

Food and Fund Drive Coordinator's Kit



This kit includes:

- Steps for Organizing a Successful Event
- Ideas for Making It Fun and Rewarding
- Most Needed Food Items
- Information about the Food Bank

Message to the Coordinator:

A sincere thank you for your interest in helping Oklahoma's hungry. Our mission at the Food Bank is to eliminate food insecurity and hunger through education, advocacy and the distribution of food and other essentials. In holding this event, you play an essential role in helping us achieve our mission.

We hope the information provided in this kit will help you organize a successful, fun and gratifying event.

-Jill Thompson
Food Drive Manager



Ten Steps for Organizing a Successful Event

It's easy to hold a food or fund drive! Just follow the steps below to help ensure a successful event.

1. Register your event. Fill out the Participation Form and fax it to (918) 585-2862 or e-mail it to jthompson@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 contribution envelopes. Mark clearly on your Participation 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. Invite a speaker from the Food Bank to explain the reality of hunger in Oklahoma. 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. If you collect more than 200 pounds of food, you may request a pick-up.

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.

Adding Fun to Your Event

Involve clients or customers. Offer a discount or gift to those who donate.

Make it competitive. Divide into teams by departments, floors, classrooms or challenge another organization. Reward the winners with a pizza party, a "go home early" coupon or the opportunity to throw a pie in the face of a supervisor.

Exchange "beans for jeans." Allow participants to wear jeans in exchange for a small donation.

Find creative ways to raise money. Consider a bake sale, carnival, car wash, garage sale or silent auction.

Hold a Bedlam Series. Decorate boxes with school colors. People can vote for their favorite team with cans of food.

Arrange for matching funds. See if your principal, CEO or corporate office will match your food donation with the equivalent in money. One pound of food = \$1.

Brown bag lunch. Encourage participants to skip lunch or bring their lunch and donate what they would have spent eating out.

Capitalize on special occasions. For instance, during Mardi Gras, elect a King and Queen using cans of food or money as votes. In February, have people bring red cans of food or food that is red to honor their Valentine.

Make it an affair. Include a food drive during your company picnic or host a party, charging a can of food as the price of admission.



Food or Money?

By far, the best way to support the food bank is with a financial contribution. For every \$1 received, we can distribute \$9 worth of donated food back into the community.

End Your Drive in Style

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.

For more information, contact:
Kate Pelizzoni
Director of Volunteer Services
(918) 585-2800
kpelizzoni@cfbeo.org

Most Needed Items

Baby Cereal/Formula
Canned Meats
Peanut Butter
100% Fruit Juice
Pasta Sauce
Canned Fruit & Vegetables
Chili, Stew and Soup

Please remember

We cannot distribute food that is homemade, home-canned or previously opened.

Use the Food Pyramid to select nutritious food and go easy on the fat, salt and sugar.

All products must have labels and be in its original packaging.

No perishable food, alcohol, medicine or sodas are accepted.



A Member of

Food Bank Location and Hours

We are located at 1304 N. Kenosha, a few blocks west of Peoria and south of Pine in North Tulsa. The closest highway is US 75. Use the Pine Street exit off US 75 and turn west on Pine. Turn south on Lansing. Turn west on Newton Street, the second street on your right. We're located at the end of Newton Street. Warehouse hours are weekdays from 8 a.m. until 3 p.m.



Other Ways to Help

Donate non-food items. There is always a need for in-kind donations ranging from warehouse and office supplies to printing and giveaways.

Transport food. It's one of our more costly expenses. Helping us transport food and other items allows us to save on those costs.

Volunteer. We welcome you as an individual or your school, church, civic organization or company to volunteer in a variety of capacities.

Donate prepared food. We accept prepared food ranging from soup, cooked vegetables and chicken, to potato salad, lasagna and beef stew. We provide sanitized food storage containers and deliver the food in refrigerated trucks to on-site feeding programs.

Plant a row for the hungry. Backyard gardeners are encouraged to donate their abundance so that those less fortunate can have access to fresh, nutritious fruits and vegetables.

Contribute money. Make a monetary contribution or join our monthly giving program, the Harvesters, and contribute every month to help us attain our mission.



For more information or to schedule a food or fund drive,
call or e-mail

Jill Thompson
585-2800, Ext. 111
jthompson@cfbeo.org



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