

FOOD & FUNDS DRIVE

Planning Kit



WHAT'S INSIDE

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***Fighting hunger
in Northeast
Louisiana***

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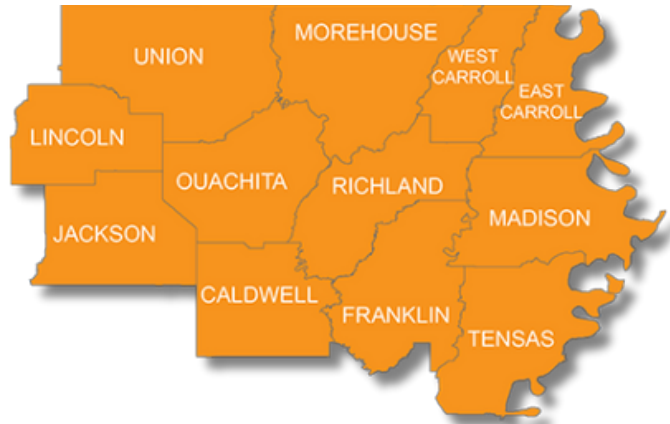
Introduction

Thank you for organizing a food or fund drive to help feed our neighbors struggling with hunger in Northeast Louisiana. Through your event, you will help feed local children, family and friends.

The Food Bank of Northeast Louisiana provides food to about 60 community partners throughout the 12 parishes in Northeast Louisiana. These partners operate food pantries and meal programs that serve free food to neighbors in need. In addition, the Food Bank operates multiple programs that directly provide food to those most vulnerable – our children and seniors.

Together, as a hunger-relief network, we provide about 8 million meals annually to our neighbors facing hunger. We serve nearly 32,000 individuals every month through our network of community partners and programs.

As a member of the Feeding America network of Food Banks, the Food Bank of Northeast Louisiana is one of five Food Banks in Louisiana and serves a 12-parish service region.



Please take a few minutes to look through this handbook. The following step-by-step instructions will guide you as you begin to plan your food or fund drive. We have also included a registration form, most needed food list, poster, and other support materials.



Food or Fund Drive?

Will you hold a food drive where you collect nonperishable food items, a fund drive to raise funds for the Food Bank, or both?

Is it better to donate money or food?

Hosting a **food drive** is a great way to get your friends, family and coworkers involved by donating food items to the Food Bank. Your donations help stock the shelves of our partner food pantries and fill boxes for our programs.



Hosting a **fund drive** is one of the most efficient ways to help fight hunger. The funds you collect help the Food Bank leverage our purchase power to procure truckloads of products for distribution, which provides more meals for our neighbors than a traditional food drive. **In fact, every \$10 donated can provide 30 meals to a local child, family or senior facing hunger!**

Call us to discuss your options!

Food Bank Contact:

Development Department
Office: 318-322-3567 | Fax: 318-322-1620
4600 Central Avenue, Monroe, LA 71203
Email: info@fbnela.org



Starting a Food Drive



- 1. Designate a Coordinator:** This person (very possibly you) will be responsible for communication with the Food Bank, promoting the food drive, and coordinating the actual collection. You may want to have several people act as a committee, but there should only be one person in contact with us.
- 2. Choose Your Dates:** Set the date you will begin your food drive and the length of time the food drive will run. Holidays are often when most people lend a helping hand, but food drives can be conducted any time of the year.
- 3. Set a Goal:** Determine how many pounds of food, or how many items, you hope to collect. Don't be afraid to think big! When we receive your food, we'll weigh it and tell you how many pounds you collected.
- 4. Register Your Food Drive:** Print the attached registration form. Fill it out and return it to the email or fax listed on the registration form.
- 5. Develop a Collection System:** Determine how and where food will be collected. Choose a high traffic area for your collection boxes. We can supply Food Bank boxes or you may prefer to use your own containers or boxes. Small to medium-size boxes (boxes that are the same size for stacking) work well, because they aren't too heavy to pick up when full.
- 6. Spread the Word:** Promote your food drive by hanging posters, distributing flyers, and making announcements at meetings. Put notices in your local newsletter, bulletin, or other publications. Put collection boxes out early, and decorate containers to draw attention to them. Spreading the word is essential to your food drive's success. Print the attached Most Needed Items list and Food Drive Poster to distribute and display.
- 7. Deliver the Food:** Once food is collected, please deliver it to the Food Bank located at 4600 Central Ave, Monroe. Our warehouse hours are Monday - Friday 8:30 a.m. to 2:30 p.m. However, if your food drive has generated more food than you can transport on your own, please call the Food Bank in advance to schedule a pickup.

