



Food and Fund Drive Kit

1. Food and Fund Drives: Where to Start!
2. Food and Fund Drive Checklist
3. Add Energy to Your Food and Fund Drives
4. Fun Ideas to Raise Food and Funds
5. Most-Wanted Foods List
6. Food and Fund Drive Barrel Request Form
7. Food and Fund Drive Report Form
8. Volunteer Action Center. Bring your group!

“Coming together is a beginning, staying together is progress, and working together is success.”

Henry Ford

Please mail cash contributions to Oregon Food Bank, or send them with the driver when he picks up the food you have collected. Please mark “food drive,” organization name, and your name on the envelope.

Contacts:

Allie Hoffman, Events Coordinator
PO Box 55370, Portland, OR 97238-5370
Main Line: 503-282-0555 Ext. 245
ahoffman@oregonfoodbank.org

1. Food and Fund Drives: Where to Start!

Thank you for coordinating a food and fund drive to fight hunger in our community. Here are the steps to a successful drive.

1. 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? Count each dollar donated as equaling 5 pounds of food because for every \$1 donated Oregon Food Bank can collect and distribute approximately five pounds of food through its food distribution program.

For Oregon Food Bank to deliver and pick up food-collection barrels, the goal of the food drive needs to be **at least 300 pounds**. This amount of food will cover the costs associated with running our trucks. Please help Oregon Food Bank be a good steward of its resources.

Important Note: OFB needs and encourages food drives of ALL SIZES. For food drives generating fewer than 300 pounds, we request that you use your own boxes to collect the food (more information below) and that you deliver your donations to Oregon Food Bank. (Or click [here](#) for other drop off sites)

2. Decide between BOXES and BARRELS.

When to use your own boxes: Small to medium-size boxes (copy paper boxes or smaller) work well for food drives. They aren't too heavy when full and you can decorate with wrapping or an Oregon Food Bank poster. We encourage you to use boxes for any drive generating fewer than 300 pounds of food.

When to use Oregon Food Bank barrels:

New Policy Update: Due to high transportation costs Oregon Food Bank can no longer deliver single barrels. Single barrels can be picked up directly at our facilities.

Oregon Food Bank (N.E. Portland)
7900 N.E. 33rd Ave., Portland
503-282-0555

8:30 a.m. to noon and 1 to 4:30 p.m. on weekdays

Oregon Food Bank (Hillsboro)
21485 N.W. Mauzey Road, Hillsboro
503-439-6510

8 a.m. to 4:30 p.m.

Oregon Food Bank can provide large (55-gallon, 3-feet high and 2-feet wide) barrels. Barrels display Oregon Food Bank's logo and **hold 125-150 pounds** of food. You are welcome to decorate around the logo, but please be careful not to damage it. **Please remove your decorations before returning the barrels to Oregon Food Bank.** **Tip:** Barrels hold more food if you remove food from grocery bags before placing the food in the barrel.

Oregon Food Bank can deliver the barrels to your food drive site and pick them up at the end of the event. To schedule food collection barrel delivery or pickup, call Maryann Brunner at 503-282-0555, Ext. 244. A Barrel Request Form is also included in this kit and is on the Oregon Food Bank website at www.oregonfoodbank.org.

If your group can pick up empty barrels from our warehouse at the start of your drive, that's even better. Saving Oregon Food Bank the delivery trip is equivalent to making an additional donation. Please call in advance if you plan to pick up a barrel. Let us know as early as possible (at least two weeks in advance) if you will need food picked up. Please note that during the holiday season, our pickup schedule fills quickly.

Oregon Food Bank trucks use the following **pickup and delivery schedule:**

Mondays: NE Portland (east of 33 rd), Gresham, Troutdale, Aloha, Hillsboro, Forest Grove, Cornelius (West County)	Wednesdays: SE & Clackamas County (East of River & West Linn), South Beaverton, Tigard & South County
Tuesdays: SW Portland, Lake Oswego, Central Beaverton, West Portland Fridays: N/NW & NE Portland (west of 33 rd), Vancouver	Thursdays: SW Portland, Tigard, Tualatin, Sherwood (south Washington county)

2. Food and Fund Drive Checklist

First, the basics

- Decide if there is a small group that can help you organize the drive.
- Decide if you will raise food, money or both.
- Decide what type of drive you want to stage such as a party or a competition. Then, set a goal.
- Agree on the drive length. Will it be for one day? One week? We recommend two to three weeks.
- Choose the drive's location. Will it occur at one place or at several locations?
- Decide on a collection method: boxes or barrels.
- Call Maryann Brunner at Oregon Food Bank in at 503-282-0555 Ext. 244. Set up delivery and pick up dates well in advance or download and submit the Food and Fund Drive Barrel Request Form from OFB's Web site.

