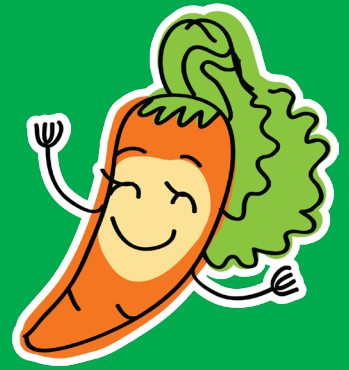




STUDENTS AGAINST HUNGER



STUDENTS AGAINST HUNGER 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 for a successful and exciting event.

Before you start your drive, please make sure you have registered your school at the following link: <https://app.smartsheet.com/b/form/019ef094f05c711dbb35040eeef2a005>

HERE TO HELP

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.

If you choose to raise funds, we can create a personalized online giving page for your team. 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 school email.

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 manager with any questions.

EXAMPLE GIVING PAGE:



Fillmore Elementary's Student Council is hosting a Food Drive to help families in our community who don't always have enough to eat. We're collecting non-perishable food like canned goods, pasta, and snacks to donate to the local food pantry.

Every item helps! When we all give a little, it adds up to a lot. Let's show how caring and generous our school can be, because no one should have to go hungry.

ADDRESS FOR MAILING CASH AND CHECKS:

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



STUDENTS AGAINST HUNGER



LET'S GET STARTED

#1 Build a Team

Don't go at it alone.

Recruit other dedicated, compassionate and 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 for two to four weeks.

Get your team together to set the food drive dates and create a plan to execute the greatest possible outcome for this drive. As a reminder, **this year's Student's Against Hunger program is running from Sept. 1 to Nov. 30.**

Start Date: _____ End Date: _____

Supply (e.g. food drive boxes) Pick-Up Date: _____

Donation Drop-Off Date and Time: _____

#3 Plan Activities

Activities provide fun team-building opportunities.

- Create a friendly competition: Divide your school into teams (such as by grade level) 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 also have printable resources for you to share.

#4 Set Your Goal

Keep it challenging, yet obtainable.

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

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

Keep up communication with your students 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 Spread the Word

Activate your leaders from the bottom-up to the top-down. Students are inspired by peers who care and are passionate about their interests. Get your student leaders involved in your drive by asking them to personally invite their friends to participate. If they need help articulating their involvement, we're here for you! We want your team to know what we do and why we do it.

#6 Wrap it Up

Communicate your results to the Regional Food Bank and your school. When you are approaching the scheduled end date, make sure your school knows the final push is coming.

Once you have reached the end of your Food & Fund Drive, the food can be donated in one of several ways:

- **If your school has a School Pantry**, estimate the number of pounds you raised and report the number to the event manager for award tracking purposes. Then, stock your shelves how you wish.
- **If your school is NOT located within the greater Oklahoma City metroplex**, please let the event manager know and they will connect you with a partner agency that is close to you. Coordinate with your local partner food pantry to schedule pick-up or drop-off of donations and be sure to report the pound estimate to the event manager for award tracking purposes.
- **If your school intends to deliver donations directly** to the Regional Food Bank, please follow the [delivery instructions guide](#) and go to our 3355 S. Purdue Ave. address.
- **If your school needs to have donations picked up** to be brought back to the Regional Food Bank, please contact the event manager. Please note that due to driver availability we can only accommodate this request on a case by case basis for large donations (minimum 1,000lbs+).

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

#7 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.