

Checklist for Food Drive Success!



On your mark...

- ☐ Decide who is hosting the drive. Is it through work, school, a club or community group?
- ☐ Get a YES from management or leaders to collect food.
- ☐ Decide what type of drive you want to have : a one-time event or competition?
- ☐ Pick start and finish dates. You can collect for one day, several weeks or all year round.
- ☐ Set a food drive goal by pounds or number of items collected.
- ☐ Choose the location of the drive. Will it occur at one place, or several locations?
- ☐ Decide if you will collect food in boxes or bags.
- ☐ Tell us about your drive and arrange a delivery date & time. (860) 388-1988



Get set...

- ☐ Send out memos, phone messages, newsletters and emails to promote your drive.
- ☐ Consider competitions between teams, classes, or departments and plan a kick-off event.
- ☐ Pick a theme. Offer incentives to those who contribute the most.
- ☐ Acquire and decorate boxes or bags for food collection.
- ☐ Download a Food Drive Flyer from our website or request our logo to make your own.
- ☐ If using boxes, remember to place them in heavily trafficked, easily visible areas.



Go!

- ☐ Once your drive starts, update participants on the amount of food you've collected.
- ☐ Send out creative messages to keep people interested in reaching the goals.
- ☐ Identify volunteers able to load and transport the food. In some cases, we are able to pick up.



At the finish line...

- ☐ Deliver the food to an SSKP pantry at your pre-arranged time.
- ☐ Provide a name, mailing address and email address so we can keep in touch.
- ☐ SSKP can send you the total number of pounds raised during your drive.
- ☐ Share your drive results and celebrate your efforts! Send us a photo so we can share your success!

Call (860) 388-1988, or email erabin@shorelinesoupkitchens.org
or visit our website for more ideas and information: www.shorelinesoupkitchens.org