



## Amherst Survival Center Food Drive Tool Kit

### After Your Food Drive Ends

#### Alert the Pantry

Contact the Food Pantry at 549-3968 x104 and arrange for delivery of the donations. Make sure that our Pantry Coordinator has contact information (name and cellphone number preferred) for the person who'll be delivering the drive to the Center. Should you have any questions about this process, be sure to call the Center before 3 pm on Friday, as **we are closed over the weekend** (until 9 am on Monday).

If delivering the drive when the Center is closed, an Amherst Survival Center staff person will arrange to open the building and receive your food drive. Please set the time of delivery in advance.

Food drives are delivered either to the north (back) end of the Survival Center (our loading dock) or through the basement door (far right corner of the parking lot). The specific delivery location will be set in advance. Drive up to the receiving area.

#### Weigh In, Photo Opp!

After you bring the food to the Center (either immediately or after), we will weigh your drive's collection and let you know. Please feel free to share it in your publicity after the food drive. Take pictures of the final collection, and of delivering the food to the Center.

#### Follow-up With Your Community

Don't forget to let your community know how successful your drive was and tell them how many pounds were donated! If you raised funds as well, let them know how much money was raised for the Amherst Survival Center. Make sure to promote the success on social media.

#### Feedback

Tell us what especially worked for you! We're excited to share your tips for success with others who are planning food drives!