



## How to Organize a Food Drive at Work, Place of Worship or Social Organization

---

Organizing a food drive can be simple, easy and fun!  
With the provided materials, you can run a successful food drive with minimum time commitment. This drive will make a difference in the lives of low-income children and families across the greater Greensboro community!



Five steps to a successful food drive:

- 1. Select the dates of your drive.** We suggest holding it for up to five days, so your group has one designated week to bring their items in. No matter what length of time you choose, plan on receiving items after your deadline. Expect the actual deadline to be a few days after the deadline that you publicize.
- 2. Advertise!** Publicity is key to a successful drive. Spread the word to as many people as possible and don't be shy about reminding them. Send out an email and make announcements. People like to be informed about ways they can help.
- 3. Distribute printed publicity materials.** Make copies of the **Food Drive/ Items Needed Flyer** in this kit and share it with the group who will be participating. Display them in public areas such as a front desk, break room, classroom or neighborhood community center.
- 4. Set up drop-off points with donation boxes.** Print out copies of the **Donation Box Label** in this kit, place labels on the food collection boxes and place the boxes in an easily accessible area. Be sure to place the box or bin where people can see it.
- 5. Collect, collect, collect!** The hard part is over and it's time for you to sit back and watch your group come together to help low-income families. After your food drive is complete, we hope you and your group will visit GUM when you drop off your donations so that we can personally thank you for your donation. If possible, take a picture of the food drive coordinators with the food and share it with our food pantry director so it can be shared on social media.

---

**\*\*Please INFORM the Director of the Food Pantry of Greensboro Urban Ministry when you have decided to conduct a food drive and know the dates for your food drive. Food Pantry Director, Fritz Kreimer [kreimer@guministry.org](mailto:kreimer@guministry.org) 336.271.5959 ext.361.** When your food drive is complete, please contact Fritz and let him know when you plan to deliver the food. If you have collected a large quantity and need help getting the food to the pantry, just let us know. If you are working with a group that you would like to be recognized, speak to Fritz about a thank you certificate.

**THANK YOU FOR YOUR INTEREST IN HELPING  
THE HUNGRY IN OUR COMMUNITY!**

## How to Organize a Food Drive in Your Neighborhood

---

Organizing a food drive can be simple, easy and fun!

With the provided materials, you can run a successful food drive with minimum time commitment. This drive will make a difference in the lives of low-income children and families across the greater Greensboro community!



Five steps to a successful neighborhood food drive:

- 1. Select the date to kick off your drive and the final date for food collection in the neighborhood.** Before the kick-off date print the flyer provided in this kit with the list of need donations (The amount you print will be based upon how many households you wish to include in the food drive, print one flyer per household). Think about the delivery of the food at the end of the drive and set up volunteers and vehicles to help transport the food to the food pantry after the end of the drive. Food can be dropped off anytime Monday – Friday from 8:30am – 5:00pm. You do not need to call before delivery.
- 2. Advertise!** Before the kick-off date print the flyer (provided in this kit) with the list of needed donations (The amount of flyers you should print will be based upon how many households you wish to include in the food drive, print one flyer per household). Fill in the specific details of your neighborhood food drive. List your address as the location for food to be dropped off anytime during the drive. Leave flyers at the front entrance of each house on the kick-off date.
- 3. Set out donation boxes at the edge of your yard.** Print out GUM's [Donation Box Label](#) (included in this kit) and attach label to a sturdy container that is a size you can lift when it becomes full of food. Place the collection boxes in an easily accessible area. Be sure to place the box or bin where people can clearly see it. Either replace the box or empty the box daily & store until delivery.
- 5. Collect, collect, collect!** On the end date of the food drive, collect food from neighbor's porches and add to the food that has been dropped off during the week. The food pantry will weigh the total amount when the food is delivered.
- 6. Express Thanks.** Consider circulating a note of thanks with the total amount your neighborhood raised so they can help in celebrating your success and impact.

