



Falls Area
FOOD PANTRY

FOOD DRIVE TOOL KIT



Falls Area Food Pantry
N85 W15382 Menomonee River Pkwy
Menomonee Falls, WI 53051
info@fallsfoodpantry.org
262-251-6848
<http://www.fallsfoodpantry.org>

This institution is an equal opportunity provider.

Food Drive Steps

1

PICK A TIME AND PLACE, SELECT A THEME, and SET A GOAL

- ☐ **Pick a time and place.** Set a start and end date and time and select a visible location.
- ☐ **Select a theme.** Decide the items you want to collect and choose a theme for your drive.
- ☐ **Set a goal for your drive.** People often set goals for total number of items collected or total amount of money raised. Sometimes, people try to beat a previous record or set a goal to collect more than another group.

2

GET READY FOR YOUR DRIVE

- ☐ **Register your drive with the Pantry.** Fill out the [Online form](#) or email the Pantry. Tell us if you need little or big boxes and/or promotional materials and if you want help advertising your drive.
- ☐ **Consider having an incentive for participants.** Decide if you want to have an incentive to help thank participants and increase participation. An incentive could be a piece of candy, a coupon for a store discount, or a raffle ticket with the chance to win a prize.
- ☐ **Create materials to advertise your drive.** Make posters and flyers and write a description to promote the drive. Add a note asking people not to donate outdated items. Mention any significant incentive that might increase participation.
- ☐ **Promote your drive.** Put up posters and flyers, include information on your drive in newsletters, email people about the drive, and post about your drive on social media!
- ☐ **Get your volunteers and supplies ready.** Be sure you have enough people to help with your drive. Also, prepare boxes for collecting and transporting items and prepare money jars if you are collecting funds. Make sure everything is ready for your drive.

3

HOLD YOUR DRIVE

- ☐ **Hold your food drive.** Tell people if you change the date, time, or location or extend the drive.
- ☐ **Thank participants and possibly give them an incentive.** Say “thank you” and smile!
- ☐ **Take pictures of your drive.** Take pictures to use when you thank people for participating and when you are promoting future food drives.

4

BRING ITEMS TO THE PANTRY

- ☐ **Drop off collected items at the pantry.** Non-perishable items can be placed on the carts in the unlocked foyer 24/7. Non-perishable and perishable food can also be brought to the pantry on Tuesdays and Thursdays from 11 a.m. - 2 p.m. and from 4:30 - 7 p.m. If you have a lot of items, you can arrange a special time to meet pantry staff at the pantry.
- ☐ **Return Pantry boxes and unused promotional materials.** Thank you for returning these items!

5

THANK YOUR PARTICIPANTS

- ☐ **Thank your participants.** Send participants a thank you or publish a group thank you in a newsletter or on social media.
- ☐ **Ask the Pantry to thank your participants.** Tell us or email us the details about your drive, and we will post a public thank you on social media. Be sure to give us pictures from the drive, too.

Food Drive Themes



Rise and Shine Breakfast Drive



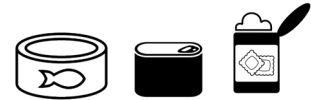
Oatmeal, both regular and low-sugar cereal, raisins, and canned or boxed skim or 1% milk

What 's for Dinner? Drive



Canned chicken, tuna or salmon, stuffing mixes, whole grain pasta, Pasta sauce, rice mixes

Protein Power Drive



Canned tuna or salmon, canned ham, canned chicken, dried or canned beans, and unsalted nuts and peanut butter

Feeling Fruity Drive



Canned fruits in 100% juice such as peaches, pears, pineapple, oranges, and fruit cocktail, applesauce, cranberry sauce, dried fruit, and 100% fruit juice

Veggie Mania Drive



Canned carrots, corn, tomatoes, peas, mixed vegetables, mushrooms, spinach, beets, spaghetti sauce, and diced tomatoes

Food Theme of the Day



Meat Monday, Tuna Tuesday, Whole Grain Wednesday, Tomatoes Thursday, and Fruit Friday

Holiday Baking Drive



Flour, sugar, salt, vanilla, spices, oatmeal, nuts, brownie mixes, cake mixes, and quick bread/muffin mixes

Souper Bowl Drive



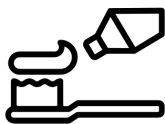
Chunky soup, progressio-type soup, creamed soup, chicken noodle soup, beef vegetable soup, vegetable soups, beef and chicken broth

Winter Warm-Up Drive



Chunky soup, progressio-type soup, creamed soup, chicken and beef soups, vegetable soups, and broth

It's Personal... Hygiene Drive



Shampoo, toothpaste, bar soap, hand soap, toothbrushes, feminine hygiene products and dental floss

Let's Bag/Sack Hunger or TGIF: Take Groceries in Friday



Give people a paper bag or plastic sack and ask them to fill it with our "Most Needed Items" list on our website.

Stuff the Bus or Pack the Pickup



Challenge people to stuff a bus or pack a pickup with our preferred food items or items from our "Most Needed Items" list on our website.

Please do not donate outdated items. Thank you!

Additional Food Drive Resources

Food Drive Registration Form

Please fill out our [online registration form](#). This lets us know that you are holding a drive and how we can help you.

Pantry Publications

Feel free to print and use our publications. Items with an * can be picked up at the Pantry.

- ♦ [Food Pantry Brochure](#)*
- ♦ [Food Pantry Infographic](#)*
- ♦ [Food Donation Sign](#)* (18 x 24 poster)
- ♦ [Food Pantry Sign](#)* (17 x 11 poster)
- ♦ [Preferred Food Items Poster with Foods Listed](#) (letter-sized)
- ♦ [Preferred Food Items Poster with Icons](#) (letter-sized)

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