



## Step-by-Step Guide to Running a Food Drive

- REPLENISH can provide containers to store food in, a sample flyer that can be personalized, and transportation of donations back to our warehouse.
- Choose a time frame to run the food drive. A two-week timeframe to collect usually work well.
- Prepare advertisements for the food drive including signs and posters using the sample flyer provided by REPLENISH.
- Use bulletin boards, email, newsletter, website, and social media to promote the details of the food drive.
- Offer a dress down day for bringing in donations or food for entry to an event.
- Set a goal of a specific amount of donations that you would like to collect and encourage a competition between departments, groups or branches. Provide an incentive for meeting your goals or being the top collector.
- Continually check the status of the food drive. If participation is low remind personnel about the food drive. If you are having a successful turnout, send out a congratulations and let other departments/groups know who is in the lead of the competition or how much more is needed to reach your goal.
- Groups may collect outside local retailers or grocery stores. Contact a store manager to secure a date to hand out flyers at the entrance and collect donations at the exit.
- Individuals or groups may collect in neighborhoods by handing out flyers indicating when to leave donation out and you will return to pick up or when / where to drop off a donation.
- Daily themes – Tuna Tuesday, Mac & Cheese Monday, Tomato Thursday, etc. Use a daily giving calendar suggesting a different item to donate each day.
- Collect at weekly or monthly meetings or services. Rotate theme each week or month to keep enthusiasm in the collection. Suggestions to follow.
- Upon the conclusion recognize employees with a certificate or letter congratulating them on their efforts. Give them the total amounts that were collected and let them know how impactful their donations are. REPLENISH provides an electronic thank you postcard that you can hang on the wall near your donations or give to participants.
- Monetary donations are accepted in the form of a check payable to Feeding Middlesex County that can be mailed to PO Box 781, Edison, NJ 08818 or online via their website [www.feedingmiddlesexcounty.org](http://www.feedingmiddlesexcounty.org).



## Suggestions for Themed Collections

### **Beverages:**

Water, juice, coffee, tea, condensed milk

### **Canned Meals:**

Tuna fish, spam, canned pastas and meats, beef stew, hearty soups, tomato sauce

### **Vegetables:**

Low sodium canned vegetables including corn, green beans, peas, carrots, beans

### **Breakfast / Snacks:**

Cereal, oatmeal, granola bars, breakfast bars, pop tarts, canned fruits (low sugar), pancake mix, syrup

### **Lunch / Snacks:**

Peanut butter, jelly, crackers, canned fruits, fruit cups (low sugar), pretzels, Jell-O, pudding, applesauce cups

### **Starches:**

Rice, pasta, boxed potatoes, macaroni and cheese

### **Spices / Condiments:**

Adobo, flour tortilla mix, garlic powder, minced garlic, corn meal, olive oil, vinegar

### **Desserts:**

Cake and bread mixes, Jell-O, pudding, brownie mix, pie crust, fruit fillings

### **Baby items:**

Diapers, wipes, powder, baby lotion, baby cereal, formula, baby food

### **Personal Products / Paper Products:**

Shampoo, soaps, toothbrushes, toothpaste, deodorant, paper towels, napkins, toilet paper, plastic utensils, tissues

### **Cleaning / Household Products**

Laundry and dish soap, spray cleaners, paper plates, plastic utensils, toilet paper, paper towels, napkins

Low salt and low sugar items are preferred, no glass.