



Interfaith Food Pantry
and Resource Center

Food Drive Kit



2 Executive Drive, Morris Plains, NJ 07950
Phone: 973-538-8049 Fax: 973-998-5086
Email: interfaithfoodpantry@mcifp.org

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Introduction

Thank you for volunteering to conduct a food drive on behalf of the Interfaith Food Pantry. In 2017, we distributed more than 1,134,000 pounds of food during close to 19,000 household visits either to or by the Pantry. 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 wealthiest counties in the United States. Yet according to the A.L.I.C.E. report published by the United Way, nearly ¼ of its residents struggle to meet their basic cost of living.

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: In 2017 the Interfaith Food Pantry distributed more than 1,130,000 pounds of food during nearly 19,000 visits. For more information visit www.mcifp.org or call 973-538-8049.

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.

Morris County is consistently ranked among the top wealthiest counties in the United States. Yet according to the A.L.I.C.E. report published by the United Way, nearly ¼ of its residents struggle to meet their basic cost of living.

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.

Regards,

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 _____

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If you can help, please send checks payable:

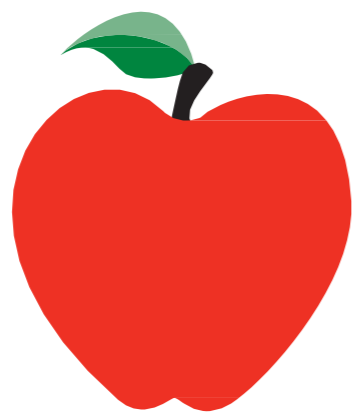
Interfaith Food Pantry

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

Close to **10,000** people in Morris County rely on the Interfaith Food Pantry for emergency and supplemental groceries.

Last year, we distributed more than **one million pounds of food** to low-income working families, unemployed workers, people with disabilities and seniors living on fixed incomes. We also delivered **63,000** 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

Posters donated by Refined Sight www.refinedsight.com



Help a Neighbor in Need

What is the Interfaith Food Pantry?

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.

Our Mission is to:

- Improve the health and well-being of Morris County residents in need by providing access to food, nutrition education and related resources;
- Provide hands on opportunities for neighbors to help neighbors;
- Educate the public about the issues of hunger.



Groceries are provided to anyone from Morris County in need with appropriate facilities to cook the food given. Individuals call the office to make an appointment, fill out an application and are interviewed to assess their need. **There is no income cut-off**; each clients' individual circumstances are into consideration.

We offer non-perishable food, fresh produce, dairy, baked goods and fresh and frozen meats when available. We employ several methods of food distribution:

- **Client Choice Pantry:** For those who visit our two locations each family is allowed to “shop” off the shelves choosing the food their family prefers. Food is distributed based on the size of the family
- **Home Delivery** is provided by volunteers for the elderly and disabled
- **Mobile Pantry:** Partners with smaller food pantries, Meals on Wheels, low-income senior housing units and other agencies to distribute food to people who lack access to our Client Choice Pantries.

Our Other Programs

Healthy Choices: Provides access to healthy food options, nutrition education and cooking demonstrations, and partners with outside agencies to provide health screenings and programs such as the diabetes education workshops.

Family Self Sufficiency: Provides referrals for services such as low-cost housing and health care, benefit screening and application assistance and partners with outside agencies that offer benefits such as free tax-preparation, dental and vision screenings, eyeglasses, etc. on-site.

Working Families Access: Expands hours to ensure access during evening and weekend hours to our many working families.

Food Rescue Program: Works with local supermarkets, farms, and distributors, to “rescue” food such as frozen meats, produce and baked goods that can no longer be sold but are still good for consumption.

Free Farmers Markets Offers additional fresh produce during special distribution sessions every two weeks at both Client Choice pantries.

Thanksgiving Program Provides turkeys and all the trimmings for a holiday meal to our clients and those served by many other Morris County agencies.

We’ve Got Your Back: Provides backpacks and school supplies to the children of our client households.

Volunteer Program: Offers hands-on opportunities to individuals, families and groups to help them become part of the solution.

