



Food Drive Guide

Thank you for hosting a food drive to benefit the Buffalo Food Shelf. The Food Shelf relies mostly on community donations to provide assistance to individuals and families that receive limited financial assistance or going through a crisis and need help feeding their family.

Planning the Drive

- Determine current needs of the Buffalo Food Shelf by calling 763-684-1699 or visit the website at Buffalofoodshelf.com
- Pick a date and determine the duration of the drive. Drives can be short as one day or as long as one month
- Decide if your group will partner with other groups or businesses
- Secure a collection method. Medium size boxes are ideal as they can be easily transported.
- Decide if you will accept monetary donations. If so, checks should be made to the "Buffalo Food Shelf."
- Determine how the collected food will get from the collection site to the Buffalo Food Shelf. Either volunteers can drive the food to the Food Shelf or a Food Shelf representative can pick up from the collection site.
- Decide on a theme. Create a slogan and/or tag line for the drive.
- Set a goal! This could be pounds of food collected or dollars collected.

Conducting the Drive

- If you are conducting the food drive at your school or workplace, encourage participation by displaying posters, delivering flyers, sending emails, posting the information on your website or promoting the drive in newsletters or bulletins.
- If your drive is door-to-door, consider dropping off bags at each house about a week ahead of the collection date, giving instructions as to where to leave the food (porch, main entry). Be clear about pick up date and advise participants of the Food Shelf's specific needs.
- If there is a specific collection point, place sturdy, well marked containers in a visible location. Check the collection site frequently and remove some of the donations periodically.

Promoting Your Food Drive

- Publicity is the key
- Create a theme for you food drive.
- Consider food theme days – Macaroni Monday, Tuna Tuesday, etc.
- Create competitions between school classes or grades, or in a business environment between departments.
- Create a slogan that relates to your school or business.
- Offer a casual dress day for donating food.

I've Collected all this Food; Now what?

- Contact the Buffalo Food Shelf at 763-684-1699 to set up a specific date and time for delivery. We also have volunteers who can pick up the donations if arranged well in advance.
- Clean up collection site.
- Recognize the coordinators and the participants of the drive.
- Create a final press release outlining the success of the food drive and share that with food drive participants and the community.
- Take notes for the next food drive. Be sure to pay attention to what worked and what did not work.
- Consider bringing your group to the food shelf to stock the shelves at 301 12th Avenue South, Buffalo.
- Set a date with the Buffalo Food Shelf for next year's food drive.
- Congratulate yourself on a job well done! It's through your gracious efforts that the Buffalo Food Shelf can feed the hungry in the community.

If those conducting the food drive or participants in the food drive would be interested in a tour of our facility, please let us know. We are proud of our mission and our facility and are happy to show it to others.

Make it fun!

Let participants know their help makes a big difference in the lives of those in need in our community. Thank you for your support!

Food Drive Theme Examples

Back to school

Lunch-box items:

peanut butter, granola bars, juice boxes, raisins, individual snack bags

Baby

diapers, wipes, formula, infant cereal, pre-packaged toddler meals, juice boxes, finger foods

Cold Weather Food

dry and canned soups, crackers, stuffing, pumpkin, cranberry sauce, canned meats

Fruit

An apple a day:

Canned peaches, pears, pineapple, fruit cocktail, applesauce, canned juices

Mornings wake ups!

Get up, get moving:

Canned coffee, Creamer, boxed cereal, oatmeal, tea bags, pancake and waffle mix, muffins

Sides

canned stew, pork and beans, instant potatoes, stuffing mix, chunky soups

Noodles

Pasta and more:

macaroni and cheese, boxed noodles, spaghetti, egg noodles, cheese sauces

Dinner

Shake and Bake, Hamburger Helper, rice and beans, Zatarain's mixes, Rice-a-Roni and other main dishes

Veggie

canned green, orange and white vegetables (beans, peas, white and sweet potatoes, asparagus, etc)

Misc

Collect canned food and other Hygiene essentials, like toilet paper, tooth paste, shampoo, etc.

Mexican

Hola Amigo!

rice, beans, tortillas, canned tomatoes, Mexican style vegetables, sauces

What's for breakfast

Good start to the day boxed cereal, oatmeal, pop-tarts, granola bars, muffin mix, pancake mix, syrup