

Our Daily Bread, Inc.
10777 Main Street, Suite 320
Fairfax City, VA 22030
703-273-8829

Food and Fund Drive Kit

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Why both food and funds matter

Food drives provide some of the healthiest and highest-quality food we receive. Food donations also provide a direct connection between donors and people who are hungry. Cash donations support our emergency financial assistance and financial literacy programs. Cash donations also help cover the administrative costs associated with connecting you with people in need.

Every dollar you donate enables Our Daily Bread, Inc. to collect and distribute five pounds of food through its food distribution program.

1. Food and Fund Drives: Where to Start!

Thank you for coordinating a food and fund drive to fight hunger in our community. Here are the steps to a successful drive.

a. Set a goal.

- ✓ How many potential contributors do you have? How much can you reasonably expect to
- ✓ collect from each donor? Will you collect food, cash -- or both? Count each dollar donated as equaling 6 pounds of food because for every \$1 donated Our Daily Bread, Inc. can collect and distribute approximately five pounds of food through its food distribution program. **Important Note:** ODB needs and encourages food drives of ALL SIZES. (click [here](#) for drop off sites)

b. Use BOXES.

- ✓ Small to medium-size boxes (copy paper boxes or smaller) work well for food drives. Tape a poster on the box for better collection results. **Tip:** Boxes hold more
- ✓ food if you remove food from grocery bags before placing the food in the box.

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2. Food and Fund Drive Checklist

First, the basics

- ✓ Decide if there is a small group that can help you organize the drive.
- ✓ Decide if you will raise food, money or both.
- ✓ Decide what type of drive you want to stage such as a party or a competition. Then, set a goal.
- ✓ Agree on the drive length. Will it be for one day? One week? We recommend two to three weeks.
- ✓ Choose the drive's location. Will it occur at one place or at several locations?

Next, get everything ready

- ✓ Request Our Daily Bread, Inc. posters.
- ✓ Send out memos, phone messages, newsletters and e-mails to promote the drive. Plan special theme days such as Meal Monday, Tuna Tuesday, etc. Sponsor competitions between teams, classes or departments or plan a special event to encourage giving.
- ✓ Post posters in bathrooms and elevators.
- ✓ Consider arranging a Hunger Awareness Day at the start of or during your drive. Request a speaker from Our Daily Bread, Inc.
- ✓ Acquire and decorate barrels or boxes for food collection.
- ✓ Place the boxes in convenient and visible areas. Arrange to store them during the drive.

Then, during the drive

- ✓ Update participants on the amount of food and funds you've collected through a sign in a high traffic area, announcements in meetings and newsletters, or e-mail.
- ✓ Send out creative messages to keep people excited about reaching the goals.
- ✓ If you are delivering the food to Our Daily Bread, Inc., coordinate volunteers to pack food properly at the end of the drive. Load and transport it to Our Daily Bread, Inc..

Finally, when the drive is over

- ✓ Send the Food and Fund Drive Report Form with your contact information.
- ✓ Deliver your food to Our Daily Bread, Inc.'s pantry. Please call for appointment.
- ✓ Share drive results with all participants. Send thank-you letters. Throw a party. Make awards to celebrate efforts.
- ✓ Our Daily Bread, Inc. will send you a letter listing the total amount of food and money raised during your event.
- ✓ Write down your good ideas for your next drive and email them to us!

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3. How to Add Energy to Your Food and Fund Drives

Foster competition

- Pit department against department, classroom against classroom, team against team. Friendly competition adds energy to a drive and helps people remember to donate.
- Offer rewards to top donors (for example: pizza parties, gift certificates donated by local businesses, a front-row parking space for a month). Let employees wear jeans to work each day they donate a canned good: "Can Suits, Beans for Jeans."
- Assign specific foods from the Most-Wanted Foods list to each team. Or give a prize to the group that donates a well-balanced collection of foods.
- Encourage teams to choose a mascot, motto, team name or cheers. The sillier, the better!
- Encourage cash donations. A dollar goes a long way to bring food to people in need. It's also easier to store, deliver and easier and count. For every \$1 donated, Our Daily Bread, Inc. can collect and distribute five pounds of food. Teams that donate cash get ahead quickly.

Give your creative spirit an outlet

- Make colorful posters noting the specifics of your food drive. Include Our Daily Bread, Inc.'s 'most wanted foods' list and facts and figures about hunger. Display posters or reminders in restrooms, hallways, lunchrooms, classrooms or hang on doorknobs.
- Create a giant thermometer or can to measure progress toward your goal. Place the thermometer or can in the front lobby or employee break room.
- Identify your drive with a name such as "Gifts from the Heart," "Feed the Need," "I Can, Can YOU?," etc.
- Decorate bags for participants to take home, fill with food and return.
- Design a paycheck stuffer with information about the drive.
- Designate theme days. Fill a playpen with infant formula on Monday. Plant a garden in the lobby with canned vegetables on Tuesday, etc.
- Via your workplace's e-mail system or public address system, distribute a hunger fact for each day of the drive. Quiz people at random and hand out little prizes to people who remember the facts.

Make it an event

- Kick off your drive with opening day festivities. Be wacky, informational or inspirational.
- How about a silent auction or raffle? Nothing drives up cash donations like the enticement of a massage, airline tickets, or home made items.
- Bake sales, pie-throwing contests and car washes are tried and true food- and fund-raisers.
- Let your imagination run wild. Have fun!

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4. Fun Ideas for Raising Food and Funds

- Organize pledge drives. Ask family and friends to pledge money if you walk or bicycle a specific distance.
- Recycle your treasures at a sale: 'One person's junk is another's treasure'.
- Sponsor bake sales.
- Organize cake walks.
- Hold taco and chili feeds.
- Organize salad, soup and potato bars.
- Hold pizza parties.
- Sponsor an ice-cream social.
- Hold a potluck.
- Sell popcorn.
- Initiate a book sale.
- Invite family and friends to make donations to Our Daily Bread, Inc. as a birthday, anniversary, or holiday gift.
- Organize a silent auction--get fun items (have teams or departments make themed baskets) or certificates.
- Auction your managers at a 'walk-an-hour-in-my-shoes' auction.
- Challenge individuals or teams to fill a box with food.
- Create a pop-can collection station.
- Sponsor a craft bazaar.
- Collect food and funds at film festivals.
- Collect food and funds at sports events such as basketball games, mini-marathon runs, etc.
- Place donation jars and food bins near break rooms, copiers and fax machines.
- Bag it. Sponsor a brown-bag lunch. Ask staff to donate the cost of a lunch. Ask staff to donate a lunch sack full of nonperishable foods. Or skip lunch on certain days and donate the cost of lunch.
- Generate pyramid power. Have teams build a pyramid of food. Or ask teams to bring foods representing the nutritional food pyramid.
- Have groups or teams donate a meal (i.e. pasta, spaghetti sauce, canned vegetables)
- Show short videos such as cartoons or travelogues at lunch and suggest that admission is a few cans of food.
- How do you raise food and funds?
- Submit ideas that work well for you to info@ODBfairfax.org.

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5. Most-Wanted Foods

Nutritious foods:

- canned meats (tuna, chicken and salmon, etc.)
- canned vegetables
- canned fruits
- canned and boxed meals (soup, macaroni and cheese, etc.)
- peanut butter
- canned or dried beans and peas (black, pinto, lentils, etc.)
- pasta, rice, cereal
- 100 percent fruit juice (canned, plastic or boxed)

Our Daily Bread, Inc. can't use:

To ensure food safety, Our Daily Bread, Inc. **cannot** use:

- rusty or unlabeled cans
- expired items
- perishable items
- homemade items
- noncommercial canned or packaged items
- alcoholic beverages, mixes or soda
- open or used items

PLEASE NOTE: If you donate glass products, please box or bag them separately and label the box or bag 'GLASS' on all sides.

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Food and Fund Drive Report Form



**Guiding Our Neighbors
Toward Self-Sufficiency**

Thank you for your support

Email: info@ODBfairfax.org

Tax ID: 52-1596259

date

name of group

name of contact

address

email

donated items value \$

cash amount \$

_____ X _____ = _____
amount of volunteers amount of hours total hours

Donations to Our Daily Bread, Inc. are tax-deductible to the extent allowed by law. OFB is a registered 501(c)(3) nonprofit organization.

Federal Tax ID# 52-1596259.

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10 Hunger Facts for Food Drives

Hunger Fact 1

34,000 children received reduced or free lunch in Fairfax County in 2007.

Hunger Fact 2

For every dollar you donate, Our Daily Bread, Inc. can collect and distribute about five pounds of food through its food distribution program.

Hunger Fact 3

95 percent of our food donations come from organized food drives.

Hunger Fact 4

Food collected during food drives remains in the community where it was collected. Our Daily Bread distributes food to families and individuals in need throughout Fairfax County. An emergency food delivery contains a two week supply of supplemental food.

Hunger Fact 5

Families and children face the greatest need.

80 percent of households receiving emergency food are families with children.

60 percent of those who ate food from an emergency pantry delivery last year were children.

Children who are hungry have more difficulty learning in school.

Early childhood hunger and malnutrition can result in irreversible health problems, such as hypertension, diabetes, kidney and heart disease, later in life.

Hunger Fact 6

Most adult emergency food recipients are working, retired or disabled.

67 percent of recipient households had at least one working adult.

Hunger Fact 7

Hunger is an income problem.

People are hungry because they don't make enough money to cover basic living costs.

The high cost of housing, health care, childcare and fuel make it difficult for low-income individuals and families to have enough money to pay for food.

Hunger Fact 8

Our Daily Bread, Inc. is effective and efficient.

Less than 7 percent of the general fund goes to administration, including fund-raising.

Hunger Fact 9

Our Daily Bread, Inc. is a nonprofit, charitable organization. We serve all faiths, races, ages and gender. Our Daily Bread, relies in our communities resources for volunteers and donations.

Hunger Fact 10

You can help in multiple ways. Donate food. Donate funds. Volunteer. Advocate. Educate others. Learn more. Visit www.our-daily-bread.org