---

**\*\*Please INFORM the Director of the Food Pantry of Greensboro Urban Ministry when you have decided to conduct a food drive and know the dates for your food drive. Food Pantry Director, Fritz Kreimer [kreimer@guministry.org](mailto:kreimer@guministry.org) 336.271.5959 ext.361.** When your food drive is complete, please contact Fritz and let him know when you plan to deliver the food. If you have collected a large quantity and need help getting the food to the pantry, just let us know. If you are working with a group that you would like to be recognized, speak to Fritz about a thank you certificate.

**THANK YOU FOR YOUR INTEREST IN HELPING THE HUNGRY IN OUR COMMUNITY!**

---

# FOOD DRIVE – TIPS FOR SUCCESS

*\*Adjust these tips as needed to fit the size of the food drive that you are planning.*

There are a variety of ways you can build on the basic steps of conducting a successful Food Drive. The planning of a Food Drive varies, depending on the location and size of the drive. Use the tips below that best match your particular situation. ANY size Food Drive results in more food for the hungry in our community, so each food drive is valuable to GUM!

## **Here are a few tips from successful Food Drive coordinators:**

- Choose team leaders to take charge of areas such as promotion, competitions, kick-offs, and post-drive celebrations.
- In advance, identify drivers with spacious vehicles to help collect & load donation containers and deliver them to the Food Pantry at the conclusion of your food drive.
- Generate excitement and boost participation by building your drive around a theme. Be creative! In order for the drive to be successful, themes are helpful in motivating participants.
- Set a goal. Setting a goal is another way to motivate donors. Your goal could be a specific number of cans per donor, or your group's weight in food, etc.
- Promote your drive! Display promotional materials in high traffic areas and use group newsletters or bulletins. Email promotions are also very effective.
- Raise awareness of the problem of hunger. Invite a GUM representative to speak to your group. Arrange for your group to volunteer or take a tour of the Food Pantry.
- Make it fun! Have a kick-off event and make the admission price a certain number of food items. Challenge other departments, faith communities, or classrooms, to see who can raise the most food or dollars.
- Build momentum with daily progress updates.
- Celebrate success! Have a post-drive party to congratulate your team for a job well done! Invite a GUM representative to present a certificate of recognition at your celebration or at your next group gathering.

Contact us with questions:

GUM Food Pantry Director, Fritz Kreimer - kreimer@guministry.org, 336.271.5959 ext.361.

**HELP FEED THE HUNGRY  
IN OUR COMMUNITY!**



**DROP OFF DONATIONS HERE**

**Food Drive Dates**

**From** \_\_\_\_\_

**To** \_\_\_\_\_

**NO GLASS, PLEASE.  
T H A N K   Y O U !**

GREENSBORO URBAN MINISTRY - EMPOWERING OTHERS TO GAIN STABILITY.  
**POWERED BY VOLUNTEERS SINCE 1967!**

[WWW.GREENSBOROURBANMINISTRY.ORG](http://WWW.GREENSBOROURBANMINISTRY.ORG)





# HELP FEED THE HUNGRY IN OUR COMMUNITY!



## ITEMS WE NEED THE MOST

- SWEET PEAS
- GREEN BEANS
- TOMATOES
- CANNED FRUIT
- APPLESAUCE
- RICE
- DRY BEANS
- CANNED MEAT
- RAMEN NOODLES
- PASTA
- CANNED SOUP
- OATMEAL
- PASTA SAUCE
- PEANUT BUTTER
- BOXED MAC & CHEESE

INFANT FORMULA AND DIAPERS ARE ALSO NEEDED

**NO GLASS, PLEASE. THANK YOU**

## FOOD DRIVE DATES:

FROM \_\_\_\_\_ TO \_\_\_\_\_

GREENSBORO URBAN MINISTRY - EMPOWERING OTHERS TO GAIN STABILITY.  
**POWERED BY VOLUNTEERS SINCE 1967!**

[WWW.GREENSBOROURBANMINISTRY.ORG](http://WWW.GREENSBOROURBANMINISTRY.ORG)