



FOOD DRIVE RESOURCE PACKET



St. Mary's
Food Bank
ALLIANCE®



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FOOD DRIVE CHECKLIST & SUCCESS TIPS

1. Register your food drive

- a. At the earliest possible time, please register at one of the following:
 - i. Online Registration Form at www.FirstFoodBank.org, click Get Involved and then Host a Food Drive.
 - ii. Via email addressed to fooddrives@firstfoodbank.org
 - iii. Via phone to 602-343-3173
- b. For large food drives anticipating more than 5,000 lbs donated and/or more than five donor locations, please provide us with as much lead time as possible. This is especially important for financial institutions, government agencies and those taking place at schools so that we can work to adjust our schedules to meet donor needs.
- c. Provide all following information to ensure timely food bank follow-up, appropriate box delivery and donation pick-up:
 - i. Donor organization
 - ii. Donor number (DN) if had prior food drive
 - iii. Contact name, address, telephone number, e-mail
 - iv. Food drive start and end dates
 - v. Location access instructions and any other special comments.

2. Get your food drive boxes (delivery Tuesday and Thursdays only)

- a. If 3 or less food drive boxes are needed, we request that donors pick-up the boxes and return them to the food bank. This saves significant staff and transportation dollars, which can then be used to purchase additional food for those in need.



i. Boxes can be picked up: 2831 N 31st Ave, Phoenix, 85009, Monday to Friday, 8 a.m. to 4:30 p.m., or 13050 W Elm Street, Surprise, 85374, Monday to Friday, 8 a.m. to 3:30 p.m.

b. If you need your boxes delivered, we can schedule for Tuesday and Thursdays, at least two business days in advance. Please verify how our driver can access your donor location with a 24ft. box truck.

3. During the food drive

a. Do not overload food drive boxes - 3/4 full is optimal.

b. Keep in touch with our staff if there are any concerns or changes during the food drive.

4. Schedule a pick-up of your donated items (Tuesday and Thursdays only)

a. Contact the food drive team if your pick-up day hasn't already been scheduled.

i. Reconsider if it's possible for you to now bring in the donation rather than use a large truck.

b. Confirm the pick-up and box count 2 days before the scheduled food drive pick-up date.

c. Allow enough time to adjust truck/driver scheduling if your food drive is cancelled or rescheduled. Whenever possible, please provide at least 48 hours notice.

i. It is very difficult to schedule or reschedule last minute drop-offs or pick-ups, so we ask that all food drive requests be received in our food drive office by 2 p.m. two days before the scheduled delivery or pick-up.

d. Due to Route Driver scheduling, we are only able to make pick-ups and deliveries on Tuesdays and Thursdays to food drive locations between 8 a.m. and 1 p.m.



5. Pick-up Logistics

- a. **Write your DN (donor number) prominently on the blank side each of the boxes to make sure our receiving department credits you for the donation. Cross out any old numbers.**
- b. Ensure the food drive boxes are staged in a centralized location accessible to our drivers in order to facilitate pick-up of donation. Please ensure that there is elevator access for the pick-up of food drive items if they will be staged above or below the ground floor.
- c. If you will be using pallets for the food drive, please locate the pallets on a floor surface that won't be damaged by our equipment. (2 wheelers, hand jacks, etc.)

Thank you for your help with these guidelines. Please let us know what else we can do to facilitate this year's food drive process.



ONLINE RESOURCES

St. Mary's Food Bank Alliance Web Site	www.FirstFoodBank.org
St. Mary's Food Bank Alliance on Facebook	http://www.facebook.com/firstfoodbank
St. Mary's Food Bank Alliance Daily Platter Blog	http://blog.firstfoodbank.org
St. Mary's Food Bank Alliance on Twitter	http://twitter.com/stmarysfoodbank
St. Mary's Food Bank Alliance YouTube	http://www.youtube.com/smfba



FOOD DISTRIBUTION FACTS

WHERE DO THE DONATIONS GO?

