



MARYLAND FOOD BANK FOOD AND FUNDS DRIVE INFORMATION PACKET



STEPS TO PLAN

A SUCCESSFUL FOOD AND FUNDS DRIVE

Food and funds drives are a fun, easy way to gather resources to help those in need. The Maryland Food Bank currently distributes more than 100,000 meals per day and nearly 37 million meals annually to our network of soup kitchens, pantries, and shelters across the state, but food-insecure families in the region still miss close to 90 million meals each year. As a result, food and funds drives are more important than ever.

1 | DECIDE WHAT TYPE OF DRIVE YOU WANT TO HAVE

- **Traditional Food Drive:** A traditional food drive invites individuals to donate non-perishable food at a strategic location during a specific time period. It requires a bit of heavy lifting, since the food will need to be transported from the collection receptacles to the food bank.
- **Virtual Food Drive:** A virtual food drive is a unique online tool that allows individuals and companies to create their own custom donation page to purchase food and raise funds. For more information or to register your virtual food drive, please visit mdfoodbank.fenly.org.
- **Funds Drive:** A funds drive is a collection of money which is then converted to one check or money order made payable to the Maryland Food Bank. These donations may be mailed directly to the food bank – **Attention: Donor Services, 2200 Halethorpe Farms Road, Baltimore, MD 21227.**
- **Combination:** Any of the above can be done in tandem to achieve maximum results. The value of the virtual food drive and funds drive is that the Maryland Food Bank can stretch a dollar much more than the general public by purchasing food at 40% below wholesale prices. Plus, they allow us to buy needed items most of the time.

2 | DESIGNATE A FOOD DRIVE COORDINATOR

The Food Drive Coordinator is responsible for communicating with the Maryland Food Bank, promoting the food drive to your target audience, and coordinating the actual collection of food. Depending on how large your organization is, you may want to have several people serve on a committee, but there should only be one person in contact with the food bank.

3 | DETERMINE THE FOOD DRIVE TIMELINE

Remember that food is needed year-round, so food drives can be conducted at any time of year. Select a start date that allows sufficient time to organize the food drive and does not conflict with other campaigns and events. Generally, at least two months is suggested to plan a successful food drive.

4 | REGISTER YOUR TRADITIONAL FOOD DRIVE

Once you've decided to coordinate a traditional food drive and have selected a timeframe, visit mdfoodbank.org/ways-to-give/food-drives to register and order posters for your event. Please register a minimum of five business days prior to the start of your event to allow time to process and ship your poster order.

5 | DECIDE ON A CREATIVE THEME OR SLOGAN

When picking a theme or slogan, be creative and think about the audience you hope to engage. Here are a few suggestions:

- **Two for Two Tuesdays:** Bring two cans of food and \$2.00
- **Supper Sides:** Rice, mashed potatoes, pasta, yams, collard greens, beans, spinach
- **Fish Friday:** Tuna, sardines, salmon
- **Peanut Butter & Jelly Day:** Low-sugar jelly, low-sodium peanut butter
- **Fruit & Veggie Mania:** Pears, peaches, apple sauce, pineapple, mandarin oranges, fruit cocktail, corn, peas, carrots
- **Dinner is Served:** Tuna Helper, stew, chili, pasta, soup
- **Spaghetti Week:** Pasta, sauces, mushrooms, tomatoes
- **Heart Healthy Week:** Foods that are low-sodium, low-fat, contain whole grains, fruits that are packed in juice



"Take a Bite out of Hunger"

"Spare Change Changes Lives"

"Helping Hands"

"Food for Friends"

"Cans for the Community"

"Hunger Doesn't Take a Vacation"



6 | SET A GOAL — AIM HIGH, WE NEED YOUR HELP!

Setting a goal for your food drive often helps motivate participants. Periodically provide supporters with updates on the drive's progress and remind individuals to bring in their donations before the last day of the food drive.

7 | PROMOTE YOUR FOOD DRIVE

Hang posters, hand out flyers, send memos, make announcements at meetings, put notices in your local newsletter, and display collection boxes early. Spreading the word is essential to your food and funds drive success.

