



Food Drive Kit



Hosting a Food Drive for the Community Food Warehouse of Mercer County

Thank you for your interest in hosting a food drive for the CFWMC! Food drives are an essential part of our operation and help us to provide additional assistance to the 4,200 families we serve across Mercer County. Below are some things to keep in mind when hosting a food drive. Also included in this kit: a list of suggested items, a form we ask you to submit so that we know you're hosting a food drive and a form to advertise your food drive.

When hosting a food drive, here are a few things to keep in mind:

- **Inform.** If you would like a representative from the CFWMC to speak with your group, just call us to arrange a time to do so.
- **Organize.** Select a date on which your food drive will start and how long it will run. The average food drive will last anywhere from 2 weeks-1 month, although some will be as short as 1 day and as long as a whole year. Complete the "food drive form" and send it to us so we know about your drive.
- **Spread the word.** Start advertising your food drive a few weeks in advance of the start date. Notify us so we can help you spread the word! Please tag us on your social media sites to help reach more viewers and participants. Be sure to tag us @CommunityFoodWarehouse on Facebook and @communityfoodmc on Instagram.
- **Be creative.** Set a goal. Create a theme. Make it a competition. Can't think of a way to do this? Give us a call, we've got lots of ideas!
- **Collect non-perishable donations.** Please collect non-perishable food items in plastic, cardboard or cans. Be sure to put your containers somewhere easily accessible. We've found that the best containers are cardboard boxes because they can be easily transported. We cannot accept glass because it can be easily broken. We also cannot accept unlabeled products. We have bins for collection should you need to use them. Just call and request a few!
- **Collect monetary donations.** You can do this alongside a regular food drive. We have the ability to buy food at much lower rates than what you pay at the grocery store. You may bring in or mail financial contributions; they can also be made through PayPal on our website. Remind your donors to indicate which food drive should get the credit for the donation.
- **Bring it in.** Please call ahead of time to schedule your delivery to ensure the availability of our Warehouse Manager.

- ***Schedule a pick-up.*** If you are unable to bring in your food drive, please give us a call to schedule a pick-up. Please note, this may take up to two weeks, as we only have one full-time driver.

Questions? Call or email Alexis Spence-Locke, Development Coordinator at: 724-981-0353 ext. 108 or aspencelocke@foodwarehouse.org.

Most needed food items

- Canned vegetables (especially low salt/no salt)
- Canned stews or soups
- Canned tuna, chicken, and ham
- Peanut butter
- Spaghetti Sauce
- Pasta
- Rice
- Cereal
- Canned fruits (in own juice)
- 100% juices

We'll also take non-food items, such as:

- Laundry and Dish Detergent
- Toothpaste
- Toilet paper
- Diapers
- Soap
- Shampoo

****Please, no glass items!**

**Your donation to our food
drive benefits**



When:

Where:

Contact:



Tell Us About Your Food Drive

Tell us about your food drive by completing this form and emailing it to: aspencelocke@foodwarehouse.org; you may also fax or mail it.

Company/Organization Name: _____

Contact Name: _____

Address: _____

Contact Phone: _____

Contact Email: _____

Dates of Food Drive: _____

Pick Up _____ or Drop Off _____

Comments: