

FOOD AND FUND DRIVE GUIDELINES

1. Establish your school's food and fund drive collection goals. **Remember that one can = 1 pound of food and \$1 = 6 pounds of food.**
2. Notify and energize your school community via your school website, newsletters, notes to parents, and social media.
3. Set up collection bins for food and fund donations. Monetary gifts should be kept in a designated and secure location at the school.
4. Please remember to tape the bottom of your food drive boxes before you fill them with donations. They can weigh up to 100 pounds!
5. Please do not donate glass containers, bottled water, homemade items, or perishable items.
6. The Regional Food Bank will track the weight of all food donations by school and will share that information in a thankyou letter to the school, along with the overall results of the drive, at the end of November.
7. Please put your donated food in a central area with easy access for volunteers to pick up and provide instructions for your front desk.
8. If your food is not picked up by November 18, 2016, please contact Natalie Price at nprice@regionalfoodbank.org, or 405-600-3174.
9. All food must be collected before the end of the day on November 18, 2016. All monetary gifts (**DO NOT MAIL CASH**) need to be mailed to the Regional Food Bank of Oklahoma, or picked up by the Regional Food Bank, before November 18, 2016.

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**Thank you for making a difference in the lives of
thousands of hungry children, seniors and families
in central and western Oklahoma!**

Questions?

Contact Natalie Price at 405-600-3174, or nprice@regionalfoodbank.org • www.regionalfoodbank.org
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