

# Food and Fund Drive Coordinator Guide



Bringing the Hungry Fresh Food Daily

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Loaves & Fishes • 25 Woods Lake Road, Suite 812 • Greenville, SC 29607  
[www.loavesandfishesgreenville.org](http://www.loavesandfishesgreenville.org)

# Food and Fund Drive Overview

## Getting Started

Thank you for your interest in coordinating a Food and Fund Drive to benefit Loaves & Fishes! The information included in this guide will help you plan and prepare.

Loaves & Fishes relies on local support to continue to provide hundreds of thousands of meals to those in need in Greenville County. A Food and Fund Drive is a great way teambuilding project for companies, schools, churches and civic organizations.

Food and Fund Drives are fun and easy! **To get started, please 1) read this Coordinator's Guide, 2) check out our website for more helpful tools and 3) submit your Food and Fund Drive Registration Form.**

## Donate Food

As a Food and Fund Drive Coordinator, you can plan, promote and manage your campaign any way you'd like. Please contact our office as soon as you decide what you'll be doing and how long your drive will run.

Loaves & Fishes will arrange pick up of the non-perishable food items collected by your group and can provide you with a final report showing your success.

Want an easy way to get the word out? Download PDF versions of flyers and posters from our website ([www.loavesandfishesgreenville.org](http://www.loavesandfishesgreenville.org)).

## Donate Funds

In addition to food, every dollar raised through your drive enables Loaves & Fishes to provide \$12.76 in retail food value. Last year, we distributed 989,313 pounds of food to more than 100 emergency food providers in our community.

**\$1 donation = \$12.67 retail food value distributed by Loaves & Fishes**

Loaves & Fishes can provide you with necessary supplies, such as donation cards for individuals who might be interested in making a financial contribution. Donations can be made by cash, check or online at [www.loavesandfishesgreenville.org](http://www.loavesandfishesgreenville.org). Collecting donations and writing one check (payable to Loaves & Fishes) from the entire group is the easiest way to make a contribution.

Donors of \$5 or more will receive a receipt by mail, provided we receive the following information at the time the donation is turned in: Name, Complete Mailing Address, Donation Amount and Donation Date.

# Tips for a Successful Drive

- **Plan Ahead and Set Goals**
  - Select a leadership committee to plan the food drive
  - Determine the dates, times and collection locations
  - Submit your Food and Fund Drive registration form
  - Determine theme or what types of food to collect
  - Determine how many pounds or how much money to collect
  - Consider a competition between departments or teams
- **Consider Your Needs**
  - Acquire boxes and/or barrels for food collection
  - Download Loaves & Fishes flyers and posters
  - Hand out a shopping list of most needed items
  - Use paycheck stuffers to remind people about donating
- **Get Management Involved**
  - Encourage executives to show their support by sending emails or letters
  - Ask your company to match employee donations
  - Set up a day for participants to volunteer on a Loaves & Fishes food rescue route
  - Challenge an executive to perform an outrageous activity if a goal is met
- **Promote Your Food Drive**
  - Organize a kick off event to build enthusiasm
  - Request a speaker from Loaves & Fishes
  - Announce weekly or daily totals to team members
  - Share your story: email your successes to be included in newsletters & outreach materials

# Theme Suggestions

Use one of these or make up your own! Consider hosting theme days, such as Macaroni Monday or Tuna Tuesday. Be creative!

## Kids for Kids:

Juice Boxes (100% juice), Raisins (individual packages), Granola Bars, Fruit Cups, Tuna, Whole Grain Crackers, Peanut Butter & Jelly, Cereal, Nuts and Applesauce

## Holiday Helpings:

Canned Sweet Potatoes, Canned Gravy, Cranberry Sauce, Green Beans, Stuffing Mix, Canned Pumpkin, Evaporated Milk, Canned Hams, Frozen Turkeys (require special pick ups)

# Most Needed Items

## Nonperishable Food:

- Peanut Butter
- Canned Tuna
- Pasta and Pasta Sauce
- Boxed Cereal
- Canned Vegetables and Fruits
- Soups and Stews
- Beans
- Boxed Rice

## To Ensure Safety, We Cannot Use:

- Rusty or Unlabeled Cans
- Homemade Items
- Opened or Used Items
- Alcoholic Beverages or Mixes
- Noncommercial Canned or Packaged Items

*If you donate glass or bagged items, please clearly label and place in a separate area.*

## Money:

With every \$5 donated, Loaves & Fishes can provide 52.80 worth of nutritious food.  
*Financial contributions to Loaves & Fishes are tax deductible.*

# Sample Introductory Letter

RE: Food Drive to support Loaves & Fishes

Dear \_\_\_\_\_,

It's time for a food drive! Our organization will be holding a food drive on [INSERT DATES] to help Loaves & Fishes. This is a great chance to make a difference in our community. I encourage you to join us in our efforts to help our less fortunate neighbors.

The food and funds we raise will help Loaves & Fishes supply food to more than 100 local agencies that provide food for low-income children, families, senior citizens and individuals throughout Greenville County.

More than 60,000 people in our community are at risk of hunger and malnutrition. Two thirds of them are single parent families with young children and 12% are senior citizens. In 2009 alone, Loaves & Fishes distributed more than 1 million pounds of food.

Your support is needed.

Here are ways to help:

1. Donate by check or credit card. For every \$1 donated, Loaves & Fishes provides \$10.56 in retail food value.
2. Donate nonperishable food items at [LOCATION] during the drive. Much need items include:
  - peanut butter & jelly
  - canned protein (such as tuna, soups, stews)
  - canned fruits & vegetables
  - fruit juices
  - staples such as beans, rice, pasta

Thank you for your support!

[SIGNED BY EXECUTIVE, FOOD DRIVE COORDINATOR]

# About Us

Loaves & Fishes is Greenville County's only food rescue organization. We collect donations of perishable food from grocery stores, restaurants, companies, churches and wholesalers. This year we will deliver more than 950,000 pounds of food to more than 100 emergency food providers in our community.

Loaves & Fishes meets the challenge of hunger by connecting willing donors of perishable food with local human services agencies who use the food to feed the hungry.

# Thank You!

By contributing to Loaves & Fishes through a Food and Fund Drive, you are helping to provide high quality, nutritious food to thousands of Greenville County residents who rely on emergency food assistance each year. Thank you for supporting our hungry neighbors!

Please contact Brooke Jones, Loaves & Fishes Operations Coordinator, if you have any questions or concerns about your Food and Fund Drive:

**Brooke Jones**

P: 864-232-3595 | F: 864-235-7722

E: [opscoord@loavesandfishesgreenville.org](mailto:opscoord@loavesandfishesgreenville.org)

# Food & Fund Drive Registration

Thank you for your interest in coordinating a Food and Fund Drive. **Please complete this form and fax to Brooke Jones at (864) 235-7722.** We will contact you to discuss details and confirm the pickup schedule.

<b>Contact Person:</b>	
<b>Organization/Company:</b>	
<b>Address:</b>	
<b>City/State/Zip:</b>	
<b>Email:</b>	<b>Phone:</b>
<b>Special Instructions for Driver:</b>	
<b>Number of Participants/Employees:</b>	
<b>Supplies Requested:</b>	
<b>Dates of Drive:</b>	
<b>Requested Pickup Date:</b>	

**If you have any questions, please contact Brooke Jones at Loaves & Fishes at (864) 232-3595.**

Good luck with your drive and have a great time. Thank you for helping Loaves & Fishes meet its mission of *bringing the hungry fresh food daily.*