



Rainier Valley
Food Bank

Rainier Valley Food Bank Food and Fund Drive Kit

Thank you for helping neighbors and families in the Rainier Valley area! This kit will give you ideas, signs and information to help make your Food or Fund Drive a success!

In a challenging economy, with increasing food and fuel prices, more and more families are struggling with their weekly grocery bill and to put food on the table. At Rainier Valley Food Bank (RVFB) our goal is to provide healthy food and staples for nutritious meals.

To meet our goal of providing healthy foods, our greatest needs are for protein and vegetables! In addition to food drives, a great way to support RVFB is with donations of gift cards for grocery stores (Costco is great so we can buy in bulk) or cash so we can purchase meats and vegetables when needed. Additionally, gas cards are greatly appreciated, as they allow us to keep our van on the road collecting food donations from local stores.

Following are ideas and resources to plan your food and fund drive:

- Getting Started: Things to think about before you start
- Food and Fund Drive Checklist
- Get Creative: Making Your Drive Fun and Successful
- Getting Involved: Volunteer at the Food Bank
- The grocery lists - our most needed food items
- Food and Fund Drive Report Form

Please drop off collected food, or mail funds to:

Rainier Valley Food Bank
4205 Rainier Ave S
Seattle, WA 98118
206.723.4105
info@rvfb.org

You can also help by volunteering! You'll find information in this kit.

Getting Started

Thank you so much for helping your neighbors and our food bank. Rainier Valley Food Bank operates on a shoestring budget so we rely on, and appreciate, the volunteers in our community who contribute thousands of hours of service to help make our work possible.

Many groups and individuals like to support RVFB with a food and fund drive – here are suggestions to help make your drive successful and fun:

1. Set a Goal

Will you collect food or funds – or both? How many potential participants will you have? How much can you reasonably expect from each participant?

2. Make it easy!

On the following pages we've put together a checklist and some ideas for your event. Rainier Valley Food Bank can provide barrels and signs you can use to promote the event and collect food. Please call the office in advance to reserve materials (206.723.4105). Of course, any boxes or barrels can be used for food collection and transportation.

As we have a small, part-time staff and just one van with scheduled food pickups, whenever possible, we ask you to pick up and drop off materials at the food bank. Of course, for larger food drives, we are happy to work with you in advance to make arrangements for food pick ups. Thanks!

Drop off times for donations of food:

Wednesdays 8 am-2 pm

Fridays 8 am-11 am

Saturdays 8 am-2 pm

3. Make it fun!

We've shared some great ideas from volunteers who have come up with creative and fun ways to get people involved and bring in more food and funds!

Rainier Valley Food Bank Food/Fund Drive Checklist

- Decide if you will raise food, funds, or both.
- Have some fun! Help make your drive fun by sponsoring competitions between classes or divisions or by holding a special event to kick off the drive. (You'll find some ideas in this kit).
- Set a goal (i.e. number of boxes, pounds or cans of food, amount of money).
- Agree on the length of the drive, from a few hours to a few weeks (we recommend two to three weeks).
- Chose collection location(s). Will there be one or many drop off locations? Be sure to place barrels or boxes in highly visible, high traffic areas.
- Have a plan for how you will manage collected food during the drive. Do you have onsite storage you can use and drop off food at the end of your drive? Or, will you drop off food at RVFB throughout the drive?
- Decide how you will measure and track food. Do you want to count cans, boxes, barrels or pounds? Will you post a thermometer or some other form of measurement somewhere and update it frequently to show progress to date?
- Promote your event. Be sure to include event dates, collection locations, desired food items and also where to send funds. If you have prizes or awards, mention those as well!
 - o You can print out the posters or grocery list provided in this kit and place them around your office or school.
 - o Send email and memos.
 - o Place articles in newsletters.
 - o Post on internal website, wiki or blogs. local newspaper, mention in an invitation or e-vite,

During the Drive

- Update participants about the amount of food and/or funds you have received.
- Send out creative and fun messages to keep momentum going.

When the drive is complete

- Recruit volunteers to help prepare food for transportation to the food bank (i.e. any items in glass jars should be packaged separately, and clearly marked to reduce breakage).
- Complete the Food and Fund Drive Report Form (found in this kit)
- Send collected funds (with completed Food and Fund Drive Report Form) or transport food to the food bank. Drop off times for donations of food:
 - Wednesdays 8 am-2 pm
 - Fridays 8 am-11 am
 - Saturdays 8 am-2 pm
- Share the drive results with your participants. Send thank you letters or emails, post info on website or in the newsletter. Consider throwing a party and/or passing out special awards to key participants.
- Be sure to write down ideas for future drives and please share your tips with us!

