San Antonio FOOD BANK
SERVING SOUTHWEST TEXAS

FOOD AND FUND DRIVE

COORDINATORS MANUAL

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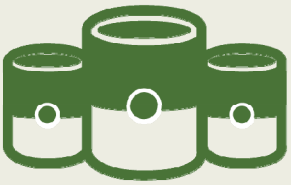
OUR MISSION IS TO FIGHT HUNGER IN SOUTHWEST TEXAS THROUGH FOOD DISTRIBUTION, PROGRAMS, EDUCATION, AND ADVOCACY.

WHAT IS A FOOD AND FUND DRIVE ?

FOOD AND FUND DRIVES

can be conducted by any organization or group of dedicated people who understand it takes local action to solve a local problem.



FOOD DRIVES are critical to the ongoing mission of collecting and redistributing millions of pounds of food to individuals and families in Southwest Texas who don't know where their next meals are coming from.

FUND DRIVES (monetary donations) are equally as important and are used to leverage the San Antonio Food Bank's bulk buying power. For example, $1.00 donated provides 10 lbs. of food for needy families.

A drive is an excellent opportunity for anyone in the greater Southwest Texas community to become direct partners with the San Antonio Food Bank in the fight to end hunger.

VIRTUAL DRIVE

The San Antonio Food Bank also has a Virtual Food and Fund Drive component that allows you to coordinate and run a Food and Fund drive straight from your computer!

With easy-to-use technology, your group can organize a Virtual Food Drive with the fun point-and-click simplicity that you would find with online shopping.

Donors may use any major credit card for payment on a secure site and receive an e-receipt immediately. Each Virtual Food Drive and be customized with your company's logo.

Register your virtual food drive at:

https://safoodbank.org.wufoo.com/forms/virtual-food-drive-request/

RUNNING YOUR FOOD DRIVE

6 EASY STEPS TO A SUCCESSFUL DRIVE

1) REGISTER YOUR FOOD DRIVE

If you have not yet registered your food drive, complete the Registration form found on Page 8 and return it to the San Antonio Food Bank. The Food and Fund Drive Coordinator will contact you to help plan further details of your drive or event.

2) SET YOUR GOALS

No matter what your approach. This gives participants something to work toward and a benchmark for 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. Examples:

300 people	300 people
x 5 pounds per person	x $5 per person
1,500 pounds of food	$1,500 or 15,000 pounds of

3) GATHER YOUR BOXES AND CONTAINERS

Printing paper boxes work really well for Food and Fund Drives. You can go to local copy/print shops and ask for the spare boxes. They are sturdy and still manageable when filled with food. The San Antonio Food Bank will provide barrels for food collection. We do ask Food and Fund Drive organizers to limit barrel requests to large food drive events where more than one barrel is necessary.

4) BEGIN PROMOTING

Share information throughout your organization and community to raise involvement early in the process. Make posters, flyers, and signs to promote your drive. You can also remind people about your food drive in your e-mail signature or voicemail message. If your organization has a website, post information about your drive during the Food and Fund drive to keep everyone updated on its progress.

5) SET UP A LOCATION

Collection sites should be visible and easy to find. Collect non-perishable food items at central locations like break rooms, common meeting rooms and reception areas. Assign one or two individuals to be responsible for collecting financial contributions. Make all checks payable to the San Antonio Food Bank. If you are using a virtual drive, share the link with colleagues or on social media.

6) SCHEDULE TRANSPORTATION

Contact us to swap full barrels during the drive or to pick up barrels at the end of the drive. Our drivers make pick-ups and deliveries between 8 am and 3 pm, Monday through Friday. Please call at least 72 hours in advance. Please note that we cannot assure a specific time of barrel delivery and pick-up. Transportation requests may be subject to weather and driver availability. Please allow additional time during the holiday season. Food donations can also be dropped off Monday through Thursday, 8 am to 4:30 pm at our warehouse located at 5200 Enrique M. Barrera Pkwy. When you deliver your collected donations, you help us set the table for a family in need.

CREATIVE IDEAS

Here are a couple of innovative suggestions to create energy and team building around your Food and Fund Drive!

1) Offer incentives for people who participate, like a casual dress day, blue jean Friday or free doughnut breakfast.

2) Hold a party or luncheon as part of the drive with the price of admission set at 5 cans of food or a $5 donation.

