



**Interfaith Food Pantry**  
Serving Morris County

# Food Drive Kit



---

2 Executive Drive, Morris Plains, NJ 07950  
Phone: 973-538-8049 Fax: 973-998-5086  
Email: [interfaithfoodpantry@mcifp.org](mailto:interfaithfoodpantry@mcifp.org)  
[www.mcifp.org](http://www.mcifp.org)

# Contents

- Introduction
- Overview
- Planning the Drive
- Promoting the Drive
- Collecting the Food
- Delivering the Food
- After the Drive is Over
- Materials
  - Ideas and Themes for Food Drives
  - Sample Appeal Letters
  - Pantry Fact Sheet
  - Monetary Donation Coupon
  - Current Pantry Needs Flyer
  - Sample Brochure and Master for Reproduction
  - Food Drive Poster/Flyer

## Introduction

Thank you for volunteering to conduct a food drive on behalf of the Interfaith Food Pantry. As you may know, more than 4,179 families in Morris County rely on us for supplemental groceries year round. Last year, 2015, we distributed **986,116** pounds of food to low-income working families and senior citizens living on fixed incomes. We're currently distributing nearly 1.7 tons of food per day! We would not be able to continue to meet this need without the help of volunteers like you.

## Overview

There are four phases to a food drive:

- Planning the Drive
- Promoting the Drive
- Collecting the Food
- Delivering the Food

This guide provides information on how to conduct each phase and includes tips and tools to help you to be successful!

## Planning the Drive

The planning phase will be slightly different depending on whether you're conducting the drive with an organization or company, with a small group or independently. The following list summarizes the basic steps needed for all cases.

1. Decide on the type of drive (hold the drive at one or more collection sites, collect door-to-door), the location(s), and if you wish, a theme. Also, consider setting a goal for your drive. You can base it on a number of bags or pounds or on a goal of filling up a certain space, such as an office or a particular type of container. **Tool:** Refer to **Ideas and Themes for Food Drives** for suggestions to get you started.
2. Decide on the date and length of the drive.
3. Decide how, or if, to accept monetary donations during the drive. You can collect the donations in a container or provide your donors with a coupon that they can mail directly to the Pantry. **Tool:** We've provided a coupon to use. **Tip:** Keep a log names and addresses for those who donate cash and send to the Pantry. The Pantry will mail receipts. Or, ask people to donate online and specify your drive as the designee.
4. Gain support from a leader in the organization, corporation, or community, or from friends, co-workers, or associates. **Tip:** consider asking your company to make a matching gift or challenge grant in conjunction with the drive. For example, they could donate a dollar for every pound of food collected. **Tool:** We've included sample letters to use as models.
5. Develop a plan to promote the drive. Refer to the section **Promoting the Drive** for tips on how to do this effectively.
6. Gather the necessary materials: boxes and/or bags for groceries, container and/or coupons for monetary donations, promotional materials, and the list of current Pantry food needs, which we've included in this package.

7. Designate a specific contact who will work with the Pantry to arrange for the food delivery or collection once the drive is complete.
8. Kick off the drive with a meeting or special event. **Tip:** Consider inviting a representative from the Pantry to speak to your group prior to the drive.

### Promoting the Drive

Encourage participation by displaying posters and flyers, sending email, posting information on your website or in your bulletins and newsletters, and announcing the drive at meetings.

Publicize the drive within your community with posters and flyers. If you'd also like to announce the drive using local TV, radio, and newspapers, please contact us for assistance in preparing a press release. **Tools:** We've provided a copy of our flyer and brochure. You could bring the flyer to a local quick print shop, enlarge it, and mount it on a poster or foam board.

### Collecting the Food

As you plan how you'll collect the food, focus on making the donation process as easy as possible. If you are collecting food door-to-door, consider dropping off bags at each house ahead of time with a note attached. **Tip:** Be clear about the date when you will return to collect the food and where you would like the donation to be left.

If you are holding a drive at a collection site, place sturdy, well-marked containers in a visible location. Check the site frequently and remove some of the donations periodically. **Tip:** If you are conducting the drive within your own organization or business, consider providing bags ahead of time that people can take home.

### Delivering the Food

Contact the Pantry to set up a specific day and time when you will drop off the food and any monetary donations you received, and also provide a rough estimate of the amount of food that will be delivered. Be sure you have provided directions to the Pantry to all volunteers who are helping with the delivery.

