

Hosting a

# FOOD DRIVE

with Community Cooperative

THE COMPLETE GUIDE



COMMUNITY COOPERATIVE, INC.

3429 Dr. Martin Luther King Jr. Blvd  
Fort Myers, Florida 33916

239.332.SOUP



# FOOD DRIVE *Tips & Tricks*



## Gather Passionate People

The most successful food drives - and fundraisers in general - happen because the people behind the scenes truly care about what they are doing. When people are passionate about the cause they are supporting, it is reflected in the end results of their efforts. Start with a core group of mission-minded go-getters, and spread the excitement from there!

## Brainstorm & Get Creative

Never underestimate the power of a good brainstorming session. Gather your food drive team and write down ANY idea that comes to mind. Really - anything! There are no bad ideas here. Each person brings a different perspective to the table, and brainstorming is a great way to reveal each person's strengths. Oftentimes, the best results come from a combination of unique ideas.



## Use Your Resources

Research other organizations or groups that have hosted their own food drives. Contact friends or family who have done food drives in the past. Reach out to coworkers who might have an effective strategy in mind. Make it a big team effort! And don't hesitate to reach out to Community Cooperative if you need any brochures, newsletters, signage, etc. We are happy to help!

## Make a Game Plan

A food drive is no small feat... But if adequately planned, it can be a relatively easy fundraiser with a HUGE positive impact in the community! Make sure you have thought through your food drive and what road blocks you might hit along the planning process. Don't know where to start? Use, print, and share our step-by-step guide to help you stay on track.



# STEP-BY-STEP: *Hosting Your Food Drive*

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## **Schedule a Tour or Guest Speaker**

Schedule a tour for your group to come see the impact your donation will have at Community Cooperative's Café and Market. If a tour is not realistic for your group, a representative from Community Cooperative would be happy to come share more about what we do. It's important to better understand the "why" behind what we do, and it will jump-start your food drive efforts! To schedule a tour or speaker, contact Rebecca Busby at (239) 332-7687 ext. 121, or email [Rebecca@CommunityCooperative.com](mailto:Rebecca@CommunityCooperative.com).



## **Choose Your Dates**

The perfect time for your food drive is NOW! We have families coming to us in need daily. Select a start date that gives you plenty of time for planning and organizing as well as a realistic end date that gives enough time to market your food drive. A successful, well organized food drive can easily be conducted in a short amount of time.



## **Secure Support**

Make sure your corporation, church, school or organization's top management has endorsed your food drive and will do everything they can to help promote, organize, execute, and celebrate it!



## **Register Your Food Drive**

You may use the attached food drive registration form or visit [www.CommunityCooperative.com](http://www.CommunityCooperative.com) to complete the form. Please return via fax at (239) 479-5335 or email our Food Pantry Coordinator Rebecca Busby at [Rebecca@CommunityCooperative.com](mailto:Rebecca@CommunityCooperative.com).

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## Set a Delivery or Pick-Up Date

Contact Community Cooperative to let us know when you plan to deliver your collection items once the food drive is completed. Designate support personnel within your organization who will be transportation volunteers. If you do not have volunteers to bring the donations to us, you can schedule a pick-up date with Rebecca Busby.

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## Print Our Wish List

Use our attached Wish List, or download it from our website. Non-perishable food donations are always needed, but we have specific lists targeted to the customers we serve, which might be of interest when your team is collecting. Feel free to share the lists with everyone.

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## Plan Your Collection

Where will you collect the food? What will you put it in? You may use your own containers and boxes (we do not provide these for you). Feel free to use the Food Drive signage at the end of this packet for your collection container. If yours is a large organization, you may want to have several collection points with at least one container at each location. A smaller organization should choose one large, visible collection point in a high traffic area. Remember, your collection point also serves as continuous publicity for your drive. Consider overflow and safety if food comes in abundance. Set up a secure cash box for cash donations and checks. Checks can be made out to Community Cooperative.

