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A COMMUNITY FREE OF HUNGER



# FOOD DRIVE GUIDELINES





# ORGANIZE A FOOD AND FUNDS DRIVE

One in ten Delawareans are food-insecure. One in seven children in Delaware face hunger. Many low-income Delawareans suffer from health conditions such as diabetes, high blood pressure and other diet-related illnesses. Ensuring access to healthy foods helps mitigate these health conditions and provides fuel for healthy minds and bodies.



The Food Bank of Delaware is creating access to good, healthy food in every community, and we couldn't do it without your generous donations. We rely heavily on local support to provide enough food to serve Delawareans each year. A company, community or school-sponsored food and fund drive is a great way to help those in need.



It's easy and we are here to help you every step of the way. This guide will provide you with ideas to help make your drive successful, easy for you, and fun for your group. The beauty of food drives is that, as the coordinator, you have the freedom to plan, promote and manage your campaign any way you'd like.



So let's get started!

# SETTING UP YOUR DRIVE

## In-Person Food Drives

These food drives typically take place at a business, in a community, or in a place that gets a lot of foot traffic.

To set up your in-person drive, you will:

- ☐ Choose dates and a location for your drive. Be sure to give yourself enough time to gather the tools and supplies you will need for a successful event.
- ☐ Consider setting a poundage goal or a competition among departments or neighboring businesses/communities to increase donations.
- ☐ Promote your drive through email, social media, and flyers/signage.
- ☐ Recruit others to help spread the word. Engage leadership at your job, or neighbors in your community. Help them understand the importance of working to fight hunger.





## Fund Drives

Fund drives raise money to help subsidize the purchase of nutritious food. Every \$1 = 3 meals, so even a small donation has a large impact.

To set up your fund drive, you will:

- ☐ Create your online giving page by going to <https://fbd.org/fundraise>.
- ☐ Consider personalizing your page and starting things off with a donation of your own.
- ☐ When setting up your page, it can be an individual page or a team page. The team function allows others to register their own team under your team umbrella. Any funds raised by a sub-team will roll up to your team total.
- ☐ Your giving page is live as soon as you create it, but is not searchable. You will receive a link that you can use to promote your drive whenever you are ready to do so.

**We encourage you to consider a fund drive as an additional component to your in-person food drive. This allows people who cannot get to the store, or friends and family from outside the local area, to support your drive through an online donation.**



# WHAT DO I COLLECT?

We are always in need of nutritious, non-perishable foods as well as selected non-food items. Below is a list of items that are most requested.

## **Every-day pantry essentials:**

- Applesauce, pineapple, peaches, pears, mixed fruit and other canned fruit (preferably in own juice or light syrup)
- Oatmeal, cheerios, corn flakes, raisin bran and other hot/cold cereals with whole grain as first ingredient
- Tuna, chicken, salmon, turkey and other canned meats (in water if possible)
- Peanut butter (low-sodium) and jelly
- Rice, pasta and macaroni and cheese (brown rice or whole grain as first ingredient)
- Kidney beans, black beans, pinto beans and chick peas (preferably low-sodium)
- Canned veggies including corn, carrots, mixed vegetables, green beans and peas (low sodium)
- 100% fruit/vegetable juice
- Shelf-stable milk (low-fat)
- Soups, stews and other canned/complete meals (low-sodium, low-fat if possible)

## **Holiday foods:**

- Canned sweet potatoes (in own juice or light syrup)
- Canned gravy or gravy packet (low-sodium)
- Stuffing and cornbread mix
- Frozen turkeys (require special drop-off arrangements)
- Instant potatoes

## **Non-foods:**

- Diapers and baby wipes
- Dental hygiene items - toothbrushes, dental floss, mouth wash and toothpaste
- Shampoo/conditioner
- Soap
- Cleaning supplies - sponges, disinfectant, and toilet bowl cleaner
- Paper products - paper towels, napkins plates, tissues and toilet paper
- Plastic utensils
- School supplies – notebooks, pencils, binders, crayons, markers
- Kitchen storage items – aluminum foil, plastic wrap, plastic bags, plastic storage containers
- Can openers

*The Food Bank of Delaware does not accept hard candy, lollipops, soda, chocolate bars or pieces, gum, soft candy, caramel, licorice and gummy items. We also do not accept glass jars.*



## OTHER WAYS TO HELP

- Donate funds by making a personal donation at [www.fbd.org](http://www.fbd.org).
- Donate via our Amazon wishlist. Purchase items from our curated list. Click [here](#) to access, and they will be delivered directly to the Food Bank of Delaware.

