



CHITTENDEN EMERGENCY

# FOOD SHELF

*feeding people, cultivating opportunities*

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## **FOOD & FUND DRIVE TOOLKIT**

- **Tips for a Successful Food & Fund Drive**
  - **List of the Best Foods  
to Donate**
    - **Sample Flyers**
    - **Printable Signs**

# **Tips For A Successful Food & Fund Drive**

## **Start With The Basics:**

- Set a beginning and ending date for your food drive. Let people know about this timeline & determine how the food will get to the Chittenden Emergency Food Shelf (Delivery vs. Pick-up)
- Determine what supplies you will need
- **Complete the registration form on [feedingchittenden.org](http://feedingchittenden.org)**

## **Set A Food Drive Goal:**

- How many pounds of food do you want to gather?
- How many dollars in donations would you like to raise?

Setting goals helps people remain motivated in their efforts.

## **Tips On How To Promote Your Food Drive:**

- Distribute flyers, send emails, share information through your social media pages, tell friends and neighbors!
- Make your Fund Drive competitive! Contests can motivate people... If you are holding the drive at your school or workplace challenge different departments, grades or teams to bring in the largest amount of food. Offer a special prize to the winner!
- Matching donations are another way to drive contributions. Reach out to your local businesses to see if they might agree to donate \$25 for every 50 pounds of food you collect. This matching donation could also help in promoting the food drive by putting it on your flyers and posters!

## What To Do When Your Food Drive Is Done

- **Arrange transportation to the Chittenden Emergency Food Shelf OR contact Anna McMahon at 802-658-7939 ext. 32 or [amcmahon@cvoeo.org](mailto:amcmahon@cvoeo.org) to arrange a driver to pick-up for larger food drives**
- **Where to drop off?** The Chittenden Emergency Food Shelf at 228 North Winooski Ave, Burlington VT.
- We are open to accept donations Monday-Friday 9am-4pm. **Additional hours for drop off may be arranged, if necessary, by contacting Anna**
- When you drop off the product, we will tell you how many pounds you “raised”. You can also pick up a tax deduction receipt at this time.
- **Share your results!** We want to know about your goals and your success. Make sure to take photos and share them on your social media sites. If you are not familiar with social media just let the Food Shelf know and we can help you by sharing them our CEFS Facebook, Twitter, and Instagram pages
- Make sure to pat yourself on the back for a job well done!

# Organizing a Combined Food & Fund Drive



**Did you know that a \$20 donation to the Food Shelf can provide a full Thanksgiving feast for a family?**

- It is more convenient for many people to donate money or write a check. Think about your target audience... do you think a fund drive would be easier for them? If so, advertise this aspect heavily!
- Let people know how far their money will go when it is donated through email, flyers, announcements, etc.
- You can also organize a **“Paper Turkey” Drive** during your Food & Fund Drive. For every \$10 donation, you can give out or display a paper turkey (ex. in a break room or on the wall by your collection site). This will help your group to see the true value of their donations! An example of this kind of recognition is on the next page... or you can be creative and make your own!

**The following donations are  
excellent choices for food drives:**

Canned proteins: tuna, chicken, beef, etc.

Pantry staples: flour, sugar, shelf-stable side dishes

Peanut Butter

Cereal & Oatmeal

Canned fruits

Canned meals like soups and chili

Boxed meals: Mac & Cheese, Hamburger Helper, etc.

Pasta & Pasta Sauce

Rice

Shelf-stable Juice

Portable ready-to-eat snack foods—kid friendly

Toiletry items (toothbrushes, toothpaste, shampoo, body wash)

Diapers

Baby food & formula

Feminine hygiene products

Cooking oil & spices

# Food Drive!



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**When:**

**Where:**

**Sponsored by:**



## **Not sure of what to bring to a Food Drive?**

Canned fish - tuna, salmon, sardines, etc.

Peanut Butter

Cereal-all varieties

Canned fruits

Canned meat - beef, pork, chicken, etc.

Canned soups and chili

Boxed meals - Macaroni & Cheese

Pasta & pasta sauce

Rice

Canned vegetables

Shelf-stable Juice

Portable ready-to-eat snack foods  
(granola bars, fruit snacks, trail mix)

or

**Cash donations for the Food Shelf to  
purchase food & ingredients**

**directly**





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