

Weld Food Bank



Food & Fund Drive Coordinators Kit

This kit includes:

- **About the Weld Food Bank**
- **Running Your Food & Fund Drive**
- **Creative Ideas and Helpful Tips**
- **Other Ways You Can Help**
- **Materials & Forms**
- **Media Contacts**

Fighting Hunger ... Together!

About The Weld Food Bank

The Weld Food Bank is a Private, Non-Profit 501(C) 3, Corporation. We are not a government entity; we receive funding from our generous neighbors and private and public grants. We act as a clearinghouse by receiving and storing truckloads of donated food. We distribute food to 112 partner agencies throughout Weld County. We cover over 4,000 square miles; from Erie in the Southwest to New Raymer in the Northeast. Weld Food Bank distributed 8.1 million pounds of food in FY 08-09, or 33,471 pounds per day that we offer services.

FOOD BANK PROGRAMS: Food and monetary donations raised during your drive will be reinvested into many Food Bank Programs that reach your neighbors in need throughout Weld County.

- **Kids Café** is a trademarked program that provides children at risk of food insecurity with a complete hot meal in a setting where they also receive other supportive services (after school tutoring, physical activity, nutrition education, social skills, etc.). 23,700 meals were served at 3 Kids Cafe sites in FY 08-09.
- **CSFP Commodities Supplemental Food Program** is a nutrition program for persons at a vulnerable time in their life. A USDA food package is distributed monthly to children under the age of 6, pregnant, postpartum and breast-feeding women and elderly over the age of 60. In FY 08-09, WFB distributed 53,047 packages to children, mothers and the elderly.
- **Emergency Food Boxes** - A nutritious food box, following a set menu, of basic food staples is given to families who are referred from agencies or who are interviewed by our certification staff. The agency / our staff determine that the family is in a crisis situation and is in need of food. During FY 08-09, Weld Food Bank distributed 25,211 food boxes to 58,041 Weld County residents.
- **Agency Program** – We partner with 115 nonprofit agencies and churches, such as Boys and Girls Club of Weld County and the Salvation Army to distribute food throughout Weld County.

Running Your Food & Fund Drive

Getting Started Please read through the following information to help you in planning your food and fund drive to benefit Weld Food Bank.

- **Establish a Food & Fund Drive Committee:** Recruit committee members who are natural leaders in your organization and who are interested in motivating teammates and building community.
- **Select Specific Dates:** Determine if a two-week food and fund drive or a one-day collection event would be the most effective in maximizing participation.
- **Set A Goal:** Set a goal for the amount of food and financial contributions to be raised. Setting a Target allows you to build momentum for the drive. The goal can be based on the amount raised from last time, or you can set a goal based on the number of participants.

Calculate Your Food Drive Goal:

Number of Participants x Pounds per Person = Poundage Goal (LBS.)
Number of Participants x Dollars per person = Financial Goal (\$)

- **Register your Food & Fund Drive:** Go to www.weldfoodbank.org and look for the online Food Drive registration form. You will be contacted to help plan further details of your drive.
- **Promote your Food & Fund Drive:** Share information throughout the community and/or organization to raise involvement early in the process. (See the “Creative Ideas and Helpful Tips” and the “Materials & Forms” sections)

Items Most Needed Our most requested food items are listed below. We also want to encourage you to include monetary donations as part of your Food and Fund Drive.

- 1. Canned Meat or Tuna**
- 2. Canned Fruits**
- 3. Canned Soups or Stews**
- 4. Peanut Butter**
- 5. Canned Vegetables**
- 6. Fruit Juice**
- 7. Pasta or Mac & Cheese**
- 8. Rice**
- 9. Cereal**
- 10. Packaged Dry Beans**

Monetary Donations

Because we rely on the work of over 1200 volunteers and huge quantities of donated food, for every \$1 donated to Weld Food Bank, we are able to distribute \$10 worth of Food. As you can see, every dollar makes a tremendous impact in someone's life.

Collecting Donations Having visible locations and well-marked areas for food and fund donation barrels or bins are important to the success of your drive.

