



# Oregon Food Bank Food and Fund Drive Kit



# Food and Fund Drives: Where to Start!

Thank you for coordinating a food and fund drive to fight hunger in our community. As need continues to grow, food drives become increasingly important! Here are some of the steps to 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?

Please help us be good stewards of our resources by not requesting delivery and pick up of food drive barrels unless you are reasonably sure that your drive will collect **at least 500 pounds of food**. This amount will cover the costs associated with running our trucks.

**Important Note:** OFB needs and encourages food drives of ALL SIZES. For food drives generating less than 500 pounds, we request that you use your own boxes to collect food (more information below), and that you deliver your donations to Oregon Food Bank.

## Decide how you will collect the food

**When to use your own boxes:** For many reasons, small to medium-sized boxes (copy paper boxes or smaller) work well for food drives. They aren't too heavy when full and you can decorate them with wrapping or an Oregon Food Bank poster. We encourage you to use boxes for any drive generating less than 500 pounds of food.

## Delivery Locations

Oregon Food Bank (N.E. Portland)  
7900 NE 33rd Ave.  
Portland, OR 97211  
503-282-0555

8:30 a.m. to 12:00 and 1:00 to 4:30 p.m. (weekdays)

Oregon Food Bank (Hillsboro)  
2148 NW Mauzey Road  
Hillsboro, OR 97124

503-439-6510

8:00 a.m. to 4:30 p.m. (weekdays)

**When To Use Oregon Food Bank Barrels:** Oregon Food Bank can provide large (55-gallon, 3-feet high and 2-feet wide) barrels if you plan to raise 500 pounds of food or more. 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, please fill out and submit the food drive registration form included in this kit, also found on the Oregon Food Bank website at [www.oregonfoodbank.org](http://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 pick-up schedule fills quickly.

# Food and Fund Drive Checklist

## First, the basics....

- If you can, gather together a small group to help you organize the drive.
- Decide if you will raise food, money, or both. Oregon Food Bank values both contributions.
- Decide what type of drive you want to stage, i.e. a party, a competition, etc... Then, set a reasonable goal.
- Agree on the drive length. Will it be a one-day event, a one-week event or longer? 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.
- Contact Oregon Food Bank at (503) 282-0555 x245 or [eventscoordinator@oregonfoodbank.org](mailto:eventscoordinator@oregonfoodbank.org), if you have any questions.

## Next, get everything ready....

- Fill out and return the form in this kit or on our Web site to register your food drive.
- Request Oregon Food Bank barrels, posters, brochures, donor envelopes and/or any other materials you may need.
- 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 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 repack project.

## When the drive is over....

- 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, or another drop-off site.
- 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 12:00 p.m. or between 1:00 and 4:30 p.m. on weekdays. Or make arrangements with Oregon Food Bank for pickup. The Hillsboro warehouse accepts food donations from 8:30 a.m. to 4:30 p.m. weekdays. 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. We appreciate the hard work of all our donors!

# How to Add Energy to Your Food and Fund Drives

## Foster competition

- Plan a healthy competition between departments, classrooms, and teams. 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. Use titles, such as “Can Suits,” and “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 monetary donations. A dollar goes a long way to bring food to people in need. It’s also easier to store, deliver and count cash. We can provide donor envelopes and blank OFB receipts to organizations looking to collect money. For every \$10 donated Oregon Food Bank can collect and distribute enough food to fill an emergency food box which supplies a family with three to four days worth of food.

## 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 food 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 creative and fun 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 and have fun!

**How do you raise food and funds?  
Submit your most successful ideas to Oregon Food Bank at  
[fooddrive@oregonfoodbank.org](mailto:fooddrive@oregonfoodbank.org).**

# Most-Wanted Foods

We have posters available with our most wanted foods for download and in print form.

## 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)

## 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.**
- **Please check [http://oregonfoodbank.org/ofb\\_services/food\\_programs/Foodrecall.html](http://oregonfoodbank.org/ofb_services/food_programs/Foodrecall.html) for a list of recalled items.**



# Registration Form

Thank you for your interest in coordinating a food and fund drive. Please complete this form and fax it to Oregon Food Bank at (503) 282-0922. We will contact you to confirm your delivery and pick-up schedule and to settle any remaining details.

**Company/Organization Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Organization's Phone:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Contact Person's Phone:** \_\_\_\_\_

**Contact Person's Email Address:** \_\_\_\_\_

**Delivery Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Nearest cross street:** \_\_\_\_\_

**Special instructions for driver:** \_\_\_\_\_

**Number of potential donors:** \_\_\_\_\_

**Supplies requested:** \_\_\_\_\_

**Barrels:** \_\_\_\_\_

**Posters:** \_\_\_\_\_

**Dates of Drive:** \_\_\_\_\_

**Will you be delivering to OFB or do you need barrels delivered and picked up?**

**If so, what dates?**

If you have any questions please call Oregon Food Bank 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**

# Frequently Asked Questions:

## 1. How much does a can of food weigh?

A typical 15 oz can of food weighs almost a pound.

## 2. Why can't you pick up my food tomorrow?

Oregon Food Bank wants to run the most efficient operation possible, making the best use of our donor dollars. Because of this, our drivers are pre-scheduled to be in specific areas each day of the week. It is recommended that you schedule a pickup or delivery of barrels at least a week ahead of time.

## 3. Do you have any media contacts that can help support my food drive?

Please contact [fooddrive@oregonfoodbank.org](mailto:fooddrive@oregonfoodbank.org) for our community events press kit.

## 4. Would you rather that I donate money or food?

Oregon Food Bank values all donations. 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. Only 5 percent of our total expenses go to fund-raising and administration. This means that your dollars are hard at work actively ending hunger in Oregon and Clark County, Wash.



# Hunger Facts for Food Drives

## Hunger Fact 1

Distribution of emergency food boxes throughout the Oregon Food Bank Network **skyrocketed to historic highs** last year, increasing more than **14 percent** from 792,000 in 2007-08 to 897,000 in 2008-09 – an annual increase of **105,000 additional emergency food boxes**. In many parts of the state, emergency food distribution increased more than 20 percent.

## Hunger Fact 2

Your \$10 donation will help OFB collect and distribute enough food 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.
- Last year, an average of 75,000 children per month ate meals from an emergency food box in Oregon and Clark County, Washington.
- Children who are hungry have more difficulty learning in school.
- Later in life, early childhood hunger and malnutrition can result in irreversible health problems, such as hypertension, diabetes, kidney and heart disease.



## 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

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
- Learn more. Visit [www.oregonfoodbank.org](http://www.oregonfoodbank.org)
- Advocate. Educate others.