HOW TO HOLD A FUND AND FOOD DRIVE

REQUESTED ITEMS:

$1 = 5 MEALS
BEANS
SOUP SAUCE
TUNA
SALMON
CHICKEN
CANNED FRUITS
CANNED VEGETABLES
BROWN RICE
PASTA
NO HOMEMADE
OR GLASS ITEMS
PEANUT
BUTTER

QUESTIONS?
CONTACT CLIFTON ROBERTS AT CROBERTS@REGIONALFOODBANK.ORG • 405-600-3132
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How to Get Started

Hold the Ultimate Food Drive in Five Easy Steps

1. Identify your food drive goals.
   Meal goal = (Number of pounds collected) divided by 1.2
   Meal goal = (Number of dollars raised) multiplied by five because $1 donated to the Regional Food Bank provides 5 meals to hungry Oklahomans
   For example:
   1,000 pounds of collected food, along with $1,000 donated = 5,833 meals

2. Set your food drive dates and drop off locations at your business or organization.

3. Decide how and where you will collect the donated food and funds. The Regional Food Bank can assist with food and fund drive supplies, like 24” x 28” x 12” donation boxes, plastic donation bags and 11” x 17” posters. Request supplies online at www.regionalfoodbank.org or contact Clifton at 600-3132, or croberts@regionalfoodbank.org

4. Spread the word about your food drive to your co-workers and patrons through emails, social media, bulletin boards, posters, eNewsletters, and signage at your organization.

5. Deliver your donations to the Regional Food Bank of Oklahoma Monday-Friday from 8am-5pm, or contact Clifton Roberts to arrange a pick up.

How the Regional Food Bank Can Help

- If you have questions about holding a food drive, or need a pickup, contact Clifton Roberts at 405-600-3132 or croberts@regionalfoodbank.org. You can help us make the best use of our resources by picking up supplies and/or delivering your food and fund drive donations. The Regional Food Bank of Oklahoma, or a partner agency, will pick up donations of four or more boxes of food (400 cans or 400 pounds).

- If you would like assistance with public relations contact Angie Doss at adoss@regionalfoodbank.org or call 405-604-7109.

- To set up a volunteer time visit regionalfoodbank.org/volunteer.

- To schedule a speaker to talk to your organization, or to schedule a tour of the Regional Food Bank, contact Melanie Anthony at manthony@regionalfoodbank.org, or 405-604-7114.
Monetary Donations

Financial gifts are appreciated and encouraged. For every dollar donated, the Regional Food Bank is able to return 5 meals to the community. They also support our innovative programs, like the Backpack Program and Senior Mobile Pantries and allow the Regional Food Bank to purchase bulk food to be repacked by volunteers.

$1 donation = 6 pounds of food

vs.

1 can donated = 1 pound

The Regional Food Bank’s administrative and fundraising costs are less than four percent. That means that 96 cents out of every dollar donated goes to provide food to hungry Oklahomans.

Ways to donate include:

- **Payroll Deductions**
  A great way to help fight hunger is to make a donation every pay period. A $10 donation to the Regional Food Bank allows us to provide 50 meals! Donating just $1 per week would provide a family two meals a day for an entire month. Donating $4 per week would provide a backpack of food to a chronically hungry elementary student over weekends and holidays for an entire school year! Contact Melanie Anthony at manthony@regionalfoodbank.org for details.

- **Corporate Match**
  Does your organization offer to “match” donations from its employees? If your employer has a matching gift program, make sure to find out all of the details and enroll your fund drive in the match. This is a great way to double your donations!

- **Donate Online**
  The fastest way to make a donation is to visit [www.regionalfoodbank.org](http://www.regionalfoodbank.org) and click “donate now.” Email Clifton Roberts at croberts@regionalfoodbank.org to make sure the donation is credited with your food drive.
  All donations will receive an acknowledgement and tax receipt via email.

- **Virtual Food Drive**
  Participate in the virtual food drive and encourage co-workers to “purchase items” online at [www.regionalfoodbank.org](http://www.regionalfoodbank.org). When donors check out, there is a place to enter your company name and help raise more money for your company’s food drive!

- **Donate by Check, Credit Card, or Cash**
  Use the “Pounds for Dollars” food drive, which is located on page 10, to receive credit for any cash, credit card, or check donations. Make checks payable to Regional Food Bank of Oklahoma. All donors who provide contact information will receive a letter of acknowledgement and tax receipt for their donation.

**Mail donations to:**

Food Drives

C/o Regional Food Bank of Oklahoma

P.O. Box 270968

Oklahoma City, OK 73137-0968
Community food drives are an excellent source of high-quality food for our partner agencies and the people they serve serve.