Get Creative: Making Your Drive Fun and Successful

Keep it fun and lively

- Spark some competition, pit high school grades against each other, or sorority against fraternity, or department vs. department.
- Offer rewards to top donors (e.g.: pizza party, gift certificates to local businesses, parking in a prime spot for a week or a month, etc). You may even be able to get local businesses to donate goods or gifts to use as incentives.
- Encourage cash donations. One dollar can go very far at RVFB. It is also easier to store, deliver and count and can be used to purchase important items needed by RVFB – such as protein or gas for food pick up.

Get creative

- Make colorful posters noting key details about the drive (dates of the drive, most wanted foods and statistics about hunger).
- Display your posters in bathrooms, lunchrooms, classrooms, lobbies and busy hallways.
- Identify your food drive with a meaningful name, like “Alpha Phi-Feed the Need” or “Garfield Gives” or “Crimson Tide of Compassion”.
- Decorate bags for participants to take home and fill with food to return.
- Design a paycheck stuffer with info about the drive.
- Designate theme days. For example fill a baby’s playpen with formula and baby food. Create a “garden” in the lobby to fill with canned vegetables.
- Use email, flyers or some other form of communication to share hunger facts (many can be found at rvfb.org).

Make it an event

- Kick off your drive with a fun event, maybe a pizza lunch. You can use the time to be inspirational or informative.
- Consider a silent auction or a raffle. People get very excited about donating when they might win airline tickets or a message.
- Bake sales and car washes are tried and true. They do help raise funds and awareness.



Rainier Valley
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Food Drive "Grocery List"

Our goal is to provide healthy food to our clients including protein and vegetables. We are most in need of these high-protein, nutritious foods:

- Canned chicken, tuna and salmon
- Beef stew, meat soups
- Hearty soups
- Canned vegetables and fruits
- Dry or canned beans (kidney, pinto, green, yellow, refried or black beans)
- Peanut butter
- Pasta
- Rice
- Pancake or baking mixes
- Cereal and oatmeal
- Granola bars or energy bars
- Ensure or other nutritional supplement drinks
- Baby food and formula

Due to health code requirements, we are unable to accept:

- Damaged or unlabeled cans
- Perishable items
- Homemade items
- Non-commercial canned or packaged items
- Open or used items

Fund Drive Needs

Donations of funds help us keep the freezer running, our van on the road and most importantly, purchase food items (protein and vegetables) when we run low. With a food and fund drive, we've heard it can sometimes be easier to collect gift cards, so here are some ideas:

- Grocery gift cards (Costco is great so we can buy in bulk)
- Gas gift cards – our van is on the road every week picking up donations.
- Books of stamps – so we can keep our friends up to date on our activities.

Donations by check can be made payable to Rainier Valley Food Bank. Donations by credit card can be made on our website www.rvfb.org via PayPal.



**Rainier Valley Food Bank
Food and Fund Drive Report Form**

Rainier Valley
Food Bank

Organization/Business Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Did you collect food? Yes No

If yes, how many pounds? _____ lbs. (if you don't know, you please estimate or indicate the number and size box or barrel).

Did you collect money? Yes No

If yes, please note:

Cash (coins & bills): \$ _____

Check/Credit Card: \$ _____

Total: \$ _____

Comments or feedback: _____

We will send an acknowledgement letter and a donation receipt for taxes to donors printed on checks or otherwise provided to RVFB.

RVFB UBI #: 601-315-789

More ways to help - volunteer at the food bank



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Help your neighbors. Volunteer at Rainier Valley Food Bank.

Rainier Valley Food Bank provides food to approximately 5000 people every month, and three part-time employees and a team of incredible volunteers do all that work. As the economy declines, need for our services increase, as does our need for more fantastic volunteers.

If you have the time, muscle and a smile to contribute, we'd love to talk to you about the following volunteer positions:

Warehouse Assistant: Wednesdays and/or Fridays

In this position you help move and sort boxes of food, and organize and stock food on shelves. This can be heavy work and you must be able to lift 50 pounds.

Distribution Helper: Wednesdays and/or Saturdays

In this position you help prepare food for distribution and distribute the food to clients at the food bank. You will help bag food, prepare the food bank so that food is organized for distribution and then help hand out the food.

Food Drive Volunteer: dates and times vary

From time-to-time, RVFB holds food drives in front of local grocery stores. You can help by passing out flyers to people entering the store. Collecting food from donors exiting the store and give a hearty "Thanks!" and a smile. You can help load food into the vans and transport it to the food bank. Shifts run 2-3 hours, generally on the weekends.

The average volunteer shift is three hours and we have both morning and afternoon shift. We would love to have regular volunteers and encourage you to volunteer once a week, or once a month, or just occasionally, as your schedule allows.

Volunteering at the food bank is important, rewarding work that has a great impact on our community. We are looking for upbeat volunteers who can help us. If you work well with others, interact with the public well, and can commit to a shift, we can use your talents!

To volunteer, please call 206-723-4105