

How to Host a Food Drive

To make your food drive a success, follow these handy tips.

For more information, please contact the Regional Food Bank at 518-786-3691.

1. Create a theme for your food drive.

Use our theme guide for ideas, or create your own. Run a food drive in connection with a special event or holiday celebration.

2. Set a date for your food drive.

A two-week food drive is usually about right. Shorter food drives need to be very well publicized to be effective.

3. Publicize, publicize, publicize!

Posters, flyers, e-mails, newsletter articles, payroll inserts, and public service announcements are all effective ways to let people know about your food drive. It helps to provide people with a contact person within your organization who can answer questions.

4. Choose a method for collecting food.

Please keep collection containers to a reasonable size. Remember that even a small box will become quite heavy when filled with canned food. Fill boxes but leave room for the lid or flaps to close. This makes it easier to stack the boxes at the end of your collection. Please ask donors to avoid glass containers and all perishable foods.

5. Double the value of your donation by delivering it directly to the Food Bank.

If you let us know when you're dropping off your food, we can arrange a tour of the warehouse for you. If a pick-up by the Food Bank is necessary, arrangements must be made well in advance.

6. Thank everyone in your organization for their participation.

Current list of most-needed items:

- Canned Protein (tuna, chicken)
- Canned Entrees (stew, ravioli)
- Canned Fruit in Juice
- Canned Spaghetti Sauce
- Canned Soup
- Cereal
- Canned 100% Juice
- Peanut Butter and Jelly

Regional Food Bank of Northeastern New York

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