REGIONAL FOOD BANK OF OKLAHOMA

Food & Fund Drive Planning Guide

Help fight hunger 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.

Before you start your drive, please fill out the registration form:

https://app.smartsheet.com/b/form/c8c3990ac6314019a3d9b8db22afcf18

HERE TO HELP

Once you register, the event manager will reach out to assist in planning your drive.

The event manager listed below will be your primary contact. They will help guide and support you through this event. If they are unavailable, a member of the Regional Food Bank will provide you with any assistance you need

Amelia Landry
Event Manager
405-600-3175
alandry@rfbo.org

MONETARY DONATION INFORMATION

Monetary donations go further than you think.

We highly encourage the "Fund" part of your Food & Fund Drive, because **for every dollar donated, the Regional Food Bank helps provide three 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 online giving page for your team. This is where you can get creative! You can customize the page with a unique campaign name, a photo of your choice, a compelling description and a fundraising goal. This is a great option for those who may want to donate but do not have time to visit the grocery store. You can share your giving link anywhere: on your Facebook, website or through a company email.

EXAMPLE GIVING PAGE:

Diamondback Energy Giving Week 2026

We're excited to continue our long-standing partnership with the Regional Food Bank of Oklahoma (RFBO). As many of you know, hunger remains one of the most pressing issues in our state. The food bank serves more than 350,000 Oklahomans each year, including one in eight Oklahomans and one in six children facing food insecurity. Their work directly supports families, seniors, and students in our own neighborhoods, including schools like Spencer Elementary, where many of you have volunteered and donated in the past.

This year, we're raising the bar with a Giving Week fundraising goal of $30,000. Every dollar will help provide meals and resources to communities relying on the food bank every single day.

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 office. Please contact the event manager with any questions.

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

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LET'S GET STARTED

Remember, you don't have to do these steps alone!

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

#1 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 and Time: _____

#2 Plan Activities

Activities provide fun team-building opportunities.

- Create a friendly competition: divide your organization into teams and challenge them to raise the most money for a prize or bragging rights.
- Host an educational event: contact the event manager for more information. We offer interactive in-person and virtual hunger simulations. Check out our ***hunger education video library***.
- Schedule a speaking engagement: contact the event manager for more information. We would be happy to discuss how the Regional Food Bank fights hunger and share how Food & Fund Drives impact the community. We have also included printable resources for you to share with your team or include in an organization-wide email.

#3 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 & 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

#4 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 your organization.

#5 Spread the Word

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 initiatives with your team by sending out a calendar of events, setting up educational opportunities, and using our digital resources.

#6 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 & Fund Drive, the food donated will be weighed at your designated drop-off location.

Please reference the ***Food & Fund Drive Donation Delivery Instructions*** 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.

If you received cash or check donations, please mail or bring them directly to the Regional Food Bank.

STAY IN TOUCH

Congratulations on completing your Food & Fund Drive! Way to go!

This is just the beginning of a great relationship with the Regional Food Bank. We have year-round opportunities for your team to be involved with our work.

Here are some quick and easy ways to keep in touch with the Regional Food Bank:

1. Follow us on social media:

   Facebook: ***@regionalfoodbank***

   Instagram: ***@rfbo***

   X: ***@rfbo***

2. Sign up for a volunteer shift at ***rfbo.org/volunteer***.

Thank you so much for your support in helping us create an Oklahoma where no one goes hungry.