a food drive to support the London Food Bank. It is through the generous actions of individuals, schools, organizations, & business that we are able to continue our work of providing families in the London area with emergency food supplies.

We have put together this package to assist you in the organization and planning of your food drive. If you have any questions after reviewing this information please feel free to contact us directly.

### Organizing your food drive

**Who will participate?** Get the support of everyone in your school. You might like the student council to spearhead the campaign. The Food Bank is a community-based organization, and you school is showing its community spirit by hosting a drive.

**When?** We generally recommend no more than 2 to 3 weeks duration for the drive. Interest tends to wane if it's extended longer. You may run the drive at any time of year that is convenient for you.

**Should we set targets?** Goals or challenges can increase the motivation for and energy around the event. You can decide what works best for your school whether that be a mini-competition or a set target by weight or number of food items. Goals or not, we are happy just to have you participate.

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### Promoting your food drive

We have included 3 pages at the end of this guide with our logo and fillable text areas for you to print and display. You can also find electronic versions of our logo on our website to use for your own poster or online. (www.londonfoodbank.ca/ <u>graphics/</u>)

- Put a message on the morning announcements.
- Make sure that posters are prominently displayed.
- $\mathbf{\nabla}$ Make sure your collection boxes are well marked, and also well decorated.
- $\mathbf{\nabla}$ Have a challenge between different classes or divisions in your school to see which group can collect the most food.
- Marange a dance, music assembly, movie afternoon or sports event and ask that each person bring a canned good for the Food Bank as a means of entry
- Image: Hold a food drive to celebrate a special holiday and ask each student to bring in a canned good to help with the celebration.
- Mathematical Announce the food drive in your newsletter. Be sure to take a picture of all the food you collect for the following edition.
- Use a tally sheet or bar graph to indicate amount of food collected in individual food categories, so students know which categories are lacking
- Whatever you decide to do, have fun with it ! (and let us know, so we can share your ideas with others)

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### What non-perishable food items do we need?

In the development of our food hampers the London Food Bank attempts to provide our clients with food that supports a healthy diet. You can help in this regard by requesting foods from your participants that support this goal, much like you would do if shopping for your own household.

Some of our most needed food categories are:

- Canned fruit
  - Canned vegetables
- Canned meats, fish, and meat alternatives (legumes, peanut butter etc.)
- Brown Beans (in tomato sauce)
- Baby Food & formula
- Rice
- Special diet foods (gluten free, lactose free, etc.)

For a more complete list please visit londonfoodbank.ca

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### What to do once your drive is completed

Take the time to enjoy the success of your food drive. You can take photos of participants and/or food and include them in the school news letter and/or year book. You can also forward these to us at <u>events@londonfoodbank.ca</u> and we will post them via Facebook and Twitter (please check with your Principal before sending just to be sure that it is ok).

We weigh all incoming donations and would be happy to provide this total to you for you to share with other food drive participants.

### Preparing your donations for the Food Bank

The London Food Bank is open Monday through Friday, 9:00 to 4:00, and we are able to receive the food from your drive during those hours.

If you require us to pick up your food please visit our <u>donation pick-up request</u> <u>page</u> and complete our "Pick-up Request Form" a minimum of 3 days before your desired pickup date. We'll need to know the name and address of your school as well as a phone number and contact person at the school. We will also inquire about how many boxes of food you've collected, and if you will have anybody available to assist our volunteer driver in loading.

Please have your food organized in boxes no larger than 15' x 12' x 20' (about the size of a photocopy paper box).

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### Frequently Asked Questions

#### When is the best time to organize a food drive?

You can organize a food drive at any time that is convenient for your school. The London Food Bank organizes city-wide food drives in the week leading up to Easter and the week leading up to Thanksgiving. Your school is welcome to schedule its food drive in conjunction with ours, if you so choose.

#### How long should the food drive last?

We recommend that your food drive last two to three weeks - longer periods typically cause people to lose interest in the event.

#### Can the the food bank accept perishable items?

It is our recommendation that only non-perishable items are collected. The Food Bank does have facilities to accept perishable products but, as these need to be properly handled, they should be donated to the Food Bank directly.

#### Can we accept monetary donations on behalf of the Food Bank? Is the Food Bank a registered charity?

Yes, we accept monetary donations and are able to issue tax receipts for \$10.00 or more. Please include mailing address and particulars for all financial donations which require a receipt. We recommend you bring in any such donations directly to the London Food Bank.

#### Who receives the donated food?

Currently, the Food Bank is distributing emergency food to approximately 3600 families each month. Of the nearly 9000 individuals assisted, 42% of them are children under the age of 18. In addition, the Food Bank also distributes food to a wide variety of other community organizations in London.

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#### Who should we contact if we have any questions?

You can call the London Food Bank at 519-659-4045, Monday to Friday between 9:00 a.m. - 4:00 p.m. and ask for a staff person. Or you can email us at info@londonfoodbank.ca.

#### Can our group come to the Food Bank?

The Food Bank does organize group tours and volunteer opportunities, but our calendar books very quickly (3 or 4 months prior). Please contact us to discuss options. It is also possible to have a Food Bank representative come to your location to speak about our operations and mandate.

#### Are there any other ways that we can help the London Food Bank?

Yes, please visit <u>www.londonfoodbank.ca</u> for more information.

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# Six Steps to a Successful Food Drive at your School

Form and meet with Food Drive Organizing Committee to:

 develop a plan;
 develop a theme for your food drive, including whether to incorporate a "challenge" or "contest";
 establish goals/targets;
 establish Committee members' specific roles/responsibilities for the food drive period.

- 2. Meet with the Principal to review organizational plan, determine the start and end dates of your food drive.
- 3. Prepare promotional materials and donation boxes. Determine locations for your promotional materials and donation boxes. Post promotional materials at least one week prior to the food drive start date.
- 4. At least one day before the start of your food drive, remind teachers, team leaders or organizers of start date, responsibilities and goals.
- 5. The afternoon/night before the start of your food drive, set up donation boxes in designated locations.
- 6. Have fun !





# is hosting a **FOOD DRIVE** in support of the London Food Bank

Dates : \_\_\_\_\_

Please bring in your donations of canned fruit, canned juice, canned vegetables, canned meat, etc.

The food collection bin location is :



"Helping a generous community share its food resources"