When you come to the Pantry, we will ask you to fill out a Donation Information form and we'll weigh your donation. You will receive a follow-up thank you from us in acknowledgment of your food drive. **Tip:** Consider combining the food delivery with a tour of the Pantry or a "work project" for your volunteers.

### After the Drive is Over

Thank your volunteers and celebrate your success. Consider having a party to show your appreciation. Publicize the results of your drive within your company, organization, and/or community.

## Ideas and Themes for Food Drives

The following are some suggestions on **how to set up your drive**:

- Collect food outside a supermarket
- Establish a collection point in a central location at your work-place, business, or your organization's headquarters, such as the reception area, cafeteria, break-room, waiting room, or checkout counter.
- Hold a food drive at your swim club, local Y, summer camp, or as part of a sports event.
- Work with your community leaders to hold a food drive in conjunction with a town street festival or concert.
- Talk to your local library about doing a "Food for Fines" program, where they accept canned goods in lieu of overdue book fines. Or, see if they can tie a "Read to Feed" program into their reading clubs where they ask participants to bring food for each book they read.
- Throw a BBQ or block party and collect food.
- Ask for food as "admission" to a company or school event.
- Exchange a reward for a donation – allow employees/student to dress casual, etc.
- Ask for food donations in lieu of gift at your next special event. Establish a theme that fits with the type of gathering.

The following are some ideas for designing a **theme** for your food drive:

- Designate theme days, such as Macaroni Monday (plain pasta and macaroni & cheese), Tuna or Tomato Tuesday (canned tuna or canned vegetables), Wheaties Wednesday (cereals), Thirsty Thursday (juice and Parmalat milk) and Fruity Friday (canned fruit).
- Tie your drive into a holiday.
- Run a Brown Bag Buddy drive during the summer to collect breakfast and lunch items for children who normally receive these meals through a school program.
- Create a slogan and/or theme that relates to your organization or business, such as "Make Every Bean Count" – a canned beans drive at an accounting firm.

The following are some ideas for how to **create interest** in your food drive:

- Be creative with collection containers – set up playpens for collecting baby items, fill a car for a "Food DRIVE".
- Set creative goals – collect food to reach a certain height or weight, or to fill a specific container or room.
- Create competitions – department against department, class against class, team against team.
- Set up a calendar where you suggest a specific item for people to set aside each day of the drive, and then bring to the collection point at the end.

## **Appeal Letter to Leader in Organization or Community**

Date

Dear [LEADER],

Morris County is consistently ranked among the top five wealthiest counties in the United States. But as residents grapple with the disparity between low wages and the escalating costs of living, hunger and food insecurity continue to grow.

In light of this issue, [NAME OF GROUP OR INDIVIDUAL RUNNING FOOD DRIVE] will be holding a food drive on [DATES] to benefit the Interfaith Food Pantry.

We are contacting you today to ask for your support to help ensure there will be widespread participation and awareness of this event. If you have any questions or would like to discuss how you can champion this effort, please contact me at [CONTACT INFO].

Regards,

**About the Interfaith Food Pantry:** More than 4,179 families in Morris County rely on the Interfaith Food Pantry for supplemental groceries year round. Last year, 2015, they distributed nearly one million pounds of food to low-income working families and senior citizens living on fixed incomes. They're currently distributing nearly 1.7 tons of food per day! week. For more information, call 973-538-8049 or visit the Interfaith Food Pantry website at [www.mcifp.org](http://www.mcifp.org)

## Appeal Letter to Participants

Date

Dear [COLLEAGUES/NEIGHBORS],

[NAME OF GROUP OR INDIVIDUAL RUNNING FOOD DRIVE] will be holding a food drive on [DATES] to benefit the Interfaith Food Pantry.

More than 4,900 families in Morris County rely on the Interfaith Food Pantry for supplemental groceries year round. Last year they distributed over one million pounds of food to low-income working families and senior citizens living on fixed incomes. They also deliver to housebound seniors and the disabled. They're currently distributing nearly 1.7 tons of food per day.

Together, we can make a difference in our community. [PROVIDE DETAILS ABOUT THE FOOD DRIVE.]

For more information about the Pantry, call 973-538-8049 or visit the Interfaith Food Pantry website at [www.mcifp.org](http://www.mcifp.org).

Regards,



# Interfaith Food Pantry

## Serving Morris County

### WHO WE ARE

The Interfaith Food Pantry is a community of neighbors helping neighbors committed to ending hunger and supporting self-sufficiency. Through our community partners we provide food, education and resources to inspire confidence and hope to Morris County families in need.

