



Food Drive Toolkit

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Thank you for your interest in supporting the Hays County Food Bank by helping to raise food to feed those in need. Food drives help keep our shelves stocked with nutritious food so that we may carry out our mission to feed the hungry men, women and children in Hays County.

We welcome your request to host a food drive and hope this toolkit provides clearly defined roles for both the organization/individual hosting the food drive (the “third party”) and the Hays County Food Bank.

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FAQ about Hunger in Hays County

What does the Hays County Food Bank do?

The Hays County Food Bank was founded in 1984 to serve hungry people in San Marcos. We have since grown and served 142,590 individuals throughout the Hays County area in 2015. We hold six public distributions throughout the county, and we provide food for over 20 partner agencies weekly. We envision a Hays County in which everyone has easy access to sufficient, nutritious food.

How and where is the food distributed?

In 2015, HCFB distributed over 690,000 pounds of food to an average of nearly 12,000 Hays County individuals a month. We partner with over 22 agencies, including the Hays-Caldwell Women's Center, Southside Homeless Shelter and Buda United Methodist Church Food Pantry. We also hold 6 distributions in the Hays County area and partner with Capital Area Food Bank & San Marcos CISD on the first Tuesday of every month for a mobile food pantry.

What does Hunger look like in Hays County?

According to Feeding America, 25,380 Hays County residents and 9,250 Hays County children are food insecure, meaning they don't always know where they will find their next meal. Hays County Food Bank serves seniors on fixed incomes, working families with children, and people facing various short and longer term hardships.

How many households does Hays County Food Bank help?

In 2015, we served an average of 3,961 Hays County households per month.

How can I get involved?

We welcome volunteers! Throughout the year we rely on volunteers to help us in various program areas. This could mean sorting and distributing food, weighing and shelving incoming donations, help in our office, help with special events, and helping out at one of our Adopt-A-Farm programs. For more information, please visit our website at www.haysfoodbank.org or call the Volunteer Services Coordinator at 512-392-8300 x222

FAQ about Food Drives

Do you accept financial donations as well as food donations?

Yes! Financial donations allow us to buy what we need when we need it and are also needed to keep our facility operating and our programs functioning. For every \$1 donated we can provide up to 5 meals.

What times of year are food drives most needed?

We always have a need for food donations, however, our highest need seasons are summer, due to school being out and the end of the year during holiday season.

What types of food should be donated?

We accept both nonperishable and perishable food items. Nonperishable items need to be labeled and sealed. Open items and those without labels cannot be accepted. We also welcome donations of fresh produce from local gardeners and farmers. Please see our Food Drive Wish list for details.

Do you have boxes or barrels available for use? We recommend that you use small boxes and grocery bags to collect food. Sources for free boxes and bags are your local grocery or liquor stores. This will make it easier for loading/unloading and storage at our warehouse.

Can you pick up my donation? Depending on the size of your food drive we may be able to pick up your food. If your food donation is over 500 pounds (approximately, 500 cans), we have limited availability for food drive pick-ups, based on driver and van availability. If you are eligible to have your food drive picked up, please call our Operations Department at 512-392-8300 x235 to arrange for pickup. Our designated pick up times are Tuesday and Thursday from 1pm to 3pm. However, if you are able to deliver, please do, as that helps us maintain efficiency and keep costs down, allowing us to serve an even greater number of families in need.

What items should NOT be donated?

- Expired Food
- Opened Food
- Home Canned Goods
- Unlabeled Food
- Avoid food in glass jars as it can easily break during transport and cause a safety hazard

Tips on Organizing & Running Your Food Drive

1. Register

- Use our online food drive registration form to register your event as soon as possible. The sooner you register, and the more details you provide, the better we will be able to support your efforts and track your contributions. Provide the date and time you will be dropping off your food drive donations so we can make sure we have the staffing and space needed. See #5 below for preferred drop off times.

2. Plan

- Collect Supplies & set up collection points.
- Place signs, posters and collection boxes in high traffic areas like lobbies, and break rooms. A poster, box signs and an items wish list are included in this tool kit.
- **TIP:** It is best to use smaller size collection boxes. A good example is a copy paper box. Add to the occasion by decorating your boxes to make them stick out.

