

# How to Organize a Food Drive

- Decide how you want to collect food. Single day drop off site, extended (i.e. month long) food drive, event related drive?
- Gather your volunteers. You will likely need someone to post pictures on Facebook, send emails, stir up some competition in giving, carry heavy groceries, possibly make your own donation box (a crafty person). Choose helpers to promote the drive, maybe issue a few challenges, i.e. contests like who can bring in the most canned chicken on Wednesday? Or develop named donation days like "Its Tuna Tuesday"! People love posters!
- Obtain information from your local food bank i.e. a list of Needed Food Items and any background information about the local Food Bank. Have these items available near the collection box. Make sure your collection box is prominent in your collection area.
- Locate a box for your collection, either through your local food bank or make your own - provide an opportunity for your staff to decorate their own box in a team building experience!
- Decide when you want the drive to run, and where food will be collected and stored. Work with your local Food Bank to determine when food will be brought to the Food Bank (a great time to get a photo).
- Get Media involved. Facebook challenge other businesses like yours to also compete with you, take photos of staff and food together, don't forget to involve families and children. Children especially love to pick out food to donate then drop it in a collection box.
- Be sure to thank your donators for their gift!

And don't hesitate to ask your local food bank staff for help in answering questions.

***Bellevue Community Food Bank***  
7501 Old Harding Pike - Nashville, TN 37221  
Phone 615-212-9199 – [bellevuetnfoodbank@gmail.com](mailto:bellevuetnfoodbank@gmail.com)