Starting a Fund Drive



Fund Drives are an easy way to support the Food Bank's hunger relief efforts in our community. Your fund drive will provide more meals for Northeast Louisianans in need than a traditional food drive. Every dollar you raise can create three meals!

We now offer the option to host a Virtual Fund Drive. It's very simple, and we make it easy for you to get started! All you have to do is visit give.foodbanknela.org/fundraisers and sign up to create your own virtual fundraiser to get your friends, family, and coworkers involved. Your donations will make a big difference to children, families and seniors who struggle with hunger.

Steps to Host a Successful Virtual Fundraiser:

1. Visit give.foodbanknela.org/fundraisers and click “**Start my Own Page**”
2. Personalize your page with images, personal stories, and logos
3. Choose a goal and set a deadline
4. Click “**Create Page**”
5. Share your fundraiser on social media to get more support
6. Share updates and thank your supporters!



FOOD & FUND DRIVE REGISTRATION FORM



Prior to conducting your Food and Fund Drive, please return this completed registration form to the Food Bank of Northeast Louisiana.

Food Bank of Northeast Louisiana
4600 Central Ave, Monroe, LA 71203
Email: info@fbnela.org | Fax: (318) 322-1620

Organization Information

Org. Name: _____ # of Employees/Members: _____

Contact Name: _____ Phone Number: _____

Email: _____

Alternate Contact: _____ Alt. Contact Number: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Dates of Food and Fund Drive: Start Date: _____ **End Date:** _____

Collection Goal: Pounds of Food: _____ Monetary Donations: _____

We highly suggest collecting money as well, especially if you are not located near a grocery store or are collecting from employees. Every \$10 can provide 30 meals!

Resources Needed: Please indicate any materials or services you would like to enhance your drive.

_____ Boxes (subject to availability)

Please consider it a part of your donation to pick up and drop off your materials and donations from the Food Bank of Northeast Louisiana.

Other Engagement Opportunities:

Would you like to schedule a tour of the Food Bank of Northeast Louisiana?

___ Yes ___ No If yes, Proposed Date: _____ Proposed Time: _____

Would you like to schedule a group volunteer opportunity prior/after your event? ___ Yes ___ No

Does your company offer a Matching Gift Program: ___ Yes ___ No

Additional Information or Requests: _____

Food Bank Most Needed Items

Peanut Butter (Plastic jars only please)

Beans (Dry or canned)

Canned Meats/Seafood (Tuna, salmon, chicken, ham)

Meals in a Box/Can (Chili, mac & cheese, stew)

Rice & Pasta (Box or bag)

Boxed Cereal

Canned Fruits & Vegetables

Canned Soups

Pop-Top Food Items (Spaghetti-o's, soups)

****PLEASE NO GLASS CONTAINERS***



FOOD DRIVE



With your help, the Food Bank of Northeast Louisiana will be able to provide many nutritious meals to people in need!

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www.foodbanknela.org

FOOD BANK
NORTHEAST LOUISIANA

MEMBER OF
FEEDING
AMERICA

Contact Us

Thanks for supporting the Food Bank of Northeast Louisiana!

Food Bank of Northeast Louisiana
4600 Central Avenue
Monroe LA, 71203

www.foodbanknela.org

Email: info@fbnela.org

Phone: 318-322-3567