Next, get everything ready

- Request Oregon Food Bank posters.
- Send out memos, phone messages, newsletters and e-mails to promote the drive. Plan special theme days such as Meal Monday, Tuna Tuesday, etc. Sponsor competitions between teams, classes or departments or plan a special event to encourage giving.
- Consider arranging a Hunger Awareness Day at the start of or during your drive. Request a speaker from Oregon Food Bank or request our 8-minute video (available in VHS and DVD formats). Encourage participants to look at the Advocacy section of the Oregon Food Bank website. Sign up for Advocacy Alerts (sent once a month via e-mail).
- Acquire and decorate barrels or boxes for food collection.
- Place the barrels or boxes in convenient and visible areas. Arrange to store them during the drive.

Then, 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 the goals.
- Plan to bring your group to Oregon Food Bank's Volunteer Action Center to participate in a food repackaging project. This kit includes information about volunteering.
- If you are delivering the food to Oregon Food Bank, coordinate volunteers to pack food properly at the end of the drive. Load and transport it to Oregon Food Bank.

Finally, when the drive is over

- ❑ Send the Food and Fund Drive Report Form with your contact information.
- ❑ Deliver your food to Oregon Food Bank's dock 8 (far right of dock doors facing NE 33rd Avenue) between 8:30 a.m. and noon or between 1 and 4:30 p.m. on weekdays. Or make arrangements with Oregon Food Bank for pickup. The Hillsboro warehouse accepts food donations from 8 a.m. to 4:30 p.m. When you deliver the food, please fill out a receipt and indicate that you collected the food through a food drive.
- ❑ Share drive results with all participants. Send thank-you letters. Throw a party. Make awards to celebrate efforts.
- ❑ Oregon Food Bank will send you a letter listing the total amount of food and money raised during your event.
- ❑ Write down your good ideas for your next drive!

3. How to Add Energy to Your Food and Fund Drives

Foster competition

- Pit department against department, classroom against classroom, team against team. Friendly competition adds energy to a drive and helps people remember to donate.
- Offer rewards to top donors (for example: pizza parties, gift certificates donated by local businesses, a front-row parking space for a month). Let employees wear jeans to work each day they donate a canned good: "Can Suits," "Beans for Jeans."
- Assign specific foods from the "Most-Wanted Foods" list to each team. Or give a prize to the group that donates a well-balanced collection of foods.
- Encourage teams to choose a mascot, motto, team name or cheers. The sillier, the better!
- Encourage cash donations. A dollar goes a long way to bring food to people in need. It's also easier to store, deliver and easier and count. For every \$1 donated, Oregon Food Bank can collect and distribute five pounds of food. Teams that donate cash get ahead quickly.

Give your creative spirit an outlet

- Make colorful posters noting the specifics of your food drive. Include Oregon Food Bank's "most-wanted foods" list and facts and figures about hunger. Display posters or reminders in restrooms, hallways, lunchrooms, classrooms or hang on doorknobs.
- Create a giant thermometer or can to measure progress toward your goal. Place the thermometer or can in the front lobby or employee break room.
- Identify your drive with a name such as "Gifts from the Heart," "Feed the Need," "Portland Can," etc.
- Decorate bags for participants to take home, fill with food and return.
- Design a paycheck stuffer with information about the drive.
- Designate theme days. Fill a playpen with infant formula on Monday. Plant a "garden" in the lobby with canned vegetables on Tuesday, etc.
- Via your workplace's e-mail system or public address system, distribute a hunger fact for each day of the drive. Quiz people at random and hand out little prizes to people who remember the facts.

Make it an event

- Kick off your drive with opening day festivities. Be wacky, informational or inspirational.
- How about a silent auction? Nothing drives up cash donations like the enticement of a massage, airline tickets, or home made items.
- Bake sales, pie-throwing contests and car washes are tried and true food- and fund-raisers.

Let your imagination run wild. Have fun!