**Most Needed Items**

- Beans
- Soup
- Sauce
- Tuna
- Salmon
- Chicken
- Brown rice
- Pasta
- Canned fruits and vegetables
- Peanut butter

**Most Needed Non-Perishable Items Include:**

- Canned meats (i.e. tuna, chicken, seafood, turkey)
- Canned and boxed meals (i.e. soup, chili, macaroni and cheese)
- Canned or dried beans and peas (i.e. black, pinto, lentils)
- Pasta, rice, cereal
- Canned fruits and vegetables
- Peanut butter

**The Regional Food Bank Is Unable To Use:**

- Rusty cans
- Perishable items
- Homemade items
- Opened items
- Alcoholic beverages

**Suggested Healthy Items:**

- Canned fruit in light syrup
- No sugar added applesauce
- Low sodium vegetables
- Canned white or sweet potatoes
- Powdered or flaked potatoes

- Brown or wild rice
- Whole grain/bran cereals
- Reduced fat whole grain crackers
- Trans fat free tortillas
- Powdered milk
Themes and Fundraising Ideas

**Suggested Themes**

- **Wakeup Call – Get Up and Get Moving**
  Canned coffee, non-dairy creamer, boxed cereal, oatmeal, tea bags, granola bars and pancake mix.

- **Feeling Fruity – An Apple a Day**
  Canned peaches, pears, pineapple, fruit cocktail and applesauce.

- **Take a Bite Out of Hunger – Chomp!**
  Shake and Bake, Hamburger Helper, rice and beans, Rice-a-Roni and Zatarain’s Mix.

- **Dinner’s Served – Meat the Need**
  Canned stew, pork and beans, instant potatoes, stuffing mix and soups.

- **Back-to-School – Lunch-Box Items**
  Peanut Butter, granola bars, juice boxes, raisins and individual snack bags.

- **Winter Wonderland – Warm Foods**
  Dry and canned soups, crackers, stuffing, pumpkin and canned meats.

- **Days of the Week**
  Meat the need Monday, Tuna Tuesday, Peanut Butter Wednesday, Vegetable Thursday and Fruit Friday.

**Fundraising Ideas**

- **Hold a bake or chili sale**, potluck, or pizza party.

- **Form different teams** and see which team collects the most donations.

- **Collect change in a jar and donate it to the Regional Food Bank.** Employees can throw dollar bills into the container of another department in order to “cancel out” the change in the department. In other words, change in the container equals “positive” points, while bills equal “negative” points.

- **Heat or Eat.** Donate the amount of money it would cost you to heat your home for a week. Encourage your coworkers to do the same.

- **Brown bag lunchtime.** Ask staff to donate the cost of a lunch or to donate a bag full of non-perishable food. Also, create “friendly rivalry” at work by having people vote for their favorite sports team, or ask departments to compete for a prize, like free pizza.
Promote Your Drive

Promoting your food drive is fun and easy to do! Display food drive posters and collection bins, which are provided by the Regional Food Bank, at entrances, cafeterias, lounges and other busy locations. Please tape the bottom of your collection bins.

**Promotion Ideas:**
- Distribute shopping lists and donation forms to staff.
- Send weekly email updates to staff that also includes a client story or hunger fact.
- Post about the drive on Facebook and Twitter.
- Write a blog.
- Mention in staff meetings/announcements.
- Send out a press release (contact Angie Doss at adoss@regionalfoodbank.org or 405-604-7109).
- Set up a table with Regional Food Bank brochures and posters.

**Congregation Ideas** (*for places of worship):*
- Promote a fast and donate the money you would have spent on a meal to the Regional Food Bank.
- Take up a second collection during services.
- Set up a table with brochures and a collection jar before/after services.
- Challenge your youth group to make a difference by raising donations.

**Slogan Ideas:**
- Bag Hunger
- Hunger's Heroes
- Wipe Out Hunger
- Dare to Care
- The Power of Change
- It Makes Cents
- Spare Change to Change Lives

**Suggested Facebook Posts:**
- Our food drive starts today for @regional food bank of oklahoma! Help us provide meals to the hungry. (link to regionalfoodbank.org)
- (insert your business name) goal is to raise $(_enter amount) for the @regional food bank of oklahoma. Help us feed Oklahoma families. (link to regionalfoodbank.org)
- 1 in 4 children are at risk of going hungry every day. Get involved in our food drive to help @regional food bank of oklahoma. (link to regionalfoodbank.org)
- Most needed items for the food drive: canned meat, vegetables, fruit, tuna, peanut butter, rice & beans. Help now! (link to regionalfoodbank.org)
- For every $1 donated, 5 meals will be provided to those in need. Help (your business name) support Oklahomans! (link to regionalfoodbank.org)

**Suggested Tweets:**
- Food drive starts today! Join the food drive and help @rfbo & @(_your twitter handle) provide meals to the hungry. (link to regionalfoodbank.org)
- 1 in 4 children are at risk of going hungry every day. Get involved in (your business name) food drive to help @rfbo (link to regionalfoodbank.org)
- Most needed items for the food drive: canned meat, vegetables, fruits, tuna, peanut butter, rice & beans. (link to regionalfoodbank.org)
- $1 = 5 meals. Help (_your business twitter handle) reach its goal of ($enter your goal)! @rfbo (link to regionalfoodbank.org)
- We're helping to feed hungry Oklahomans @rfbo. Help now! (link to regionalfoodbank.org)
Email to Employees/Organization Members

Dear (insert name),

One in six Oklahomans struggles with hunger every day. We need your help to raise food and fund donations for the Regional Food Bank of Oklahoma. This year, our goal is to raise (insert your business goal here).

