

# Host your own ...

# Item Drive

The need in Sun Prairie is greater than ever. Help fill our food pantry shelves by hosting a community food drive. It's fun, easy and rewarding. Big or small, your food drive will make a huge difference for families in need. See reverse side for instructions and item list.

**SWEETS & STAPLES**



# Tips for hosting a great ...

## SWEETS & STAPLES

# Item Drive

### 1. Define who you'll ask to donate.

Pick a place where you know a lot of people will get involved like work, school, places of worship and clubs. The more donors, the better!

### 2. Consider a theme to make it more fun.

For example, host it around a holiday and decorate accordingly.

### 3. Set a timeframe for collecting donations.

We suggest 2-4 weeks.

### 4. Promote!

Spread the word about your event before and during. Utilize bulletin boards, email, social media and workplace communication tools, like Teams and Slack.

### 5. Add some extra fun!

A little healthy competition can help keep donors engaged. For example, organize donors into teams and see how their items stack up. Celebrate your success as a group!

### 6. Donate

Donations can be delivered to 18 Rickel Road, Monday through Friday, 8:00 am - 3:00 pm. Too much to deliver? Contact us about pickup!



## ITEMS MOST NEEDED

BAKING CHOCOLATE

BAKING POWDER

BAKING SODA

CAKE & BROWNIE MIX

COOKING OIL

FLOUR

NUTS

SALT & SPICES

SUGARS



FOR THEME IDEAS AND MORE INFO:  
<https://sunshineplace.org/food-drive-kit/>