Help fight hunger in by raising food and monetary donations for the Regional Food Bank of Oklahoma!

Please use this planning guide to ensure you have all you need to have a successful and exciting event.

**Donation Information**

**Monetary donations go further than you think.**

We highly encourage the fund part of this drive, because for every dollar donated, the Regional Food Bank helps provide four meals to the community. Financial gifts also support our innovative programs including those addressing childhood hunger and helping seniors gain access to nutritious food.

If you choose to raise funds, we can create a personalized giving page for your team. This is where you can get creative! Come up with a campaign title for your drive. For example, **Tronox: Banding Hunger Together.** You can also customize the page with a photo of your choice, a compelling description, a fundraising goal and a website link for you to share and promote your drive.

**Example giving page:**

We also welcome cash and checks. Please make checks payable to “Regional Food Bank of Oklahoma.” All checks and cash received will need to be mailed or delivered to the Regional Food Bank’s offices. Please contact the Event Specialist with any questions.
**Food and Fund Drive Planning Guide**

**Food Delivery Procedures**

The receiving hours of donated products are Monday-Friday, 8 a.m to 4:30 p.m. Our office is located at 3355 S. Purdue, Oklahoma City, Ok 73179.

Please reference the Food and Fund Drive Delivery Procedure document for details on how to deliver all donated products to the Regional Food Bank. If you are unable to deliver the donation to our facility, we will connect you with a Regional Food Bank partner agency.

Please confirm with the Event Specialist prior to delivering food donations so we have staff available to unload and weigh your food.

**Here to Help**

*Once you register, the Event Specialist will reach out to assist in planning your drive.*

Your designated leader for the drive will create a team within your organization, business, school etc. to plan, set goals, execute and wrap-up your drive.

Whitney Atteberry will be your primary contact to help guide and support you through this event. If she is unavailable, a member of our Community Engagement team will provide you with anything you need.

**Whitney Atteberry**
- Event Specialist
- (405) 600-3193
- watteberry@rfbo.org

**Natalie Wood**
- Director of Community Engagement
- (405) 600-3174
- nwood@rfbo.org

**Let’s Get Started**

The Regional Food Bank Event Specialist is here to support you throughout your Food and Fund Drive. Before you start planning your drive, please fill out the registration form:

[Food and Fund Drive Registration](https://app.smartsheet.com/b/form/d0bb8ac2acff4db29328f9a84a6a1d22)

**#1 Build a Team**

*Don’t go at it alone.*

Recruit other dedicated, compassionate, excited team members to plan the best drive possible.

**#2 Lock It Down**

*Finalize your timeline.*

Keep it short and goal oriented. The most effective drives run two to four weeks.

Get your team together to set the drive dates and create a plan to execute the greatest possible outcome for this drive.

- **Start Date:** __________  
- **End Date:** __________  
- **Supply Pick-Up Date:** __________  
- **Donation Drop-Off Date & Time:** __________

**Questions?**

Please contact:

**Whitney Atteberry**
- Event Specialist
- (405) 600-3193
- watteberry@rfbo.org
#3 Plan Activities

Activities provide fun team-building opportunities.

The events and activities that your team plans around your drive are an opportunity to have fun while connecting to the mission of the Regional Food Bank.

Host an education event.

Schedule a speaking engagement, contact the Event Specialist to get this on the calendar. We would be happy to discuss how the Regional Food Bank fights hunger and share what a Food and Fund Drive is and how it impacts the community. We have also included two printable resources for you to share with your team or include an all-staff email.

#4 Set Your Goal

Keep it challenging, yet obtainable.

Your team will love the feeling of reaching a defined goal.

If you have participated in a Food and Fund Drive in the past, challenge your team to a 15% increase. Create incentives for your team to reach your goal!

Keep up communication with your team about the progress of your drive. Utilize our printable posters to share how far you are from the goal you set.

Our goal is: _________ Dollars _________ Pounds

#5 Activate Your Leaders

From the bottom-up to the top-down.

Teams are inspired by leaders who care and are passionate about their work.

Get your leadership team involved in your drive by asking them to send a personal email or letter to the team and invite them to internal events.

#6 Spread the Word

Don’t reinvent the wheel; our resources are made to help.

We’re here for you! We want your team to know what we do and why we do it. Communicate your participation with your team by sending out a calendar of events, setting up educational opportunities and using our digital resources.
#7 Wrap it Up

Communicate your results to the Regional Food Bank and your team.

When you are approaching the scheduled end date, make sure your team knows the final push is coming.

Once you have reached the end of your Food and Fund Drive, the food donated will be weighed at your designated drop-off location. If you received cash or check donations, please mail them to the Regional Food Bank.

Regional Food Bank of Oklahoma
PO Box 270968
Oklahoma City, OK 73137-0968

Raised: _________ Dollars _________ Pounds = _________ Meals

#8 Stay in Touch

This is just the beginning of a great relationship with the Regional Food Bank, we are your partner in the community.

Your engagement with the Regional Food Bank doesn’t end here. We have year-round opportunities for your team to be involved with our work.

Stay in touch about upcoming activities! Way to go!

Three quick and easy ways to keep in touch with the Regional Food Bank:

1. Follow us on social media:
   - Facebook @regionalfoodbank
   - Instagram @rfbo
   - Twitter @rfbo

2. Subscribe to receive our monthly Volunteer Newsletter.
   - Here is the link to sign up
     https://mailchi.mp/regionalfoodbank/volunteer-newsletter-sign-up

3. Sign up to become a Virtual Volunteer at rfbo.org/virtual-volunteer