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## Set Your Goal

Everyone likes to shoot for a goal. Figure out how many pounds of food or how many items you want to collect. Do not be afraid to think HUGE! A banana box full of cans typically averages 40 lbs. Setting a goal, and giving everyone updates on the progress throughout the food drive, will encourage more people to participate and be part of reaching your goal!

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## Spread the Word

Promote your food drive via emails, social media platforms, posters, flyers and by making announcements at every meeting opportunity. Put notices in your local newsletter, on bulletin boards and other publications. Put collection boxes out early and decorate containers to draw attention to the cause.

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## Have Fun

It's time for your food drive! Have fun and be creative in how you collect donations. Consider competitions between departments or other companies. Take pictures as people are dropping off their donations, or gather a group around the collection spot for a photo-op. Add a theme to the drive or an incentive for meeting your goal.

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## Deliver the Food

Have your transportation volunteers lined up to deliver your donation to Community Cooperative on your scheduled date. Please drop off the donations at our Fort Myers location. If you scheduled a pick-up for your donations instead, reach out to our Food Pantry Coordinator to confirm pick-up date and time.

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## Celebrate!

You have truly made a difference in countless lives by hosting a food drive for Community Cooperative. That deserves a celebration! Thank you for supporting our mission to end hunger and homelessness in our community. If you have any photos from your efforts to share, we would love to share them on our website and social media. Be sure to let us know who's in the photos.

### ***Did you enjoy making a difference? Consider making it an annual event!***

Not only is this a fun way to encourage team building and community support within your organization, but your help will continue to aid in alleviating hunger and homelessness in our community.

*Thank you for your support!*



## FOOD DRIVE

# Wish List

Community Cooperative follows a Choice Market Model, which means that those who shop in our pantries get to choose the items they want based on the number of people in their household. This ensures less food waste, because they are only choosing items they know they will use and enjoy.

### Community Market Items

Anything your family eats, another family would most likely enjoy. Consider purchasing buy-one-get-one-free items and donate one to us.

- Peanut Butter & Jelly
- Canned Tuna, Chicken, Ham, Beef
- Beans (all varieties)
- Whole Wheat Pasta
- Pasta Sauce
- Brown Rice (Family size bags)
- Cereal
- Hamburger Helper (or Chicken/Tuna)
- Canned Fruit
- Canned Vegetables
- Soup
- Macaroni & Cheese
- Canned Milk
- Child-Friendly Snacks
- Food Allergy-Friendly Items

### Community Café Supplies

The following items are used on a regular basis in our cafés and help us greatly in our daily operation.

- Vegetable Oil
- Rice
- Dry Beverage Mixes
- Flour
- Sugar
- Eggs\*
- Produce\*
- Meat\*
- Pasta
- Canned Beans
- #10 Canned Food (3 qt. cans)
- Dry Milk
- Napkins
- Plastic Forks
- Coffee
- Powdered Coffee Creamer

\*Donations of fresh produce and frozen food are accepted as long as the items arrive to us still fresh and frozen.

*Each donation makes a significant impact in the lives of those we serve. Thank you!!*

**Community Cooperative**  
**3429 Dr. Martin Luther King Jr. Blvd.**  
**Fort Myers, FL 33916**

Contact: Rebecca Busby, Food Programs Manager  
(239) 332-7687 ext. 121 [Rebecca@CommunityCooperative.com](mailto:Rebecca@CommunityCooperative.com)



## **FOOD DRIVE REGISTRATION**

**Company/Group Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

### **Food Drive Information**

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Drop off date and time must be scheduled prior to drop off.**

**Please drop off donations at our downtown location:**

3429 Dr. Martin Luther King Jr. Blvd., Fort Myers, FL 33916

Monday-Friday, 8:30am - 3:30pm | Saturday, 9:00am - 12:00pm

Donation forms available for tax purposes upon request.

**For more information or to submit this form, please email:  
[Rebecca@CommunityCooperative.com](mailto:Rebecca@CommunityCooperative.com)**

# FOOD DRIVE

**Benefitting**



**Thank you for your donation  
and for helping to end hunger  
in our community!**

[www.CommunityCooperative.com](http://www.CommunityCooperative.com)