



## Food Lifeline tips on how to run a successful canned food drive for your organization.

### What to do before your food drive goes live and supplies needed:

- Please [register](#) your food drive with us so we know it's happening. We recommend running your food drive for no more than two weeks.
- **Make a plan ahead of time to get your food drive items to Food Lifeline's warehouse. Food Lifeline is unable to pick up your food drive boxes.**
- Food Lifeline has food drive boxes and [posters](#) you can use to collect food and call attention to the boxes. You can always use your own boxes, maybe even decorate them, and [print food drive signs](#).
- The boxes are 20x20x18 inches. They are on the smaller size so that you can pick them up without needing a dolly/cart and will easily fit in a trunk. Each will hold upwards to 90 pounds and are built to stack easily.
- Plan on one food drive box for every 7-10 people that will participate in your food drive.
- Boxes and signs can be picked up from Food Lifeline's lobby at 815 S. 96<sup>th</sup> Street, Seattle, WA 98108. Hours are 8:30am – 3:30pm, Monday through Friday. The boxes will be flat so your team will need to build them so packing tape is needed. Assembly instructions [here](#).
- One week before your food drive launches, you'll want to message/email participants to let them know when the food drive begins and ends so they can plan accordingly. Maybe even drop the event on their calendars.
- In your message/email, share information about Food Lifeline, some stats about food insecurity (\*\*See messaging below), and a list of [most desired items](#) needed. Maybe even set a goal: total pounds, total # of items, food drive boxes to fill.
- One day before your food drive, remind participants the food drive begins tomorrow, where the food drive boxes will be located, what your goal is for the drive (if you set a goal) and share the most wanted list again.

### What to do during your food drive:

- On the day your food drive begins, have boxes and signs set up and ready to go.
- Depending on how long your food drive is running, you'll want to send updates/reminders. If you set a goal, share out where you are relative to your goal to help encourage more donations.
- Depending on the space you have, you may want to ID a location to move and store full boxes during the drive. This will keep the space tidy and reduce the chance of someone pilfering food drive items.

*Food Lifeline is a 501(c)(3) charitable nonprofit organization registered with the Washington State Charities Program as required by law. Information may be obtained by calling 800.332.4483 or 360.725.0378.*

- The day before your drive ends, remind participants the drive ends tomorrow so any procrastinators can bring their items in the last day to participate. Again, share out your goal and what you may need to meet/surpass your goal.
- On the day your drive ends, message/email participants to thank everyone for participating in the food drive, report to them how much food was collected and where you ended up relative to your goal. Also share the impact the food drive will have in our communities. (\*\*See messaging below.)

#### **After the food drive has ended:**

- When your food drive has ended, you will need to bring your food drive boxes to Food Lifeline's warehouse. Food Lifeline's address is 815 S 96<sup>th</sup> Street, Seattle, WA 98108. Lobby hours are 8:30am – 3:30pm, Monday through Friday.
- If you collect 1,000 pounds of food, Food Lifeline is willing to send a truck to pick up your boxes. 1,000 pounds equates to 12 – 15 full food drive boxes. Email your Food Lifeline contact to request a pickup.
- When you bring your items to the warehouse, if you have fewer than 5-6 boxes, you can bring them in through the front lobby. More than 6, you may be instructed to take the food drive boxes to receiving to offload there but check with the reception desk first.

#### **Additional ideas to make your food drive a success:**

- If you have budget, run a drawing as part of your food drive. Purchase several gift cards so when people donate food, they receive a ticket for a drawing. On the last day of your food drive, pick your winners.
- Set up food drive boxes within different buildings, floors or departments and make it a competition. The team that collects the most food wins lunch/coffee cart/etc.
- Host a happy hour on the day the food drive ends. Create teams and then give everyone 20 minutes to use the food drive donations to create something with them...maybe a "7 Wonder of the World", a mini putt-putt hole, an animal, etc.
- Include a [virtual food drive](#) for employees who would prefer to donate money rather than canned goods. All food drive items collected must be boxed/canned shelf stable foods. When employees donate money, Food Lifeline is able to source healthy produce, dairy and nutritious proteins on their behalf. Food Lifeline can set up a team fundraising page so participants can use credit cards for donations.
- Schedule a [volunteer session](#) with us to coincide with the end of your drive and have volunteers bring your food drive boxes with them when they volunteer as a team.

**Thank you for choosing to partner with Food Lifeline for your food drive. Your support will help to stock the shelves of local food banks, shelters and meal programs who serve the more than 1 million people experiencing hunger in Western Washington.**

\*\*Food Lifeline is on a mission to feed people experiencing hunger today while working to end hunger for tomorrow.

1 in 10 people in Washington state is experiencing hunger. Serving the 17 counties of Western Washington, Food Lifeline provides 233,000 meals everyday through its agency network. When you donate to our food drive, you help stock the shelves of more than 400 food banks, shelters and meal programs, increasing access to nutritious, culturally relevant food for kids, families, and seniors.

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