Together, we can solve hunger. To make a food donation, please bring non-perishable donations and place in donation boxes. Most needed items include: canned meat, canned vegetables, canned fruit, peanut butter and beans and rice.

Every dollar donated to the Regional Food Bank of Oklahoma will provide five meals to our hungry Oklahoma neighbors. You can also make online donations at www.regionalfoodbank.org. When you check out online remember to write (your business name) on the form so the donation is counted towards our food and fund drive goal.

A partner agency of the Regional Food Bank recently shared this story:

‘Melanie and her husband, John, have an 8-year-old son, Chris, and a 5-year-old daughter, Elizabeth. John works full-time, but with the rising cost of groceries, gas and other bills, his income just isn’t enough to make ends meet. Melanie has been working part-time, but she rarely gets the hours she needs each week.’

Facts about hunger in Oklahoma:

- 675,000 Oklahomans risk hunger daily.
- 1 in 4 children in Oklahoma will go to bed hungry tonight.
- Currently, the Food Bank is distributing enough food for more than 116,000 meals each week – almost half of which go to children.
- The majority of those served by the Regional Food Bank are the working poor, senior citizens and children.
- The Regional Food Bank partners with more than 1,200 charitable feeding programs and schools in 53 central and western Oklahoma counties.
- Last year, we distributed more than 49.9 million pounds of food.

To learn more about the Regional Food Bank:

- Watch a short video about hunger by visiting youtube.com/regionalfoodbank.
- Visit Facebook (@regional food bank) and Twitter (@rfbo).
Pound$ for Dollar$

Every dollar you raise will be converted into 6.5 pounds of food. Parents, friends and family can support your food drive by making a fund donation! The entire amount of your contribution is tax-deductible.

Please select the amount that you would like to donate from the options below. Online donations are the fastest and easiest way to help. Visit www.regionalfoodbank.org contribute using your credit card. For help making a gift over the phone, contact Denise Ratcliff at 405-604-3136.

Please accept my/our contribution amount of:

- _____$10  - _____$35  - _____$50  - ____Other: $_____________

Organization: ____________________________________________________________

Contact Name: __________________________________________________________

Address: ________________________________________________________________

City: ___________________________ State: _________ Zip: ______________________

Phone: (_____ )________________________ E-mail: ____________________________

I would like to receive the Regional Food Bank's quarterly newsletter (please circle):    Yes or No    mail or email

I would like to pay by (circle one):

Visa       MasterCard       AMEX       Discover       Check       Cash

Name on card: ____________________________________________________________

Card Number: ___________________________ Exp. Date: ________________________

Signature: ______________________________________________________________

Total Amount Enclosed: ________________________________

Make all checks payable to the Regional Food Bank of Oklahoma.

Food Drive

c/o Regional Food Bank of Oklahoma

P.O. Box 270968

Oklahoma City, OK 73137-0968

No matter how you choose to give, we thank you for your donation.
Thank you for holding a food and fund drive to benefit the Regional Food Bank and its more than 1,200 charitable feeding partners. Your donation will help us provide food to over 116,000 Oklahomans each week!

**Food Donations:**

- Transportation is a significant cost to the Regional Food Bank of Oklahoma. You can help us make the best use of our resources by picking up supplies and/or delivering your food and fund drive donations.

- Bring your donations to the Regional Food Bank located at 3355 S. Purdue in Oklahoma City, Monday through Friday from 8 a.m. to 2 p.m.

- For donations of four or more boxes of food (400 cans or 400 pounds), the Regional Food Bank of Oklahoma will schedule a pick up. Please notify us at least one week before your pick up is needed. To schedule a pick up, please fill out the donation pickup form at http://www.regionalfoodbank.org/Take-Action/Fund-Food-Drive, or contact Clifton Roberts at 405-600-3132 or croberts@regionalfoodbank.org. You will receive a receipt for your tax-deductible donation. All donations must be in sacks and/or boxes.

**Fund Donations:**

All cash and check donations need to be turned into the Regional Food Bank of Oklahoma. Make all checks out to the Regional Food Bank of Oklahoma. Write the name of your business on the memo line. **PLEASE DO NOT MAIL CASH.**

Mail checks to:
Food Drives
c/o Regional Food Bank of Oklahoma
P.O. Box 270968
Oklahoma City, OK 73137-0968

- Donations can also be made online at www.regionalfoodbank.org. Email Clifton Roberts at croberts@regionalfoodbank.org when you’ve made an online donation so that it will be added to your company’s total donation amount.

- You can also create a personal fundraising page for your business. Every dollar donated will provide five meals to hungry Oklahomans. Send a link to your friends, family, and co-workers to donate to your fundraising page. Go to www.regionalfoodbank.org to get started.

- The mission of the Regional Food Bank is “Fighting Hunger…Feeding Hope.” All financial donations to the Regional Food Bank are tax-deductible. The Regional Food Bank of Oklahoma is a tax-exempt 501 (c) (3) organization. For more information please call 405-972-1111.
Donation Receipt

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<tr>
<td>Amount Donated:</td>
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<tr>
<td>Date of Donation:</td>
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