



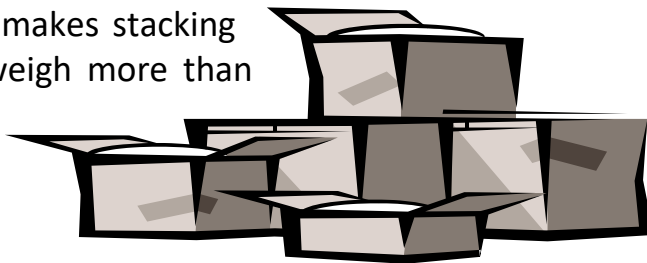
Food Drive Guidelines

Thank you for sponsoring a Food Drive to benefit the Community Table (Arvada Community Food Bank). We hope that you find the experience worthwhile and meaningful.

Enclosed, is a *Food Drive Coordinators Form*. Please take the time to fill it out and return it to the food pantry. Also, please be sure to contact the food pantry to schedule a delivery or pick up for food donations. This is critical, as at certain times of the year we are very busy. It will help prevent you from having delays, as well as help us manage our volunteers.

BOXING GUIDELINES:

Preparing your donations for drop off or pick up is very important. It is recommended that cans and dried goods be placed in separate boxes. This makes the weight of each box more manageable. Using smaller boxes for cans makes them much easier to lift. Boxes that work best are usually available from the Community Table. We are happy to supply them. When a box is full please close and fold over the lids. This makes stacking boxes much easier and safer. Boxes should not weigh more than 35 lbs. to avoid strain when lifting. Boxes weighing more than that may require repacking.



Please contact the Community Table at 303-424-6685 for more information

Community Table 8555 W. 57th Ave Arvada, CO 80002 303-424-6685



FOOD DRIVE COORDINATION FORM

Name of Organization _____

Contact Person _____

Phone Numbers (Day) _____ (Evening) _____

Food Drive Dates: From _____ To _____

Number of Volunteers: _____ Number of Hours: _____

WE REQUEST THAT YOU SCHEDULE A DROP OFF OR PICK UP DATE AND TIME.

We request this so that we can manage our volunteers' schedules and the work at the food pantry.

Please return this form to the Community Table or call us at 303/424-6685.

PLEASE FEEL FREE TO USE OUR ON-LINE FOOD DRIVE REGISTRATION FORM ON OUR WEB SITE AT
<https://cotable.org/donate>

Community Table 8555 W 57th Ave Arvada, CO 80002

COMMUNITY Table

Food Drives in the 21st Century

Helping to meeting the needs of the modern food pantry.

We at the Community Table are pleased that your school has asked us for opportunities to assistance in the work we do. We owe our existence and continued success to volunteers, like you, who choose to help the less fortunate.

For many years, food drives have been the bedrock of community support for helping to keep food stocked and available to people who are struggling to get by. The Community Table thrives on the generosity of the countless food donations we receive and could not continue without them.

Best Times of the Year for Food Drives: ANYTIME!

It's not surprising that most people donate food for the "food holidays," Thanksgiving and Christmas. Those donations are among the most important of the year.

And, it's not surprising that people are hungry all year long!

Our food supplies run low **March through April** and **July through October**. Holding Food Drive during these months is VERY HELPFUL!



Pick a Theme:

Valentine's Day

Fat Tuesday

St. Patrick's Day

April Fool's Day

Independence Day

Back to School



BE CREATIVE AND HAVE FUN!

Tips for Holding a Successful Food Drive

Plan



- ✓ Select leader(s)
 - ✓ Create a theme
 - ✓ Call food pantry for open dates for food drive
 - ✓ Have a start and end date defined
 - ✓ Make goals for pounds of food or dollar amounts to raise
- ✓ Order collection barrels or boxes from the food pantry
 - ✓ Get a list of needed items from the food pantry

Create Buzz

- Make Challenges
- Secure rewards for high achievement
- Have a kick-off party/event
- Make posters and flyers (check with the food pantry for materials)



Celebrate

- ❖ Have a party
- ❖ Thank volunteers
- ❖ Tell your story

COMMUNITY
Table

Alternative Drives: It's Not Just Food Drive.

Besides food, there are other types of drives that you can hold that will help the food pantry and our clients.

- **Plastic Grocery Bag Drive** – The Community Table is always in need of plastic grocery bags for our clients to fill with food. It's not glamorous, but we need them.



- **Personal Items Drive** – What else do you pick up from the grocery store? Some of the items that our clients need to help them through difficult times are the other items you may normally buy at the store: Soap, shampoo, deodorant, tooth paste, toothbrushes, toilet paper, feminine hygiene products, shaving crème, disposable razors, etc.



- **Birthday Bag Drives** – Hungry families have kids with birthdays, too! A great idea for families and kids is to collect and make-up birthday bags for our clients with children. What to collect: cake mix, frosting, candles, paper plates, napkins, and anything else that can make up a party in a bag. Add a small toy, crayons, coloring book or other gift item, and put them in a nice party bag, and mark if it's for a boy or girl. We like to have them on hand all the time.



- **Christmas Stockings** –What fun to create a Christmas stocking with candy and small toys for children during the Christmas season? The "Santa House" always needs these to make a child smile and a parent feel good that they could provide this for their children.



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Before you begin... THINK!

What would you want to eat if you were hungry?

What would you need for yourself or your household from the grocery store if you were short of money?

Regular Food Items

Canned Fruit
Canned Beans
Canned Vegetables
Canned Meat
Peanut Butter
Tuna
Dry Pasta
Spaghetti Sauce
Cooking Oil
Canned Pasta
Soup
Salad Dressing



Personal and Household Items

Toothpaste
Tooth Brushes
Disposable Razors
Shampoo
Deodorant
Soap
Toilet Paper
Paper Towels
Dish Soap
Laundry Soap
Kleenex
Shave Cream – Men's & Women's

Backpack School Children Item

(single serving sizes)

Pudding/Jello
Soup
Wrapped Cookies
Granola Bars
Fruit Snacks
Hot Chocolate
Canned Pasta/Ravioli
Individual Oatmeal Packets
Rice Crispy Treats
Vienna Sausages