3) Organize a contest between departments, teams or groups with awards for the group that raises the most food and/or financial contributions. Give prizes like a pizza lunch, a free party, an extra hour for lunch or breakfast with an executive.

4) Get coworkers or businesses to donate prizes for a drawing. Sell tickets or give one ticket for each bag of groceries donated. Hold the drawing at the end of the food drive.

5) Set up coin cans in prominent locations for people to donate spare change.

FAQ

FREQUENTLY ASKED QUESTIONS

How long can I hold a food and fund drive?

You are welcome to hold a food and fund drive for as short as one day to all year long. Hunger has no season, so we appreciate your support throughout the year.

What kinds of food items does the San Antonio Food Bank need?

We accept any sealed, unopened food items — We have a list of 12 items found on Page 7 that are needed year round; this includes; peanut butter, cereal, tuna, beans, rice, macaroni and cheese, chili, canned stews, canned soups, canned luncheon meats, full meal kits (boxed or canned) and pop top food items.

Do you accept non-food donations?

Yes. Household items such as paper towels, toilet paper, and diapers are always appreciated. We also accept pet food donation for clients with furry companions.

How many people does my donation help?

The San Antonio Food Bank serves 58,000 individuals each week. For every one pound of food donated, we are able to provide 7 meals.

What is the size of a food collection barrel?

A collection barrel is a 44 gallon Rubbermaid container that holds approximately 300 food items or 150 to 200 pounds of food. Barrels are subject to availability.

DID YOU KNOW?

San Antonio FOOD BANK
SERVING SOUTHWEST TEXAS

Our mission is to fight hunger in Southwest Texas!

This is done through food distribution, programs, education, and advocacy. The San Antonio Food Bank serves 230,900 individuals annually, including 83,000 children (36%) and 32,000 seniors (14%).

98%

of donated resources go directly back to the community!

With only a 2% overhead, we strive to maintain the highest standards of efficiency while providing food to those in need. The San Antonio Food Bank relies on the generosity and support of local businesses, churches, foundations, corporations, government, civic groups, and individuals to serve Southwest Texans who are going hungry.

58,000

clients receive emergency food assistance from agencies we serve each week.

In FY 2015, we provided nearly 62 million pounds of food. The San Antonio Food Bank is committed not only to providing emergency support, but also to working to address the systemic issues that cause food insecurity and poverty.

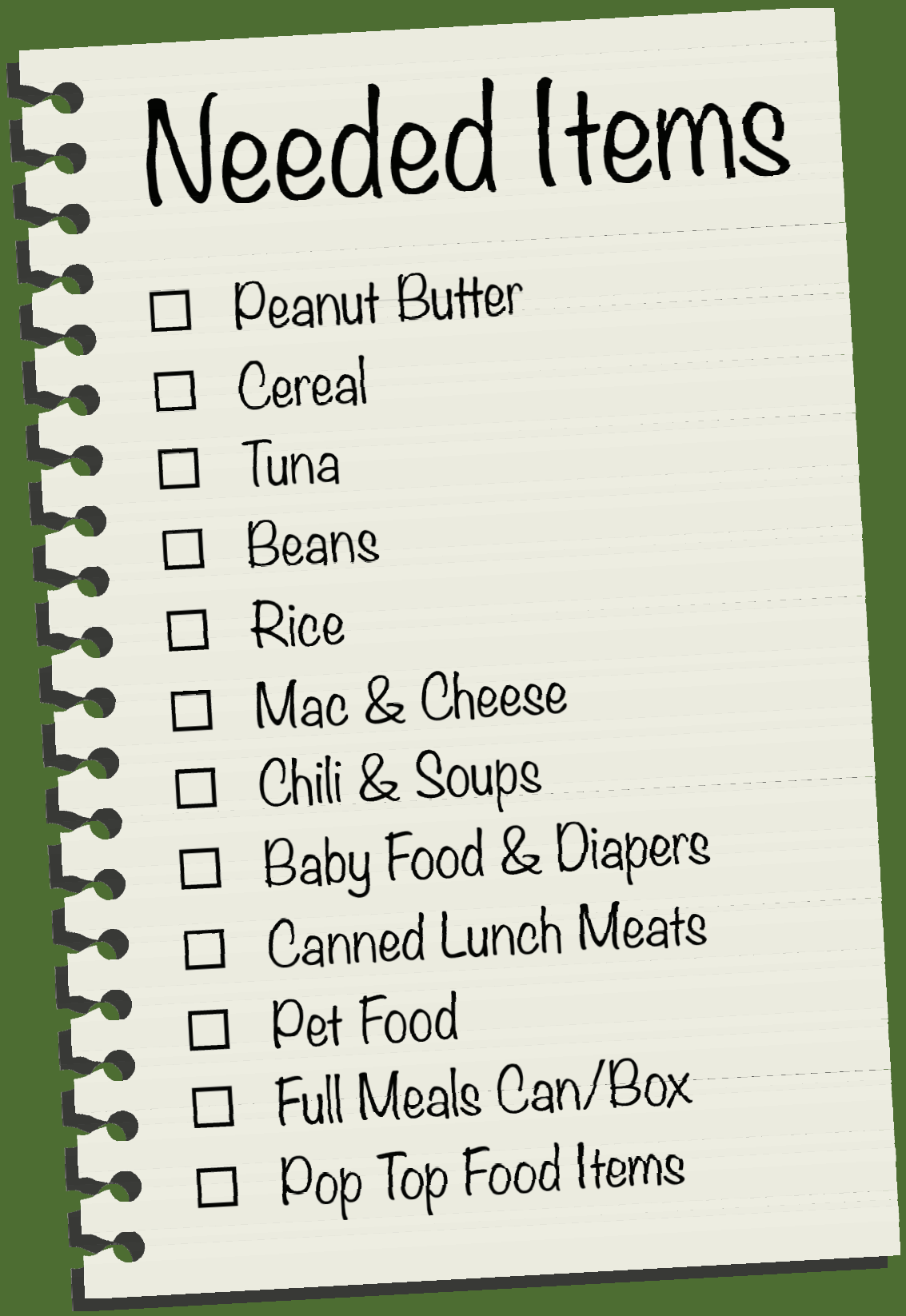
Our service area extends beyond San Antonio!

