



FOOD DRIVE INSTRUCTIONS

Step 1. Work with a dedicated staff member to identify a Blessings program in your area to receive the food items/bags.

Step 2. Determine if you will be solely collecting food or if you would like to organize a team of volunteers to pack the food into bags.

Step 3. Connect with the local volunteer team to coordinate preferred food items/menus, event details, and delivery of food to the program site. If you are creating food bags with the collected food, invite a volunteer from the local Blessings team to talk about their program. If you decide to do an online shopping experience, you can utilize Amazon Wish List and work with the local volunteer program coordinator to determine wish list needs.

Step 4. Set a goal for your event! Whether it is the number of individual food items collected or food bags packed, having a goal will help pave the way for a successful event.

Step 5. Announce the food drive or packing event. This can be accomplished through social media, organization websites, email, and other sources. Make sure to include all details of the collection or event.

Step 6. If you are setting up food bins for collection, create a flyer that includes the start and end dates, the list of food items needed, and who the food drive will benefit. Include information on Blessings in a Backpack and how a donor can make a monetary donation

Step 7. Update participants on the amount of food and funds you've collected and be sure to take pictures! Be sure to thank your donors and participants.

Step 8. Once the food drive or packing event is over, contact the local volunteer team to schedule a time to deliver your donations.

Step 9. We would love to hear about your event! Go to blessingsinabackpack.org/food-drive to share information about your drive, including the value of donated food. By sharing this information, we can ensure your efforts are included in our reporting as we strive to provide more than three million bags of weekend food this school year. Every bag counts!

All monetary donations received should be mailed to:
BIB Bank Lockbox, P.O. Box 950291, Louisville, KY 40295