- **Donation Barrels:** Donation barrels for food are available for pick up at the Food Bank Monday-Friday between the hours of 8:00 am and 5:00 pm. You may also use your own collection boxes or bins.
- **Monetary Donations:** A secure type of container should be used to collect financial donations. Be sure to note on your promotional material that monetary donations will be accepted. Donation receipts are available. (See “Materials & Forms” section)

Please Note:

- **All financial donations to the Food Bank are tax deductible.**
- **Make All Checks Payable to: *Weld Food Bank***
- **Use the Virtual Food Drive for Credit or Debit Cards.**

Food & Fund Drive Has Ended, It’s A Success! Your food & fund drive is finished and it is time to tally up the numbers and bring the donation to the Food Bank.

- **Pack Food Donations:** Put all food donations in a sturdy container and stack your canned goods in a box, but remember someone will have to lift them so don’t overload. Tape bottoms and tops securely. TIP: *Rather than interlocking the box flaps, keep them flat as you seal the bottom.*
- **Deliver Your Donation:** Pack your donations and bring them to the Food Bank. We will weigh your food and send a receipt at the end of the month for your records. We also enjoy showing you how your donations help your neighbors in Weld County. So if you would like a tour when you bring your donations in, give us a call in advance and let us know you are coming.
- **Financial Donations:** You can bring your financial donations by in person to the Food Bank or mail to: Weld Food Bank, 1108 H Street, Greeley, CO 80631. *Be sure to list the name of the organization providing the donation for the Food and Fund Drive.*
- **Thank You and Kudos:** A special note of thanks will be sent to your organization. We would love the opportunity to thank you in person at a company or organizational meeting when available. Contact Scott Westfall.

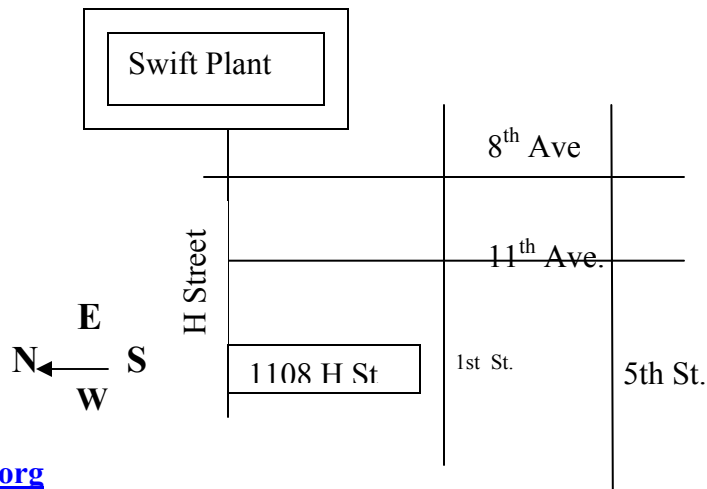
Our Location
Weld Food Bank
1108 H Street
Greeley, CO 80631

Phone: 970-356-2199

Fax: 970-356-2799

Web: www.weldfoodbank.org

Hours: Monday – Friday 8:00 am to 5:00pm



Creative Ideas and Helpful Hints

- **Involve Your Leaders To Challenge Participants:** Ask your organization to make a matching gift or challenge grant. For Example, an organization could donate \$1 for every pound of food donated by the participants.
- **Friendly Competition:** Set up a competition between departments or groups to encourage friendly competition OR incorporate the food drive as part of an event.
- **Promote your Food & Fund Drive:** You can begin by promoting your drive now! Dress the office with posters and flyers; use office email; send out a memo; submit notice to your internal newsletter; announce it at department meetings! You can also promote your food and fund drive in community and church bulletins, through local TV, radio and newspaper media outlets, at neighborhood grocery stores and many other locales.
- **Have Fun:** Your food & fund drive can be more fun and successful if you decide upon some creative approaches together. Use cans as entry into your organization-sponsored event in lieu of tickets; hold a contest among teams or groups of people, golf and softball tournaments; silent auctions, let your creativity flow!
- **Make It Educational:** Participating in a food & fund drive is an excellent opportunity to educate your neighbors, friends and family about the meaning of community sharing, hunger and nutrition, economics and volunteerism. Weld Food Bank has speakers available to come out and share information about our programs and hunger issues in Weld County upon request.