The San Antonio Food Bank provides food and services to more than 530 partner agencies in 16 counties throughout Southwest Texas. Our service area reaches north to Kerrville, south to LaSalle, west to Uvalde, and east to Seguin.

San Antonio FOOD BANK
SERVING SOUTHWEST TEXAS

SHOPPING LIST

Not sure what to donate to the Food Bank?
Check out this list of our most needed items.



FOOD & FUND DRIVE REGISTRATION FORM

Prior to conducting your Food & Fund Drive, please return this completed registration form to the San Antonio Food Bank's Food & Fund Drive Coordinator, Chloe Palacios.

San Antonio Food Bank, Attn: Chloe Palacios
5200 Enrique M. Barrera Pkwy., San Antonio, TX 78227
Email: cpalacios@safoodbank.org | Fax: 210-536-2354

Organization Information - All Field are Required*

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

Contact Name: _____ Phone Number: _____

Email: _____

Alternate Contact:_____ Alt. Contact Number: _____

Street Address:_____

City: _____ State: _____ Zip: _____

Dates of Food & 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 $1 donated provides 10 pounds of food!

Would you like a Virtual Food Drive component? ❒ Yes ❒ No

Resources Needed: Please indicate **quantity** of materials you would like to enhance your drive. Additional quantities over 20 items for stickers, brochures, and envelopes will need to be picked up in person from the San Antonio Food Bank.

_____ Barrels/Boxes (*subject to availability & cannot be guaranteed*) _____Envelopes for monetary donations

_____SAFB Brochures _____ SAFB stickers

**Barrels are 55 gallon containers that are estimated to hold around 300 food items, or 200 pounds of food, or an equivalent of 100 people donating 3 cans each. Please let me know if you would like to request a barrel for your food drive and we will check availability.*

Transportation: *Since transportation is a significant cost for us, please consider it a part of your donation to pick up and drop off your materials and donations from the San Antonio Food Bank. The average cost to drop off and pick up materials within the city is $100 (the equivalent of 1,000 pounds of food). Please help us put more meals on the table for those in need by opting to pick up food drive materials and drop off donations. *Please allow 3 business days notice for all transportation requests**

Special Transportation Instructions *(i.e. entrance, loading dock, security check, limited hours of operation)* or Additional Information or Requests: _____

_____

Would you like to schedule a tour of the San Antonio Food Bank?

❒ Yes ❒ No If Yes, Proposed Date:_____ Proposed Time:_____

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

Signature:_____ Date:_____