- Hold casual-dress days at your office, where employees who donate a dollar or a canned good are allowed to wear jeans.
- Coordinate competitions between classes or departments for the most food collected. Have a raffle for prizes like movie tickets, amusement park tickets, and restaurant gift cards.
- Set goals and reward students or employees with a party or no-homework day when goals are met.
- If holding a drive at a school, consider starting a 'Read-to-Feed' program, in which family and friends sponsor students and donate cans based on how many books they read.
- Also consider hosting a 'Food for Fines' event in which students can pay overdue library fines with non-perishable food donations.
- Try to "stuff" an office, school bus or car with food.
- Check with your Human Resources department regarding the possibility of a special corporate match either by \$ per pound or \$ for \$ match to inspire and show support of their employees' efforts.
- Have a brown bag lunch day and donate the money that would have been spent on lunch to help feed the hungry instead.
- Run your food drive in conjunction with special events using canned food donations to reduce the price of admission.
- Work with the media for publicity and send out a press release to local newspapers or work with your local radio station.

8 | DESIGNATE COLLECTION POINTS

Depending on the size of your organization, you may want to have several collection points in high traffic areas. Filled boxes will be heavy, so you may want to consider placing them on the ground floor or in areas that are in close proximity to elevators and exits. Check frequently for overflow and have a storage area available, perhaps an empty office or closet.



Note: one way to avoid many of these logistical issues is to host a monetary collection or participate in a virtual food drive. For every \$1 donated, the Maryland Food Bank can provide 3 meals to hungry Marylanders. Both monetary and virtual food drives can also be held in tandem with traditional food drives.

9 | DELIVER DONATIONS OR ARRANGE FOR PICK UP



Upon completion of your drive, please deliver closed boxes of food, well-marked with your organization's name, to the Maryland Food Bank at 2200 Halethorpe Farms Road, Baltimore, MD 21227. We are one mile outside the I-695 beltway in southwest Baltimore County.

DIRECTIONS

From Glen Burnie: Take I-695 West to Exit 9 Hollins Ferry Road. Bear right at the end of the ramp and proceed one mile to stop sign. Turn left on Halethorpe Farms Road and go 0.3 miles. The road ends at the Maryland Food Bank's driveway and entrance on the right.

From Towson: Take I-695 South to Exit 9 Hollins Ferry Road. Turn left at the end of the ramp and go one mile to stop sign. Turn left on Halethorpe Farms Road and go 0.3 miles. The road ends at the food bank's driveway and entrance on the right.

From points North of the tunnel: From I-95 South, use the Fort McHenry tunnel and exit at Exit 49 I-695 South toward Glen Burnie (the exit is on the left). Proceed on I-695 to Exit 9 Hollins Ferry Road. Turn left at the end of the ramp and go one mile to stop sign. Turn left on Halethorpe Farms Road and go 0.3 miles. The road ends at the Maryland Food Bank's driveway and entrance on the right.

From the South: From I-95 North, take Exit 49 I-695 South toward Glen Burnie (the exit is on the left). Proceed on I-695 to Exit 9 Hollins Ferry Road. Turn left at the end of the ramp and go one mile to stop sign. Turn left on Halethorpe Farms Road and go 0.3 miles. The road ends at the food bank's driveway and entrance on the right.

From Downtown Baltimore: Follow the signs to I-395 South and I-95 South or follow Martin Luther King Junior Blvd. south to I-395 South to I-95 South. Take Exit 49 I-695 South toward Glen Burnie. Proceed on I-695 to Exit 9 Hollins Ferry Road. Turn left at the end of the ramp and go one mile to stop sign. Turn left on Halethorpe Farms Road and proceed 0.3 miles. The road ends at the Maryland Food Bank's driveway and entrance on the right.



PARKING

There is free parking in the front lot for visitors, volunteers, and those who are dropping off donations.

HOURS OF OPERATION

The warehouse is open from 8:30 a.m. to 2:30 p.m. Monday through Friday for food drop-offs. Upon arrival at the facility, proceed to the front desk reception area where a food bank employee will provide a receipt for your donation.

PICK UP REQUIREMENTS

The Maryland Food Bank pick-up offers pick-up service if your drive collects **500 items or more**. Requirements for pick up include:

1. Food must be boxed for pick-up with the name of the collecting organization on the outside of the box.
2. Food must be located on the ground level of the building.

Please schedule a pick-up as soon as possible by calling the Events Manager at 410-737-8282, ext. 223. Pick-ups are only made Monday through Friday. Please allow up to one week for your food to be picked up.

10 | CELEBRATE YOUR SUCCESS!

Thank everyone who participated and share your results! Your generous support allows us to continue our mission to lead the movement and nurture the belief that together we can improve the lives of Marylanders by ending hunger.