4. Fun Ideas for Raising Food and Funds

- Organize pledge drives. Ask family and friends to pledge money if you walk or bicycle a specific distance.
- Recycle your treasures at a sale: “One person’s junk is another’s treasure.”
- Sponsor bake sales.
- Organize cake walks.
- Hold taco and chili feeds.
- Organize salad, soup and potato bars.
- Hold pizza parties.
- Sponsor an ice-cream social.
- Hold a potluck.
- Sell popcorn.
- Initiate a book sale.
- Invite family and friends to make donations to Oregon Food Bank as a birthday, anniversary, or holiday gift.
- Organize a silent auction--get fun items (have teams or departments make theme baskets) or certificates (i.e. ComedySportz, an Oregon Food Bank supporter, is willing to donate certificates for fundraisers).
- Auction your managers at a “walk-an-hour-in-my-shoes” auction.
- Challenge individuals or teams to fill a box with food.
- Create a pop-can collection station.
- Sponsor a craft bazaar.
- Collect food and funds at film festivals.
- Collect food and funds at sports events such as basketball games, mini-marathon runs, etc.
- Place donation jars and food bins near break rooms, copiers and fax machines.
- Bag it. Sponsor a brown-bag lunch. Ask staff to donate the cost of a lunch. Ask staff to donate a lunch sack full of nonperishable foods. Or skip lunch on certain days and donate the cost of lunch.
- Generate pyramid power. Have teams build a pyramid of food. Or ask teams to bring foods representing the nutritional food pyramid.
- Have groups or teams donate a meal (i.e. pasta, spaghetti sauce, canned vegetables)
- Show short videos such as cartoons or travelogues at lunch and suggest that admission is a few cans of food.

How do you raise food and funds?

Submit your most successful ideas to Maryann Brunner at mbrunner@oregonfoodbank.org.

5. Most-Wanted Foods

Foods OREGON FOOD BANK needs these nutritious foods:

- canned meats (tuna, chicken and salmon, etc...)
- canned vegetables
- canned fruits
- canned and boxed meals (soup, macaroni and cheese, etc...)
- peanut butter
- canned or dried beans and peas (black, pinto, lentils, etc...)
- pasta, rice, cereal
- 100 percent fruit juice (canned, plastic or boxed)

Oregon Food Bank can't use:

To ensure food safety, Oregon Food Bank **cannot** use:

- rusty or unlabeled cans
 - perishable items
 - homemade items
 - noncommercial canned or packaged items
 - alcoholic beverages, mixes or soda
 - open or used items
- **PLEASE NOTE: If you donate glass products, please box or bag them separately and label the box or bag "GLASS" on all sides.** If you are donating stew or chili, please check http://oregonfoodbank.org/ofb_services/food_programs/Foodrecall.html for a list of recalled items.

Why both food and funds matter

Food drives provide some of the healthiest and highest-quality food we receive. Food donations also provide a direct connection between donors and people who are hungry.

Cash donations keep our freezers running and our trucks on the road. They also support innovative programs that address the root causes of hunger through advocacy and public education.

Every dollar you donate enables Oregon Food Bank to collect and distribute five pounds of food through its food distribution program.

Food & Fund Drive Barrel Request Form

Oregon Food Bank

Thank you for your interest in coordinating a food and fund drive. Please complete this form and fax it to Maryann Brunner at Oregon Food Bank 503-282-0555 Ext. 244.

We will contact you to confirm your delivery and pickup schedule and to settle any remaining details.

Company/Organization Name:
Mailing Address:
City/State/Zip:
Contact Person:
E-mail address:
Phone:
Delivery Address:
City/State/Zip:
Nearest cross street:
Special instructions for driver:
Number of potential donors:
Supplies requested:
Barrels:
Posters:
Dates of Drive:
REQUESTED DELIVERY WEEK:
REQUESTED PICK UP WEEK:

If you have any questions please call Allie Hoffman at 503-282-0555 ext 245. OFB will try to meet your requested delivery and pick up dates, however due to the high volume of requests we can not guarantee them.

Best of luck with your drive -- and thanks again for helping Oregon Food Bank meet its mission

... because no one should be hungry.

Oregon Food Bank
PO Box 55370
Portland, OR, 97238



Food and Fund Drive Report Form

Organization Name: _____

Contact Name: _____

Street: _____

City/State/Zip: _____

Phone: _____ E-mail: _____

Did you collect food? Yes _____ No _____

If yes, how many pounds? _____ lbs. (you may estimate the pounds of food or if you had OFB barrels, state the number of barrels filled).

Did you collect money too? Yes _____ No _____

If yes, please note:

Cash (coin & bills): \$ _____

Check/Credit card: \$ _____

Total \$ _____

Unless otherwise instructed, all donors will receive an acknowledgement letter and receipt for donations. Gifts to OFB are tax deductible to the extent allowed by law.

Tax ID # 93-0785786

Volunteer Action Center Bring your group!

End Your Drive in Style, volunteer at Oregon Food Bank

Finish your food drive by bringing your group to Oregon Food Bank to work a shift in our Volunteer Action Center. Volunteers help Oregon Food Bank throughout the year. They repack bulk food, sort canned food, label packages and work on other projects. This volunteer opportunity will give you an up close look at Oregon Food Bank's operation and a better understanding of the flow of food to people who are hungry.

Oregon Food Bank needs volunteers at its facilities in Northeast Portland and at its facility in Hillsboro.

- Volunteer Action Center: Northeast Portland. Shifts are Tuesdays and Thursday, 6 to 8:30 p.m., and Saturday, 9 a.m. to noon and 1pm - 3pm. The Hillsboro schedule varies (see contact information below).

