



# Food Drive Planning Kit



# Where to Start

Thank you for coordinating a drive to benefit our community! As need continues to grow, food drives are becoming an increasingly important way for us to provide for people in need. Here are some steps for a successful drive:

## 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?

## Decide How to Collect the Food

Small to medium-sized boxes work well for small food drives. They aren't too heavy when full and can be decorated with wrapping paper or a food drive poster. Please use this option for any drive generating less than 500 pounds of food.



## JFS Orlando Receiving Hours

**Winter Park office:** 2100 Lee Road, Winter Park FL, 32789  
Monday through Thursday 8am to 6pm

# Planning Checklist

## The Basics

- ❖ Gather a small group of friends, family or co-workers to help organize the drive.
- ❖ Decide if you will raise food, money or both. JFS Orlando values both contributions.
- ❖ Decide what type of drive you want to host: a party, a competition, etc.
- ❖ Set a reasonable goal.
- ❖ Agree on the food drive length. Will it be one day, one week or longer? We recommend two to three weeks.
- ❖ Choose the food drive's location. Will it occur at one place or at several locations?
- ❖ Decide on a collection method.

## Getting Everything Ready

- ❖ Register your food drive with JFS Orlando using the form in this packet.
- ❖ Send out memos, phone messages, newsletters, and e-mails to promote the drive. Plan ways to keep up the momentum throughout the food drive.
- ❖ Consider arranging a Hunger Awareness Day at some point during your food drive.
- ❖ Acquire and decorate boxes for food collection.
- ❖ Place the boxes in convenient and visible areas. Arrange to store them during the drive.

## 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 goals.  
Example: Week 1: We raised 25 pounds of food! Good job!  
Week 2: We raised 30 pounds of food! Keep up the good work!

## When the Drive is Over

- ❖ If you are delivering the food to JFS Orlando, coordinate your volunteers to pack food properly at the end of the drive. Load and transport it to JFS.
- ❖ Deliver your food to JFS Orlando's Winter Park office between 8am and 6pm Monday through Thursday, or make arrangements for pickup.
- ❖ Share the results with all participants. Send thank-you letters. Throw a party. Make awards to celebrate efforts. JFS Orlando appreciates the hard work of all our donors!



# Creative Ideas

## Ideas for Implementing the Food Drive

- ❖ Place donation jars and food bins near break rooms, copiers, and fax machines.
- ❖ Assign specific foods to each team or person.
- ❖ Encourage monetary donations. For every dollar donated, JFS Orlando can purchase \$6 worth of food.
- ❖ Foster a healthy competition between departments, classrooms, or teams. Friendly competition adds energy to a drive and helps people remember to donate.
- ❖ Offer rewards to top donors: pizza parties, gift certificates, front-row parking for a month, wearing jeans, etc.



## Be Creative!

- ❖ Make colorful posters noting the specifics of your food drive. Include JFS Orlando's list of recommended foods, along with statistics about hunger. Display posters or reminders in restrooms, hallways, lunchrooms, and classrooms, or hang on doorknobs.
- ❖ Create a giant thermometer or food can to measure progress toward your goal.
- ❖ Give your food drive a creative, fun name.
- ❖ Decorate bags for participants to take home, fill with food and return.
- ❖ Design a paycheck stuffer with information about the drive.
- ❖ Designate theme days. For example, fill a playpen with infant formula one day. Plant a "garden" of canned vegetables the next day.
- ❖ Distribute a hunger fact to participants each day of the drive.
- ❖ Let your imagination run wild and have fun!

## Think Outside the Box

- ❖ Ask family and friends to pledge money if you walk or cycle a specific distance.
- ❖ Invite family and friends to make donations to the JFS Orlando Pearlman Pantry as birthday, anniversary or holiday gifts.
- ❖ Auction your managers in a "walk-an-hour-in-my-shoes" event.
- ❖ Collect food and funds at film festivals.
- ❖ Collect food and funds at sports events such as basketball games, 5k events, etc.
- ❖ Show movies at lunch break and suggest that admission is a few cans of food.

**1 DONATION  
HELPS  
EVERYTHING**

# Recipe to Fight Hunger

The following items will feed a family of four for four days:

- ❖ 2 six ounce cans of tuna
- ❖ 1 eighteen ounce jar of peanut butter
- ❖ 1 pound of rice
- ❖ 1 box of oatmeal or dry cereal
- ❖ 1 pound of pasta
- ❖ 2 boxes of macaroni and cheese
- ❖ 1 box of mashed potatoes
- ❖ 2 fifteen ounce cans of tomato sauce
- ❖ 8 fifteen ounce cans of vegetables
- ❖ 4 fifteen ounce cans of fruit
- ❖ 2 cans of soup
- ❖ 1 box of hamburger helper or tuna helper
- ❖ 4 cans of canned chili, stew or ravioli
- ❖ Snack items for kids



**To ensure safety, please do not donate:**

- ❖ Expired foods
- ❖ Rusty or unlabeled cans
- ❖ Perishable items
- ❖ Homemade items
- ❖ Noncommercial canned or packaged items
- ❖ Alcoholic beverages or mixes
- ❖ Open or used items



# Registration



Thank you for your interest in coordinating a food and/or fund drive! Please complete the food drive registration form below. You can mail, fax or e-mail the completed form to:

JFS Orlando  
2100 Lee Road  
Winter Park, FL 32789  
heather.betts@jfsorlando.org

If you have any questions, please call JFS Orlando at (407) 644-7593.

Best of luck with your drive and **thank you again** for helping JFS Orlando make a difference in your community!

## FOOD DRIVE REGISTRATION FORM

Mail To: JFS Orlando  
Attn: Heather Betts  
2100 Lee Road  
Winter Park, FL 32789

Fax: (407) 628-0773  
Email: [heather.betts@jfsorlando.org](mailto:heather.betts@jfsorlando.org)

### Coordinator Information

I represent a:

school  business  group/organization  church  individual or family

First Contact Name: \_\_\_\_\_

Second Contact Name: \_\_\_\_\_

Community/ Organization: \_\_\_\_\_

### Address Information

Address: \_\_\_\_\_

City & Zip: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

# Don't Stop There – Volunteer!

Keep fighting hunger, even after your food drive has ended, as a JFS volunteer. Volunteers help JFS Orlando accomplish our mission to *provide vital, high-quality and innovative social services to people in need*. We have many volunteer opportunities throughout our organization.

To sign up, please contact our Volunteer Coordinator, Amanda Benedit, at (407) 644-7593 or [amanda.benedit@jfsorlando.org](mailto:amanda.benedit@jfsorlando.org). You can also visit our website at [www.jfsorlando.org](http://www.jfsorlando.org) for more information about volunteering at JFS Orlando.

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