The Interfaith Food Pantry was established in 1994 when a group from throughout the community, including individuals from churches already operating food closets, met to discuss the issue of hunger in our area. There already was a growing awareness that many families needed assistance in securing food. It was also noted that a centralized location was necessary, since many of those in need did not have transportation. The group decided to consolidate their programs working out of one central location in Morristown, and to seek the community's help in maintaining and staffing the project. The Pantry now operates in Morristown (Pantry only) and our main location (Pantry, warehouse and offices) at 2 Executive Drive, Morris Plains. Groceries are delivered to housebound seniors and the physically disabled.

### FOCUS

A few years ago, we met with other area agencies to determine what would be the best focus for the Interfaith Food Pantry. Since there were already many excellent programs dealing with the needs of the homeless, the decision was made to target those individuals and families that seemed to be falling through the cracks. Our goal is to service Morris County residents who are housed in apartments, rooms, or in some cases, their own homes, who have some income but still are unable to meet their family's basic needs. Our clients are primarily senior citizens, low-income working families, and the recently unemployed.

### WHAT WE DO

In 2015, we served more than 9,620 people and distributed over a million pounds of food. In addition to dealing with daily food requirements, the Pantry also tries to make the holidays a little brighter for those in need. We provide holiday food baskets at Thanksgiving. Last year we distributed more than 1,600 food baskets and turkeys.

Prospective clients are interviewed and complete an application. Need is determined by examining a family's disposable income. The Pantry gets referrals from many places including churches, hospitals, and schools as well as local social service agencies and employers in the midst of layoffs. The biggest single expense most of our clients have is housing, followed by health care.

Along with our feeding program, we feel it is important to provide information and education about the needs in our community and volunteer opportunities where people can feel they have personally made a difference. With this in mind, we offer tours and orientation programs to youth and adult groups, make presentations at local houses of worship and civic organizations, and provide volunteer opportunities to our community. At present, we have more than 375 volunteers with regularly assigned tasks and hundreds more who come in on an as needed basis, who together keep the pantry and warehouse running.

Thanks to the outpouring of donations from throughout the community, we are also able to provide support to other agencies, including NJ Battered Women's Services, Interfaith Council for Homeless Families, Morris County Division of Aging and Disabilities, Morris County Office of Temporary Assistance, NWNJ Maternal & Child Health Network, Hope House, the Community Soup Kitchen, Morris County Mental Health Association, and others.



## INTERFAITH FOOD PANTRY DONATION

Can you help us keep the shelves stocked when supplies are low?

Name \_\_\_\_\_ Amount donated \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ e-mail \_\_\_\_\_

If you can help, please send checks payable:

### Interfaith Food Pantry

2 Executive Drive, Morris Plains, NJ 07950

The Interfaith Food Pantry is a non-profit 501(c)(3) organization.

Our Federal tax-exempt # is 22-3618468.

## INTERFAITH FOOD PANTRY DONATION

Can you help us keep the shelves stocked when supplies are low?

Name \_\_\_\_\_ Amount donated \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ e-mail \_\_\_\_\_

If you can help, please send checks payable:

### Interfaith Food Pantry

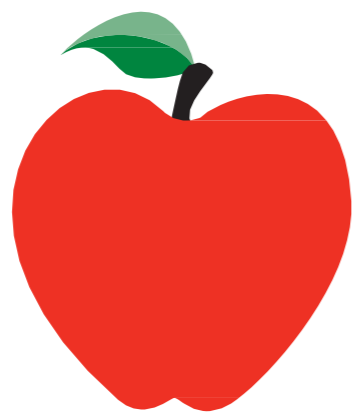
2 Executive Drive, Morris Plains, NJ 07950

The Interfaith Food Pantry is a non-profit 501(c)(3) organization.

Our Federal tax-exempt # is 22-3618468.



# We are sponsoring a food drive for



## Interfaith Food Pantry Serving Morris County

More than **9,620** people in Morris County rely on the Interfaith Food Pantry for emergency and supplemental groceries.

Last year, we distributed nearly **one million pounds of food** to low-income working families, unemployed workers, people with disabilities and seniors living on fixed incomes. We also delivered **68,814** pounds of food to homebound clients.

