



## Amherst Survival Center Food Drive Tool Kit

# Planning Your Food Drive

## 5 Steps to a Successful Food Drive

### 1. Pick a Date(s)/Time(s) and a Location

The length of your drive is up to you - one day, one week, one month - whatever works for your event. The key is to give your participants enough notice so that they can be prepared to bring in donations.

Pick a location:

Determine where you want to hold your food drive and if want to do it in multiple locations. Make sure your collection point is a highly visible and popular spot, you want as many people to notice and participate in the drive as possible.

- In a school? *Consider the entrance or the cafeteria*
- In a workplace? *Consider the lobby, lunch room or reception area.*
- At a supermarket? *Consider the entrance/exit doors. Make sure you get permission in advance*

### 2. Register your Food Drive

Please register your food drive so we know to expect it and can be of help. You can register online here: <http://bit.ly/1m4Edp6>

### 3. Think About Delivery

Your group is responsible for delivering the food drive to the Amherst Survival Center at 138 Sunderland Road in North Amherst. 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 with the Pantry Coordinator.** Food drives are delivered either to the north (back) end of the Survival Center (the back loading area) 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.



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### **4. Promote your Drive**

Spread the word about your food drive through emails, bulletin boards, social media, newsletters, posters and flyers, and specially planned events. You may want to choose a theme for your food drive. There are some suggestions later in the toolkit.

Make sure your publicity mentions: who is holding the drive (your group for the Amherst Survival Center), what foods (or personal care items) are needed (and not), and where and when they're being collected. Let people know the last day that food will be accepted.

### **5. Raising Funds**

If you've collected cash during your food drive, we ask that you convert it to check form, made payable to "Amherst Survival Center". A check may be delivered to the Survival Center in person or by mail. Our mailing address is P.O. Box 9629, North Amherst, MA 01059-9629. Remittance envelopes are available. Please remember, funds help to increase the amount of food we distribute to our neighbors in need. Adding a fund drive to your food drive is a great idea!

### **Most Needed Items Include:**

- Canned meats (tuna, chicken, salmon)
- Canned and boxed meals (soup, chili, stew, macaroni and cheese)
- Peanut butters and other nut butters
- Canned or dried beans and peas (black, pinto, lentils)
- Pasta, rice, cereal
- Canned fruits and vegetables
- 100% Fruit or vegetable juice (canned plastic or boxed)
- Coconut milk
- Cooking oil



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### **We Cannot Accept:**

- Rusty or unlabeled cans
- Homemade items
- Perishable items
- Alcoholic beverages, mixes or sodas
- Open or used items
- No glass please

### **Suggested Healthy Foods**

#### **Fruit**

- Canned fruit in own juice
- No sugar added applesauce
- Dried fruits, raisins
- 100% Fruit juice
- Low sugar fruit spreads

#### **Vegetables**

- Low sodium or low salt canned vegetables
- Low sodium canned tomato products
- Canned sweet potatoes
- Salsa (canned)
- Canned pasta sauces (low sodium)

#### **Grains**

- Brown or wild rice
- Rice noodles
- Whole grain pasta or noodles
- Whole grain/bran cereals
- Plain or low sugar oatmeal
- Reduced fat whole grain crackers
- Granola bars, low fat graham crackers, or animal cookies



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### **Dairy**

- Powdered or shelf stable milk or soy milk (in a box)
- Fat free/sugar free pudding

### **Protein**

- Canned tuna or salmon (in water)
- Canned chicken
- Canned or dried beans
- Low sodium broth or bean soups
- Unsalted nuts
- Nut butter

### **Spices**

- Olive oil
- Canola oil
- Basil
- Cinnamon
- Chili powder
- Cloves
- Dill weed/seed
- Garlic
- Ginger
- Nutmeg
- Onion
- Oregano
- Parsley
- Rosemary
- Sage
- Thyme
- Pepper



## **Amherst Survival Center Food Drive Tool Kit**

### **Sample Food Drive Themes**

#### **BACK TO SCHOOL**

- Peanut butter
- Granola bars
- Juice boxes
- Apple sauce
- Raisings
- Individual snack bags

#### **OH BABY**

- Disposable diapers
- Wipes
- Jarred unexpired baby food
- Infant cereal
- Juice boxes
- Shelf stable yogurt tubes
- Cheerios

#### **WINTER WONDERLAND**

- Dry and canned soups
- Oatmeal
- Hot cocoa
- Stuffing mix
- Canned pumpkin
- Cranberry sauce
- Canned meats

#### **OODLES OF NOODLES**

- Macaroni and cheese
- Boxed noodles
- Egg noodles
- Cheese and tomato sauces

#### **FEELING FRUITY**

- Canned peaches, in juice
- Canned pears, in juice
- Canned pineapple, in juice
- Canned fruit cocktail, in juice
- All fruit jam
- Canned juices
- Apple and fruit sauces

#### **WAKE UP CALL**

- Boxed cereal
- Oatmeal
- Tea bags/canned coffee
- Pancake/waffle mix
- Breakfast bars
- Syrup

#### **TRICK OR TREAT**

- Toilet paper
- Disposable diapers
- Shampoo
- Deodorant
- Soap
- Toothbrush, toothpaste

#### **BIRTHDAY**

- Birthday cake mix
- Canned birthday frosting
- Birthday candles



## *Amherst Survival Center Food Drive Tool Kit*

### Raising Money

If you want to increase the impact of your food drive, consider supplementing your drive with a fund drive. We can stretch the dollars you donate and buy foods of interest to specific communities.

And when you combine our purchased food with our donated food, we can provide a meal for about \$0.33.

If you plan to collect funds, feel free to ask us for remittance envelopes. You can ask donors to complete their information, put their checks/funds in the envelope, seal it, and put it in a special manila envelope. Checks should be made payable to the "Amherst Survival Center."

All donors who give a check and provide contact information will receive a letter of acknowledgement and tax receipt for their donation.

Financial contributions can also be sent to:  
Amherst Survival Center  
P. O. Box 9629  
138 Sunderland Rd  
North Amherst, MA 01059-9629