

## Tips for hosting a great ...

# COMMUNITY

# **Food 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 - 3:30 pm. Too much to deliver? Contact us about pickup!

### ITEMS MOST NEEDED

**Coffee:** 12-16 oz

Cooking Oil: 24-32 oz

Flour: 2 lb

**Juice:** 48-64 oz

Sugar: 1 lb

All-Purpose Cleaner:

20-30 oz

**Deodorant:** 1-2 oz

**Dish Soap:** 12-16 oz

**Shampoo:** 15-20 oz

**Toothpaste:** 4-6 oz







FOR THEME IDEAS AND MORE INFO: https://sunprairiefoodpantry.com/food-drive-kit/