

7 Steps for Holding a Successful Food Drive

- 1) **Set a time and date for your food drive.** Food drives can be one day only, a week-long, a month-long—whatever you choose! Make sure to let donors know exactly when they can donate. For example, “Food Drive happening February 20th-24th, between the hours of 8AM-4PM each day.”
- 2) **Determine a drop-off site.** You’ll want to make sure donors know where to bring the product. For example, “Drop off items in Tina’s office!”
- 3) **Promote the food drive.** This could include sending emails, hanging fliers, posting it on your website, etc. During this promotion it is also important to let people know what kinds of food to donate (please see the Great Food Drive Items document for examples).
- 4) **Set up donation boxes at drop-off site.** You’ll want to have plenty of boxes setup with a sign on each to let people know who the food drive is benefiting. Check on these boxes often to see if you need more. When a box is full, put it in a safe place until the food drive is over.
- 5) **Call your beneficiaries to arrange a drop-off.** Call CEFS at (802) 658-7939 to inform us that you have collected food on our behalf, and ask when you can drop off the items. We are open to accept donations Monday-Friday 9am-4pm.
- 6) **Drop off your items and get them weighed.** When you drop off the product, we will tell you how many pounds you “raised.” You can also pick up a tax deduction form at this time.
- 7) **Share the results!** Let your donors know that the food drive was a success. Send a letter to the editor or post a note at the site of the food drive. This will help donors feel like their donation made a difference, and they will be more likely to donate again in the future.