3. Promote

- Encourage everyone to promote the opportunity to colleagues and peers in the weeks leading up to the event.
- Use e-mail, send a memo, mention in your internal newsletter or social media, and announce the drive at departmental meetings. We will also share your event through our social media.

4. Involve

- Set a goal. It gives participants something to work toward and a way to measure their success. The goal can be based on the amount raised the last time or you can set a goal based on the number of participants.
- Make participation easy. Incorporate the food drive into an event such as a company picnic, a holiday party, or other event. Depending on the length of the food drive, provide participants with a progress report during the food drive to encourage participation. For those interested, schedule a tour of the food bank prior to the food drive.
- Make it a friendly competition between departments or groups. See if the leader in your company will offer a reward to the winning department, such as a casual day or going home an hour early on Friday. Options like a pizza lunch or “blue jean Friday” are generally popular in office environments. *NOTE: If you are holding a competition, please mark the boxes clearly so we can weigh them separately.
- Have various departments or groups responsible for collecting different items. For example the accounting department brings beans, Human Resources brings pasta, etc.
- Make each day of the week a designated food day. We’ve found that organizations have more success when they target specific items. For example, have Macaroni Monday, Tutti Fruiti Tuesday (canned fruit or 100% juice), Wheaties (or other cereal) Wednesday, Tuna Thursday, and Free For All Friday.

- Have children do a scavenger hunt in the neighborhood. Provide children with the list of most needed food and have them visit neighbors to collect the items. Let your neighbors know ahead of time so that they'll be prepared.

5. Deliver

- Please deliver donations to our warehouse Monday through Thursday 8am-4pm and Friday 8am to Noon. Preferred drop off times are M-TH from 11am to 3pm.
- The Hays County Food Bank warehouse is located at 220 Herndon Street in San Marcos, TX 78666.

6. Celebrate

- When you drop off your food drive donations, we will weigh your donations and if you would like, take a photo and post it on our social media to help you celebrate your success.

Social Media

Follow the Food Bank, share our news and events, and tag us in your social media posts.

- Facebook
 - facebook.com/HaysFoodBank/
- Twitter
 - @haysfoodbank
 - #HCFBTX
 - #HCFBFoodDrive
- Instagram
 - @haysfoodbank
 - #HCFBTX
 - #HCFBFoodDrive

Logo Usage

You are welcome to use the Hays County Food Bank logo on your website, event fliers, posters, etc. Please read our Logo Usage Guide for logos you may download and rules of their use. Contact the Communications Coordinator for assistance or questions by [email](#) or at (512) 392-8300 x226.

- [Logo Usage Guide](#)

Needed Nonperishable Items

Meats (tuna, salmon, chicken, ravioli)

Low-sodium soups and broths

Tomato products and pasta sauces

Vegetables (carrots, corn, spinach, etc.)

Dried and canned beans (garbanzo, kidney, black)

Whole grain pastas and rice

Whole grain/High Fiber Cereals

Natural peanut butter and jelly

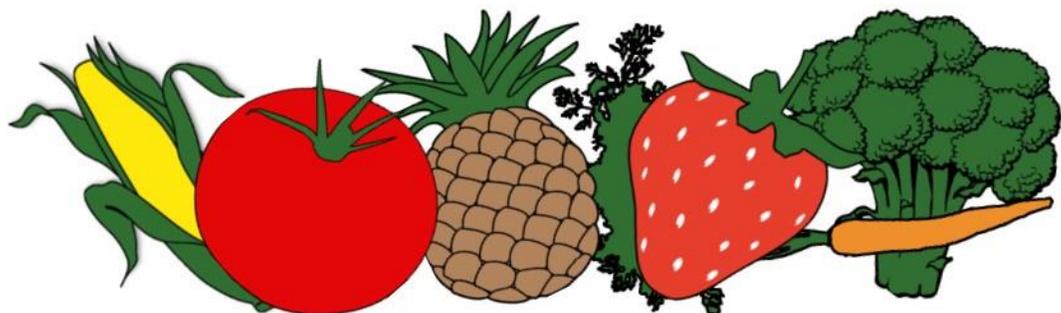
Nuts and granola bars

Fruit (low-sugar,/light syrup)

Dried fruit

Shelf stable milk (almond, soy, rice)

Fresh Produce ALWAYS Accepted!
Monetary Donations ALWAYS Accepted!





**Food Drive for
Hays County Food Bank**



**Thank you for your
support!**