- St. Mary's Food Bank Alliance, the world's first food bank, disperses donated food across the state with 330 partner agencies at approximately 430 sites, including domestic violence shelters, dining halls, schools, churches, children's shelters, food pantries, halfway houses, and senior centers.
- The Food Bank's primary service area covers two-thirds of Maricopa County and all of Northern Arizona, including Yavapai, Gila, Coconino, Apache, Navajo, and Mohave Counties.
- Combining donated financial support and the value of donated food, 95 percent of all donations go directly to program support, due to the Food Bank's very low overhead cost.
- The Food Bank distributed over 63.7 million pounds of food into the community during the 2011-12 Fiscal Year. This is about 15% less than the previous year. Despite the need for services still at an all-time high, a dramatic decline in the availability of government commodities has made it difficult for the Food Bank keep pace.
- A pound of food, with the right nutritional balance, equates to one meal...which means that the Food Bank distributes approximately 250,000 meals of donated food daily.
- In the past year, over 2,000,000 pounds of food were collected at approximately 1,700 food drives.



HUNGER STATISTICS IN ARIZONA

- Currently, 1 in 4 children, 1 in 5 Arizonans, and 1 in 7 seniors in Arizona live in poverty.
- One in five Arizonans lives in poverty: 1.4 million individuals or 20.6 percent of the population. That number was a staggering 37 percent increase from 2010 to 2011 and is the second-highest in the nation behind only the state Mississippi.
- 338,000 Arizona children live in poverty; 37% are under the age of five.
- 2 million Arizonans are considered working poor, living at or below the Federal Poverty Guideline. This is the majority of those served by the Food Bank's EFB program.
- Nearly 900,000 individuals in Arizona needed to seek emergency food help from charities within the last year. St. Mary's Food Bank Alliance served more than 477,000 of those needing help, providing the bulk of charitable emergency food service in the Valley and throughout the state,
- In 2011-12, St. Mary's Food Bank distributed nearly 440,000 Emergency Food Boxes (averaging 36,000 EFBs a month) into the community, the most of any food bank in the United States.
- More than 40 percent of the households receiving emergency food assistance have at least one person who is working.



TOP TEN MOST WANTED FOOD DRIVE ITEMS

Cereal

(boxes & cereal bars - whole grain, low sugar)

Canned Fruit & Vegetables

Rice

Beans

(canned or dried)

Pasta

Tuna

(canned or vacuum packed)

Canned Soups, Stews, Chili and Pastas

Diapers

(children's & adult's)

Juice

(canned, plastic or boxed)

Peanut Butter



SUPPLEMENTAL FOOD DRIVE ITEMS

(COMMONLY NEEDED)

Baking mixes

(pancake, corn bread, cake mixes/icing, quick breads)

Coffee, Tea, Hot Chocolate Mix

Cooking oil

Crackers

Jelly or Jam

Ham, Chicken, Salmon

(canned or vacuum packed)

Household Paper Supplies

(napkins, toilet, tissues and towels)

Soap & Shampoo

Soap and Sanitizing Gels

Tomato Products

Toothpaste



FOOD DRIVE IDEAS: INSIDE & OUTSIDE THE BOX

1. Appreciation Grams presented on food can shaped paper sent to staff purchased with non-perishable food items.
2. Arrange with area businesses to donate professional services for an auction. Use non-perishable food items based on weight or type of packaging for bidding.
3. Auction supervisors\management off for non-perishable food products to be the butler for a designated date/time.
4. Bake sales with goods sold for designated amounts of non-perishable food items.
5. Bean jar guessing contest with opportunity to guess for prize(s) based on donations of non-perishable food drive items.
6. Board game (night or day) competition with non-perishable food items as the participation fee.
7. Book sales where books and magazines are purchased with designated amounts of non-perishable food items.
8. Teams build items out of canned goods and students/staff vote with their donated additional items of non-perishable food.
9. Car wash with nonperishable food items or cash as payment.
10. Students or staff can win the chance to get a picture of themselves in a unique place (somewhere normally off limits such as the teacher's desk) by donating a designated amount of non-perishable food items.



