

How To Host a Food Drive



Follow these step-by-step instructions to host a successful food drive.

1

Plan Your Drive

- Set a Date: Choose a start and end date for your food drive.
- Select a Location: Decide where you'll collect donations (e.g., your office, a community center).
- Contact Local Pantries: Reach out to local food pantries to understand their needs and how you can best support them.



2

Promote Your Drive

- Create Flyers and Posters: Use eye-catching designs to spread the word.
- Utilize Social Media: Share your food drive details on social media platforms.
- Email Campaigns: Send out emails to your network to encourage participation.



3

Collect Donations:

- Provide Receptacles: Contact our office to have a receptacle brought to your location for collecting items.
- Accept Non-Perishable Items: Encourage donations of canned goods, pasta, rice, and other non-perishable items.
- Track Donations: Keep a record of the items collected to share with participants.



4

Deliver Donations:

- Coordinate with Pantries: Arrange a time to deliver the collected items to the local food pantries.
- Thank Participants: Show appreciation to everyone who contributed to the drive.

