



# How to conduct a successful **Food & Fund Drive**

Thank you for your interest in conducting a Food & Fund Drive for the Treasure Coast Food Bank! Here are 10 easy steps to help make your event a success.

1. **Register your Food & Fund Drive** by completing the Registration Form and faxing it to (772) 489-5673 or emailing to [fooddrive@tcfoodbank.org](mailto:fooddrive@tcfoodbank.org)
2. **Set your goals.** It helps to have a specific goal for your Food & Fund Drive. This gives everyone something to work toward and a benchmark for success. The goal can be based on the amount raised the last time, or you can set a goal based on the number of participants.  
*Example 1: 300 people X 5 pounds of food donated per person = 1,500 pounds of food*  
*Example 2: 300 people X \$5 donated per person = \$1,500 or 19,500 pounds of food (\$1 = 9 pounds of food)*
3. **Create a theme** for your Food & Fund Drive. See the attached list of fun and creative ways to attract donors.
4. **Get containers to collect the food.** Printing paper boxes work really well. Go to local copy/print shops and ask for the boxes. They are sturdy and manageable when filled with food – and you can have fun decorating them. The Treasure Coast Food Bank can also provide collection barrels for large food drives.
5. **Promote, promote, promote** your Food & Fund Drive. Share information throughout your organization and community. Make posters, flyers and signs to promote your drive or use the attached “fill-in-the-blank” flyer. Post information about your Food & Fund Drive on your website, on Social Media and in all your e-mails.
6. **Educate your group** about hunger and food insecurity in our community. Request a speaker from Treasure Coast Food Bank or schedule a tour of the Food Bank by calling (772) 489-3034.
7. **Set up a central collection location.** Collection sites should be visible and easy to find. Collect donated food and grocery items at central locations like break rooms, common meeting rooms and reception areas. Assign one or two individuals to be responsible for collecting financial contributions to the Food Bank. Checks should be payable to Treasure Coast Food Bank. They can also give at [www.stophunger.org](http://www.stophunger.org).
8. **Take photos** of the food collected and of the people who helped make your Food & Fund Drive a success.
9. **Deliver the food and funds** to the Treasure Coast Food Bank warehouse at 401 Angle Road Fort Pierce, FL 34947, Monday through Friday, 8:00 AM to 4:00 PM, but not between 12:00PM - 1:00PM.
10. **Announce the results** of your Food & Fund Drive! The Treasure Coast Food Bank will send you a thank you letter that will include the total weight of food and total amount of funds raised by your event. Make sure you thank everyone and let them know the results by sending e-mails, posting on your website or sending letters.



# Registration

## Food & Fund Drive

Thank you for your interest in conducting a Food & Fund Drive for the Treasure Coast Food Bank! Please complete the Registration form and return to us before you conduct your Food & Fund Drive.

Today's Date: \_\_\_\_\_

Date(s) of Food & Fund Drive: From: \_\_\_\_\_ To: \_\_\_\_\_

Location: \_\_\_\_\_

Contact name: \_\_\_\_\_

Contact address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact phone: \_\_\_\_\_ Contact e-mail: \_\_\_\_\_

Organization name: \_\_\_\_\_ # of employees/members: \_\_\_\_\_

Organization address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Organization phone: \_\_\_\_\_ Website: \_\_\_\_\_

Collection Goals: Pounds of food \_\_\_\_\_, Dollars raised \_\_\_\_\_

You may request any of the following materials and services to enhance your Food & Fund Drive:

\_\_\_ Collection barrels (for food drives anticipating 300 lbs. or more)

\_\_\_ Food Bank Tour

\_\_\_ Food Bank Speaker

\_\_\_ Treasure Coast Food Bank informational brochures

\_\_\_ Envelopes for cash/check donations

Other (please specify) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

By submitting the signed registration or other written notice, you agree that all resources collected are for the sole benefit of the Treasure Coast Food Bank.

**Please return the completed registration form via email at [fooddrive@tcfoodbank.org](mailto:fooddrive@tcfoodbank.org) or mail to:**

**Treasure Coast Food Bank  
401 Angle Road • Fort Pierce • FL • 34947  
Phone: 772.489.3034 • Fax: 772.489.5673**

**Mission:** Our mission is to alleviate hunger by obtaining and distributing food and other essentials in Indian River, Martin, St. Lucie, and Okeechobee Counties.  
**stophunger.org** Treasure Coast Food Bank is a 501(c)(3) not for profit organization.





# Fun & Creative Ideas

## Food & Fund Drive

Thank you for your interest in conducting a Food & Fund Drive for the Treasure Coast Food Bank! Here are some fun and creative ways to help make your drive a success.

- **CANstruction** - build simple or elaborate sculptures using canned goods to be donated to the Treasure Coast Food Bank. Go to [www.canstruction.org](http://www.canstruction.org) for more information or ideas for your event.
- **Virtual Food Drive** – invite everyone to give to the virtual food drive on the Treasure Coast Food Bank website at [stophunger.org/virtualfooddrive](http://stophunger.org/virtualfooddrive) or distribute Virtual Food Drive flyers and collect checks or cash.
- **Management Weigh-In** – weigh your management team and use their total weight as your goal for pounds or dollars collected.
- **Potluck Meal** – invite participants to bring a potluck dish, along with the ingredients to prepare the dish, to be donated to the Food Bank.
- **MEAT the Need** – hold a canned meat drive for tuna, chicken, Spam, beef stew, etc.
- **Special Dress Day** – let employees or members “pay” with food or money to dress a special way – i.e. jeans, casual dress or tropical shirts.
- **Eat In For Hunger** – ask everyone to bring a brown bag lunch and donate the money they would have spent for lunch at a restaurant.
- **Food Themed Days** – Have participants bring in food donations to correspond with that day’s food theme:
  - Macaroni Monday
  - Tuna Tuesday
  - Whole Grain Wednesday
  - Peanut Butter Thursday
  - Fruity Friday
- **Most Wanted Food Drive** – distribute or post the 15 Most Wanted Food Items list and ask everyone to donate just those items.
- **Is Dinner Ready** – collect combinations of food that can be used to prepare a meal – like spaghetti and sauce or refried beans, taco shells, salsa and Mexican seasonings.
- **Cooking Contest** – your own “Chefs” have a cook off – participants vote with cash – the dish with the most votes (cash) wins!
- **Wash Away Hunger** – patrons pay with cash and/or food to have their car washed.



# FOOD DONATIONS HERE

## Together We Can Solve Hunger



A member of **FEEDING AMERICA**

### Your donations will feed families in need

[Facebook.com/tcfoodbank](https://www.facebook.com/tcfoodbank)  
[Twitter.com/tcfoodbank](https://twitter.com/tcfoodbank)

772-489-3034

[stophunger.org](http://stophunger.org)



# TOP 10 MOST WANTED



- Canned Beans
- Canned Fish
- Canned Meat  
(CHICKEN OR TURKEY)
- Diapers
- Gift Cards
- Grains  
(RICE, PASTA, CEREAL)
- Hearty Meals  
(SOUPS, STEWS, CHILI)
- Laundry Detergent
- Peanut Butter
- Poptop Foods

