

Eight Steps to a Successful Food Drive

- 1. Choose the organization your food drive will benefit**
 - Decide on a local food pantry or food bank
 - Establish a contact person to help you throughout the process
 - Understand the logistics of a “contactless” food drive
 - Find out what food items and staples are needed most
- 2. Obtain approvals**
 - Board, HOA, community organization?
 - Parking for drop-off and collection of items?
- 3. Select dates and pick-up location**
 - One day; several days?
 - Location for drop offs (e.g., clubhouse, office, private home)?
- 4. Enlist help of community members to help publicize and run the effort**
- 5. Publicize the food drive**
 - Consider flyers, posters, e-mails, bulletin boards, social media
 - Establish a lead person whom donors can contact with questions
- 6. Manage the day(s)**
 - Make sure all volunteers know their roles
 - Clearly identify the drop-off location
 - Greet all donors with a smile and a thank you
 - Record contact information for all donors
 - Celebrate with your team at the end of the day
- 7. Contact selected organization for pickup of donated items**
- 8. After food drive is completed, express appreciation through e-mails or personal notes**
 - Thank all donors for their generosity and summarize the results achieved
 - Thank organizations that granted the approvals that made the food drive possible