11. Collect food and cash donations at a school sporting events, pep rallies, concerts, performance, or assemblies.
12. Costume Day or Wacky Hat Day where staff donates a designated amount of non-perishable food items for the privilege of wearing costumes and/or wacky hats to the work setting on a designated day.
13. Create and post colorful paper cutouts of hands that are given to employees for a designated donation of non-perishable food items.
14. Dog bathing event with donation of non-perishable food items.
15. Donation bags are distributed to participants to take home and return it full of food.
16. Encourage staff and others in business building location to skip one meal, and donate non-perishable food items that might be used to prepare the skipped meal.
17. Ask staff to each bring a lunch sack of nonperishable items on a specific day for a lunchtime event.
18. Face painting offered with donations of non-perishable food items.
19. Gift basket(s) of community donated items auction or raffle.
20. Gift basket contest with prizes for Gift Baskets of non-perishable food items with prizes for largest, most unique, most colorful, most nutritionally balanced, etc. How about creating a basket theme?
21. Have staff\management vote with their donated food items to management leaders who will have to complete an agreed upon activity. The individual with the most votes may have to kiss a cow, shave their head, or be hit in the face with a pie.
22. Host an event and donate the admission fees (food items or \$) for food drive support.
23. Special breakfast, pizza party, in-office bistro or other event for which donated cans or bags of food are the admission.



24. Promote 'specialty' food group donation days seeking proteins one time, cereals another, veggies another, fruit another etc.
25. Promote Top Ten Most Wanted days or weeks related to the Food Bank's Top TEN Most Wanted Foods. (See page 9)
26. Raffle with fun prizes such as having staff and/or management offer to do designated tasks to help the winner with participation based on food donation.
27. Scavenger Hunt for Food in the neighborhood with staff. Give a list of non-perishable food items to gather within a designated time frames and geographic area with prizes for timing, poundage, per capita, etc.
28. Best Seats (2 or more) In The House raffle for a whole range of sporting, entertainment or other event with non-perishable food items as the raffle ticket participation price.
29. Yard or parking lot sales where items are purchased based on a designated point value system of non-perishable food items for sale pricing.
30. **Any theme that you think would be appropriate to your organization and its enterprise network.**



FOOD DRIVE FAQs

1. Why hold a Food Drive?

A Food Drive is a great way for a school, church, business, or social organization to connect with the Food Bank in helping their communities. Last year, food drives generated over 1.7 million pounds of food.

2. How can I set up a Food Drive?

You can call the Food Drive hotline, 602-343-3173, and speak to the Food Drive Coordinator. Or, you can register online at www.firstfoodbank.org.

3. How long should a Food Drive be?

There is no set length, but it should be long enough (we recommend at least one week) to generate a good amount of food.

4. How many Food Drive boxes will I need?

If you have held previous drives with us, you should have a good idea of your needs. If this is your first drive, two things to consider are: the length of the drive and whether it's internal (employees only) or external (employees and the public).

We have two types of Food Drive containers: our regular food drive boxes, which hold around 150lbs. We also have bins (aka gaylords) that hold 800-1100lbs.

5. Can the boxes be delivered and picked up?

We can deliver the empty Food Drive boxes (collapsed) and pick up the full ones. On Tuesdays and Thursdays. However, in order to use our resources with the most cost efficiency, we would appreciate your picking up and dropping off the boxes. If you gather less than two full boxes of food, we ask that you bring the food to either our Phoenix (2831 N. 31st Ave. Phoenix 85009) or Surprise (13050 W. Elm St. Surprise



85374) locations. You can also bring the food to the nearest Goodwill or U-haul location.

6. What kinds of foods are the “most wanted?”

See page 9 in this packet or our website click on the “Host a Food Drive” link to find the list. However, try to avoid anything in glass containers.

7. Will you take monetary donations?

Yes! Although we can certainly use the food, for each dollar we get we can purchase the equivalent of 7 meals.

8. Is there anything else I can do?

Yes! You can volunteer at either of our locations. It’s a great team-building activity and you’ll get to see what makes us tick. For more information, visit our web site or call 602-343-3128.

You can also learn more about us and what we do by arranging a tour of our facilities, or having an educational presentation about Hunger 101AZ at the food bank or at your location. Contact Ernesto Ortiz at 602-343-3169 to learn more.

Lastly, you can become a food bank ambassador by sharing information with your family, friends and colleagues.

Thank you for helping lead our community in the charge to eliminate hunger!