## FOOD BANK RESOURCES TO HELP WITH YOUR DRIVE

### Donation Collection Boxes:

Available at our Newark Healthy Pantry Center and our Milford Warehouse during business hours. Boxes are flat for transporting and will need to be taped at the bottom before using. Hours and directions for pick up can be found by clicking [here](#). You do not need an appointment to pick up.

These collection boxes are intended to be reusable, so please be sure to return your box with your final food drive donation. You are also free to use your own collection boxes if that is more convenient.



### **Food Drive Flyer:**

If you would like us to create a food drive flyer for you, please email [SDeNardo@fbd.org](mailto:SDeNardo@fbd.org) with the following information:

- Name of the group or organization hosting the drive
- Dates of your food drive
- Location of your food drive (be specific)
- Contact person name, email, phone number
- If adding an online fund drive, set your page up first and then we can add a QR code to your flyer

### **Templates and Resources:**

Available by visiting [www.fbd.org/socialgraphics](http://www.fbd.org/socialgraphics) on our website. Samples of the following are provided:

- Social Media Posts for In-Person and Fund Drives
- Social Media Graphics
- Most Needed Items List (regular and holiday versions)
- 2023 Food Drive Flyer Template

### **Promotion:**

Are you a local business? If you are hosting an in-person food drive for one week or more, and welcome the general public to visit your business to donate, let us know. We are happy to add your drive information to our community page on the FBD.org website.

## **CROSSING THE FINISH LINE**

### **Deliveries:**

Once you have completed your food drive, your donations can be taken to either the Newark or Milford locations. Hours and directions are [here](#). Once you arrive, you will be greeted by a volunteer. Please let them know that you are dropping off a donation and ask for a receipt and a weight.

**Please note: if your delivery is large and you anticipate needing help unloading, please let us know at least three days ahead of time so that we can make arrangements to have extra hands available.**



**Pick Ups:**

To help us maximize our resources so that our drivers' time can be spent distributing food in the community (especially during the holidays), we can only do pickups for very large food drives. Pickups must be pre-arranged at least THREE WEEKS ahead of time to guarantee a specific date.

Pick-ups will not be available the week of November 13-17, so please plan your drive accordingly if you expect to need a pick-up, or consider hosting an online fundraiser.

## **FREQUENTLY ASKED QUESTIONS**

**Do I need to let the Food Bank know I am doing a food drive?**

No permission is necessary. However, please feel free to contact us if you need help, have questions, or need resources from us.

**Can a Food Bank staff person come to our food drive kick-off to talk to my colleagues?**

We always love to get into the community and talk about the important work we do, and how your group can help us further our mission. When possible, we are happy to speak to your group. During the fall food drive season, however, time is extremely limited. In the event we cannot join you, we are happy to send materials and other information that will help your group get to know us a little better.

**I want to collect food for Thanksgiving. When do I need to have the food to the Food Bank?**

Because the donated food will need to be inspected and sorted prior to going out, all food specifically collected for holiday distribution should arrive at the Food Bank no later than November 10. Any food received afterwards will be used for December holidays and beyond. And please know that, regardless of when you bring the food to us, it will be used.



### **I am unable to transport the food. Can you send a truck out to get it?**

We are so very grateful for all you have done to collect food for the Food Bank of Delaware. If your donations exceed the equivalent of 20 grocery bags or one Food Bank collection container, we will send a truck out to your site. Scheduling is very tight, especially during the holidays, so while we will try to accommodate your request, we cannot always guarantee a specific day/time. Please plan accordingly, and if you expect a large amount of food, let us know at least three weeks prior to your drive.

If your drive is smaller, we ask that you arrange for a drop-off at our Newark or Milford locations. If there are special circumstances, please contact Sue DeNardo at [sdenardo@fbd.org](mailto:sdenardo@fbd.org).

### **Food Bank Contact Information**

Newark Warehouse  
222 Lake Drive  
Newark, DE 19702

Milford Warehouse  
1040 Mattlind Way  
Milford, DE 19964

Sue DeNardo  
Community Development Manager  
[sdenardo@fbd.org](mailto:sdenardo@fbd.org) (best way to contact)  
(302) 292-1305 ext 250