You can help our efforts to alleviate hunger by making a food or cash donation to the Interfaith Food Pantry  
2 Executive Drive  
Morris Plains, NJ 07950  
973-538-8049  
[www.mcifp.org](http://www.mcifp.org)

Posters donated by Refined Sight [www.refinedsight.com](http://www.refinedsight.com)



# Help a Neighbor in Need





## Interfaith Food Pantry

Serving Morris County

2 Executive Drive, Morris Plains, NJ 07950  
(973) 538-8049 Email: [interfaithfoodpantry@mcifp.org](mailto:interfaithfoodpantry@mcifp.org) Website: [www.mcifp.org](http://www.mcifp.org)

### EVERYDAY PANTRY NEEDS

- Prepared Spaghetti Sauce, Canned Tomatoes & Puree
- Pasta and Whole Wheat Pasta
- White & Brown Rice – 1 or 2 Lb. Bags or Boxes
- Side Dishes (Hamburger Helper<sup>®</sup>, Rice-A-Roni<sup>®</sup>, Instant Potatoes, Mac & Cheese)
- Powdered Milk, Parmalat<sup>®</sup> & Evaporated Milk
- Healthy Breakfast Cereal, Oatmeal & Pancake Mix
- Meats and Meals such as: Canned Chicken, Stew, Ravioli, Corned Beef, Hash
- Peanut Butter, Jelly
- Tuna & other canned fish like Salmon, Sardines
- Soup – especially low-salt and hearty types
- Diapers, especially 4,5 & 6 and large, Pull Ups and Wipes
- Baby Food (Stages 1 & 3) , Baby Cereal, Baby Formula
- Canned Vegetables
- Canned Fruit (lite, no-sugar added)
- 100% Juice (bottle) <sup>32 oz</sup>
- Dry Beans; canned baked, black, kidney, pinto, white
- Laundry Detergent (regular size)
- Boost, Ensure Boost Glucose Control, Glucerna
- Gluten free pastas and crackers



# Interfaith Food Pantry

Serving Morris County

2 Executive Drive, Morris Plains, NJ 07950  
(973) 538-8049 Email: [interfaithfoodpantry@mcifp.org](mailto:interfaithfoodpantry@mcifp.org) Website: [www.mcifp.org](http://www.mcifp.org)

## EVERYDAY PANTRY NEEDS

- Prepared Spaghetti Sauce, Canned Tomatoes & Puree
- Pasta
- White & Brown Rice - 1 or 2 Lb. Bags or Boxes
- Side Dishes (Hamburger Helper®, Rice-A-Roni®, Instant Potatoes, Mac & Cheese)
- Powdered Milk, Parmalat® & Evaporated Milk
- Healthy Breakfast Cereal, Oatmeal & Pancake Mix
- Meats and Meals such as: Canned Chicken, Stew, Ravioli, Corned Beef, Hash
- Peanut Butter, Jelly
- Tuna & other canned fish like Salmon, Sardines
- Soup - especially low-salt and hearty types
- Diapers, especially 4,5&6 and large, Pull Ups and Wipes
- Baby Food (Stages 1 & 3), Baby Cereal and Formula
- Canned Vegetables
- Canned Fruit (lite, no-sugar added)
- 100% Juice (bottles, juice packs, etc.)
- Dry Beans; canned baked, black, kidney, pinto, white
- Gluten Free products
- Ensure, Glucerna, Boost, Boost Glucose Control



# Interfaith Food Pantry

Serving Morris County

2 Executive Drive, Morris Plains, NJ 07950  
(973) 538-8049 Email: [interfaithfoodpantry@mcifp.org](mailto:interfaithfoodpantry@mcifp.org) Website: [www.mcifp.org](http://www.mcifp.org)

## EVERYDAY PANTRY NEEDS

- Prepared Spaghetti Sauce, Canned Tomatoes & Puree
- Pasta
- White & Brown Rice - 1 or 2 Lb. Bags or Boxes
- Side Dishes (Hamburger Helper®, Rice-A-Roni®, Instant Potatoes, Mac & Cheese)
- Powdered Milk, Parmalat® & Evaporated Milk
- Healthy Breakfast Cereal, Oatmeal & Pancake Mix
- Meats and Meals such as: Canned Chicken, Stew, Ravioli, Corned Beef, Hash
- Peanut Butter, Jelly
- Tuna & other canned fish like Salmon, Sardines
- Soup - especially low-salt and hearty types
- Diapers, especially 4,5&6 and large, Pull Ups and Wipes
- Baby Food (Stages 1 & 3), Baby Cereal and Formula
- Canned Vegetables
- Canned Fruit (lite, no-sugar added)
- 100% Juice (bottles, juice packs, etc.)
- Dry Beans; canned baked, black, kidney, pinto, white
- Gluten free products
- Ensure, Glucerna, Boost, Boost Glucose Control