Groups of ten or more can make an appointment to volunteer in the Volunteer Action Center Tuesday through Friday 9 a.m. to noon or 1:30 to 4 p.m. Minimum age to volunteer is six.

- Perishable Repack Room: This part of the operation involves repackaging and ensuring the safety of perishable products. This room is temperature-controlled at a comfortable 50 degrees. Shifts are 9 a.m. to noon, Wednesdays and Thursdays, and 1:30 to 4 p.m., Mondays through Friday.
- Oregon Food Bank's two Learning Gardens teach people how to grow nutritious food and how to take harvest to the table. Weekday, evening and weekend shifts are available for gardening enthusiasts and beginners alike.
- Food Recover Center: Volunteers sort canned and boxed food into categories for distribution. Shifts are Wednesday through Friday 9 a.m. to noon. Minimum age to volunteer is eleven.

To sign up or for more information, please call our volunteer hotline at 503-972-2993 or e-mail volunteer@oregonfoodbank.org.

Thank you and have fun!

Oregon Food Bank

10 Hunger Facts for Food Drives

Hunger Fact 1

Emergency food box distribution is, once again, on the rise. Distribution of emergency food boxes **increased five percent** – from 752,000 to 792,000 – during the last fiscal year (July 1, 2007, to June 30, 2008). That's **40,000 more emergency food boxes – the first significant increase in four years.** In some pockets of the state demand was up **nearly 30 percent.**

Hunger Fact 2

Your \$10 donation will help OFB collect and distribute enough food to for 30 meals.

Hunger Fact 3

Food donated during food drives is some of the most nutritious food that Oregon Food Bank receives.

Most Wanted Foods:

- canned meats (i.e., tuna, chicken and salmon)
- canned and boxed meals (i.e., soup, chili, stew, macaroni and cheese)
- peanut butter
- canned or dried beans and peas (i.e., black, pinto and lentils)
- pasta, rice and cereal
- canned fruits
- 100 percent fruit juice (canned, plastic or boxed).

Hunger Fact 4

Food collected during food drives remains in the community where it was collected.

Oregon Food Bank distributes food to more than 915 hunger-relief agencies in Oregon and Clark County, Wash. These agencies distribute food in the form of meals or emergency food boxes. An emergency food box contains a three-to-five-day supply of food.

Hunger Fact 5

Families and children face the greatest need.

- 50 percent of households receiving emergency food are families with children.
- 36 percent of those who ate food from an emergency food box last year were children.
- An average of 75,000 children per month ate meals from an emergency food box in Oregon and Clark County, Wash., last year.
- Children who are hungry have more difficulty learning in school.
- Early childhood hunger and malnutrition can result in irreversible health problems, such as hypertension, diabetes, kidney and heart disease, later in life.

Hunger Fact 6

Most adult emergency food box recipients are working, retired or disabled.

46 percent of recipient households had at least one working adult.

Hunger Fact 7

Hunger is an income problem.

- People are hungry because they don't make enough to cover basic living costs.
- The high cost of housing, health care, childcare and fuel make it difficult for low-income individuals and families to have enough money to pay for food.

Hunger Fact 8

Oregon Food Bank is effective and efficient.

Less than 6 percent of the general fund goes to administration, including fund-raising.

Hunger Fact 9

Oregon Food Bank is a nonprofit, charitable organization. It is the hub of the Oregon Food Bank Network, a statewide network of 20 regional food banks and 915 agencies and programs serving Oregon and Clark County, Wash.

Oregon Food Bank recovers food from farmers, manufacturers, wholesalers, retailers, individuals and government sources. It then delivers that food to 20 regional food banks covering OFB's service area. Regional food banks distribute this food and additional resources from local donations to nonprofit programs serving low-income people in their communities.

Sixteen of the 20 regional food banks are independent charitable organizations. OFB directly operates the four regional food banks serving the Portland metro area, southeast Oregon and Tillamook County. Those four centers distribute food to 340 food pantries, soup kitchens, shelters and other programs helping low-income individuals in Clackamas, Clark, Multnomah, Washington, Harney, Malheur and Tillamook counties.

OFB also works to eliminate the root causes of hunger through advocacy, nutrition education, learning gardens and public education.

Oregon Food Bank's mission is to eliminate hunger and its root causes ... *because no one should be hungry.*

Hunger Fact 10

You can help in multiple ways.

- Donate food.
- Donate funds.
- Volunteer (i.e., Fresh Alliance, Volunteer Action Centers, Learning Gardens, Nutrition Education, office, events, Speakers' Bureau, advocacy).
- Learn more. Visit www.oregonfoodbank.org
- Advocate. Educate others.