- **Make Participation Easy:** Collection sites should be visible and easy to find. Central locations that usually work best are break rooms, common meeting rooms and reception areas. Be sure that boxes or barrels are easily accessible.
- **Celebrate Your Success:** At the completion of your food and fund drive, announce the individuals or groups that made the highest contributions, publish the results on your web site or in a newsletter.

Creative Events From Other Organizations Check out these event ideas that other groups have used to energize their drives.

- **Skip A Meal:** Ask colleagues to skip a meal and donate the money that they would have spent on food. This will also give participants perspective on how hunger impacts their daily activities.
- **Competition or Challenge:** Organize a contest between departments, teams or groups with awards for the group that raises the most food or financial contributions, like a pizza lunch, a free party, or breakfast with an executive.
- **Food Drive Event:** Hold a party or lunch as part of the drive with the price of admission set at 5 cans of food or a \$5.00 donation.
- **Food Drive Drawing:** Get co-workers or businesses to donate prizes. Give one ticket for each bag of groceries or each \$20.00 donated. Hold the drawing at the party.
- **Round Up:** For retailers or restaurants, encourage customers or employees to round up purchases to the nearest dollar or other round number. The difference is donated to Weld Food Bank on their behalf.
- **On-Line Events:** If your organization has an intranet or active website, consider hosting an on-line auction. Proceeds benefit Weld Food Bank.

Other Ways You Can Help

- **Make a Financial Donation:** Weld Food Bank continues to rely heavily on private, local support in order to operate. Donations are received from local businesses, churches, foundations, corporations, civic groups and individuals. You can mail a check to Weld Food Bank, 1108 H Street, Greeley, CO 80631, Call us at 970-356-2199 with credit card donations or you can donate on line at www.weldfoodbank.org.
- **Double You're Monetary Donations:** Thanks to the generosity of many businesses, you can double your monetary gifts to the food bank through corporate matching programs. Contact your Human Resources Department to find out if your company provides matching charitable contributions. If there is no formal matching program, contact company management about the possibility of a special corporate match to inspire and show support of their employees' efforts to help feed thousands of our friends and neighbors here in Weld County.

Materials and Forms

The Following pages contain materials and forms to help you run your food drive.

- **Shopping List:** Distribute these flyers with most needed food items to food drive participants.
- **Donation Receipts:** All donations to Weld Food Bank are tax-deductible.

Available upon request:

- **Food & Fund Drive Poster:** To post on your donation bins and bulletin boards
- **Weld Food Bank Hunger Fact Sheet:** To educate participants on the issues of hunger.
- **Media Contacts:** Use this information to send press releases about your event or food & fund drive in Weld County. (available online)

Help Feed Weld County

Weld Food Bank Shopping List

DONATE FOOD

- ❑ Canned Meat or Tuna
- ❑ Canned Fruits
- ❑ Canned Soups or Stews
- ❑ Peanut Butter
- ❑ Canned Vegetables
- ❑ Fruit Juice
- ❑ Pasta or Mac & Cheese
- ❑ Rice
- ❑ Cereal
- ❑ Packaged Dry Beans

DONATE MONEY

With every \$1 donated Weld Food Bank can distribute \$10 worth of food.

Weld Food Bank



Financial donations to Weld Food Bank are tax-deductible



DONATION RECEIPT

Amount Donated: \$ _____ Name of Donor: _____

Date of Donation: _____ Received By: _____

The mission of Weld Food Bank is to lead and engage our community in the fight against hunger. For more information, please call 970-356-2199 or visit ww.weldfoodbank.org. Financial donations to Weld Food Bank are Tax-Deductible. Weld Food Bank is designated as a tax-exempt organization under section 501(c)(3) of the Internal Revenue Service tax code.



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