

Instructions & Tips for Planning

Food & Fund Drives

FREDERICKSBURG REGIONAL FOOD BANK

Locust Grove • Stafford • Caroline
Spotsylvania • King George • the
City of Fredericksburg

MEMBER OF
**FEEDING
AMERICA**

Food and fund drives are a great way for a business, community, civic organization, family, or individual to get involved in hunger relief. Here are some guidelines to follow that can make it easier to plan your food & fund drive and easier for the Fredericksburg Regional Food Bank! The following steps and ideas will help guide you and trigger your imagination for other creative ideas to raise food and money.

If at any time you need help or have questions, please don't hesitate to contact Cybele Brooks, Development Manager at 540-371-7666 x133 or cbrooks@fredfood.org.

To Get Started:

- Set A Goal - decide on how many pounds you want to collect or how many meals you want to provide
Every \$1 donated provides 2 meals Every 1.2 pounds donated provides a meal
- Encourage Financial Contributions - Forget to bring cans? Allow people to write checks. Every \$1 donated allows up to 2 meals being distributed. We will happily send receipts for tax purposes to anyone who wishes to donate money to your drive, just be sure to collect their contact information.
- Date & Time - confirm the time frame of your food drive, drives could be done in a specific day, over a few days, or few weeks
- You will need collection bags, bins, or boxes to collect donations. Some stores will allow you to take their discarded cardboard boxes, it's all a matter of asking around.

If you would like to use FRFB collection barrels please contact Steve Carty, Operations Manager, 540-371-7666 x127 or scarty@feedingamerica.org to discuss picking up and signing out our barrels

Make It Fun and Simple:

- Food drives are an excellent volunteer opportunity for children that are under the age requirement for our other opportunities
- Competition brings out the best in people, so if you are working within a group or organization, it helps to set goals and award prizes. The rivalry and the support within the group will encourage donations more.
- Have youth decorate collection boxes or bins, this can be a way to participate in the food drives
- There are more event ideas and helpful tips available on our website

Encourage Monetary Donations:

Monetary donations are tax-deductible and can be made in three ways:

- Checks made payable to "Fredericksburg Regional Food Bank" noting your organization's food drive in the memo section
- Cash donations (accompanied by the donor's name, address or email, and amount donated if an acknowledgement for tax purposes is needed)
- Online donations at www.fredfood.org and noting company's name under "donation to be dedicated"
- Don't forget Matching Gifts, if your company offers them, and double your gift

Promote Your Food or Fund Drive:

- **Create a flyer** and distribute them in your neighborhood, community, business, school, etc. Here are a few things to include in your flyer: Date & Time frame, location to collect donations, contact information, purpose of food drive, beneficiary

If you would like to have the **FRFB logo** on your advertisement please create your flyer and forward the final draft, along with your food/fund drive information to cbrooks@feedingamerica.org. You can include a similar phrase "all donations will benefit the Fredericksburg Regional Food Bank" on your flyer. Once your advertisement is approved, the FRFB logo will be inserted in your flyer and returned in pdf format.

- Hand out our Most Needed Items list (available on our website under food drives)
- Post on media outlets - when we receive your final food/fund drive information, we can post your event information on our website, Facebook, and Twitter. Just ask!

How to Get Your Donations to the Food Bank:

- When you are ready to bring your donations we encourage you to deliver your donations to the Food Bank, if possible, to help us conserve our transportation resources. If that is not possible and if you have more than 200lbs (estimate 1 pound per can), please contact Steve Carty, Operations Manager at 540-371-7666 x 127 or scarty@feedingamerica.org to make arrangements to pick up your donations. Please allow at least 7 business days in order for a driver to be scheduled to pick up your donations.
- Donation should be delivered at the Fredericksburg Regional Food Bank at 3631 Lee Hill Drive, Fredericksburg VA 22408. Open hours for delivery are Monday—Thursday from 8:00am—5:00pm, Wednesday 6:00pm; every first Saturday from 8:00am - noon.
- Donors need to park on the left of the warehouse building and enter the front door. Let the administrative assistant know you are dropping off donations and you will receive further instruction. Make sure to inform whether you have monetary donations. Monetary donors have a separate donation receipt from food donations.
- Donors will be asked to fill out a food drive donation receipt. Food donations will be weighed and recorded on the sheet.
- We appreciate you taking the time to fill out a donation receipt. The donor will receive a signed copy and an acknowledgement will be mailed.

The busiest months for food donations are November and December; however, we struggle to meet the needs of our service area the rest of the year. One way to keep food donations coming in all year long is to plan a food drive for one of the many holidays that occur between January and October. Organizing a successful food drive during the "off season" can be easy if you plan ahead.

Most Needed Items

Fresh, Refrigerated, and Frozen items are gladly accepted at the Food Bank warehouse during regular open hours.

PLEASE DO NOT PLACE FRESH, REFRIGERATED OR FROZEN FOOD ITEMS IN A DONATION DROP BOX. THANK YOU.

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Top 10 Most Needed Items

- Canned Meat - Tuna, Salmon & Chicken
- Peanut Butter
- Dry/Canned Beans - Pinto, Red, Black, Navy, Great Northern, Kidney
- Canned Fruit in Natural Juice
- Pasta & Sauce
- Mac & Cheese
- Canned Vegetables
- Instant Potatoes
- Shelf Stable Milk

Breakfast Foods

- Dry Cereal & Oatmeal
- Pancake Mix
- Crackers & Jelly
- 100% Fruit or Vegetable Juice

Mutli-Cultural Foods

- Dry Beans - Pinto, Black and Red
- Cooking Oil
- Maseca - Corn Flour
- Rice

Personal Needs Items

- Bar Soap
- Shampoo
- Deodorant For Men & Women
- Toothbrushes & Toothpaste
- Shaving Cream for Men & Women
- Diapers

Paper Products

- Paper Towels
- Toilet Paper
- Facial Tissue

Food 4 Families Most Needed Items List

- Canned Meat - Tuna & Chicken
- Canned Beans - Kidney, Black & Pinto
- Peanut Butter - Low Sugar & Natural
- Jelly - Low Sugar
- Pasta Sauce (With Meat or Vegetables) - No Glass
- Salsa - Mild
- Whole Grain Cereal & Oatmeal
- Canned Vegetables - Low Sodium
- Canned Fruit - Natural Juices
- Shelf Stable Milk
- Rice
- Pasta or Gluten Free Pasta
- Macaroni and Cheese
- Corn Bread Mix
- Instant Mashed Potatoes

Food Drive

to benefit the Fredericksburg Regional Food Drive

Hosted By :

Date:

Location:

Contact:

Most Needed Items

Canned Tuna, Chicken

Canned Vegetables-low sodium or no salt

Canned Fruits in light syrup or juice

Breakfast—cereal, oatmeal, pancake mix

**Dry or Canned Beans-pinto, red, black,
kidney**

Boxed Meals

Pasta & Pasta Sauce

Peanut Butter & Jelly

Brown or White Rice

Instant Potato

Shelf Stable Milk

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Together We Can Fight Hunger

3631 Lee Hill Drive

Fredericksburg VA 22408

540-371-7666

Donate online at www.fredfood.org

Every \$1 donated proved 2 meals

Food Drive

Most Needed Items

- Canned Tuna, Chicken
- Canned Vegetables-low sodium or no salt
- Canned Fruits in light syrup or juice
- Breakfast—cereal, oatmeal, pancake mix
- Dry or Canned Beans
- Boxed Meals
- Pasta & Pasta Sauce
- Peanut Butter & Jelly
- Brown or White Rice
- Instant Potato
- Shelf Stable Milk
- 100% Juice

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