

Ten Steps to a Successful Food & Fund Drive

It's easy to hold a food or fund drive! Just follow these steps.

- 1. Register your event.** Fill out the Registration form and fax it to (918) 585-2862 or e-mail it to rpickens@cfbeo.org.
- 2. Select specific dates and locations.** Determine what time frame would be most effective in maximizing participation: a day, a week or a month. Then decide where your event will take place. Will it occur at one location or several?
- 3. Organize a committee.** A successful event often depends on those who organize it, so be sure to enlist the help of people who are dedicated, enthusiastic and good at motivating others.
- 4. Set a goal.** Decide if you will collect food, money or both, then set a goal. Reaching for a target can help build momentum. Remember twelve pounds of food can feed a family of four for one day.
- 5. Pick up material from the Food Bank.** We provide free collection boxes, posters, coin canisters and flyers. Mark clearly on your Registration form how many of each item you will need. Picking up your material at the Food Bank allows us to make the best use of our resources.
- 6. Promote your event.** Promote your event early and often. Display posters in highly visible locations. Send out e-mails and voice mails. Include reminders in newsletters, on your Web site or in paychecks. Don't forget to provide periodic updates on your progress.
- 7. Make it easy to donate.** Put collection boxes and contribution canisters in high-traffic, easily-accessible locations. If your facility is large, consider having more than one drop-off point.
- 8. Pack up your donations.** If you do not use Food Bank collection boxes, pack your donated food into sturdy boxes that aren't too heavy and securely tape the bottoms. If the Food Bank is picking up the donated food, please gather it into one location that is accessible by a dolly.
- 9. Deliver your donation to the Food Bank.** Transportation is a significant cost, so including it as part of your donation is appreciated.
- 10. Celebrate your success!** Share the results with everyone. Send out thank you notes, throw a party and recognize those who contributed. We will send you a letter listing the total amount of food and money raised.

End Your Drive by Volunteering

Do you know what happens to donated food? It is sorted and re-boxed so it can be distributed to the hungry. Someone needs to sort it, why not you? Working in groups is fun and rewarding. We invite yours to stay a few hours after delivering your food - not only to sort it, but also to tour our impressive facility. Two-hour shifts are available during the day, at night and on Saturday mornings. To volunteer, contact Kate Pelizzoni, Director of Volunteer Services, (918) 585-2800 kpelizzoni@cfbeo.org