Kitchen to Table: Provides meaningful team-building opportunities for groups to cook meals together which is then sent to our elderly and disabled homebound clients.

Education and Civic Engagement: Works with schools and youth groups from elementary to college age to educate them about the issue of hunger and engage them in making a difference.

How We Do It

The Interfaith Food Pantry is a non-profit organization. We depend on grants, cash, in-kind and food donations from foundations, houses of worship, schools, youth groups, service organizations, local companies, families and individuals who work together to help our neighbors in need.

How Can You Help?

Donate Food: Nearly 60% of the food we distribute is donated by the public. Food drives are a great hand-on way to get your company, youth group, civic group or house of worship involved in giving back to their community.

Make a Financial Contribution We rely on cash donations for additional groceries, supplies, rent, utilities, counseling, food-transport, etc. Did you know:

- **Many companies will match and even double your donation**, check with your employer.
- **We offer tribute cards** if you would like to make your donation in honor or memory of someone special. Check our website ww.mcifp.org for details.
- **We accept gifts of appreciated stock**, IRA and Annuity distributions as well as bequests. See our website for planned giving options or call Sandra Benedict at 973-538-8049 ext. 221.

Participate in our events: We run three major fundraising events each year; our Annual Spring Gala, Golf Outing and our Thanksgiving Day Turkey Trot.

Host your own fundraising event: From bake sales to in-home dinners to duck races, families, groups and companies have been very creative in helping us raise funds. See our website for ideas.

As A Volunteer Nearly 2,000 hours of volunteer time are required each month to operate the Pantry. We employ individual “staff” volunteers and host one-time groups seeking meaningful teambuilding activities.

Invite us to speak or organize a tour for your civic group, school, club, etc. We’re proud of what we do and work hard to educate people about the issue of hunger.

Be Informed About the issue of hunger and legislation that impacts our neighbors in need.

Follow us on Social Media For important updates. Like and Share with your friends and followers.



2017 By the Numbers:

- **1,134,854 pounds of food distributed**
- **945,712 meals were provided**
- **199,837 pounds of produce distributed**
- **18,913 total visits to or by the IFP**
- **2,866 average # of people served each month**
- **1,323 average # of households each month**

STAFF

Rosemary Gilmartin, Executive Director	x215
Carolyn Lake, Associate Director	x211
Tony Aviles, Asst. Warehouse Manager	x219
David Bean, Asst. Food & Facilities Mgr.	x219
Sandra Benedict, Director of Development	x221
Joanne Brashier, Comm. Rel./Dev. Assoc.	x229
Katy Galton, Nutrition Educator	x221
Diana Garcia, Client Services Associate	x235
Liliana Herrera, Client Services Manager	x212
Denise Hurtado, Client Services Associate	x233
Meg Manbretti, Office Manager	x217
Doug McMahon, Volunteer Coordinator	x218
Patrick Mitchell, Mobile Pantry Coord.	x219
Julia Murtha, Program Associate	x227
German Ortiz, Client Svcs./Admin. Asst.	x210
Wendy Potkay, Business Manager	x220
Jessica Revolorio, Client Services Associate	x235
Bill Zackoff, Food & Facilities Manager	x214



HOURS OF OPERATION

Pantry & Resource Center
 2 Executive Drive
 Morris Plains, NJ 07950

To drop off food or visit

Monday - Thursday 9:30am - 4:30pm
Special arrangements may be made by request.

For food distribution

1 st four M-T-W-TH of each month	1 pm - 3 pm
1 st & 3 rd Tuesdays of each month	6 pm - 8 pm
1 st four Wednesdays of each month	6 pm - 8 pm
1 st four Saturdays of each month	10am - 12 pm

You must be here 15 min. before closing

Satellite Pantry
 190 Speedwell Avenue, Morristown

For food distribution

Tuesday	9:30am - 12:00pm
Wednesday	9:30am - 12:00pm
Thursday	9:30am - 12:00pm
2 nd & 4 th Thurs of the month	5:00pm - 7:30pm

To allow time for shopping, you must be here 15 min. before closing.

*All new clients **must call 973-538-8049** to schedule an appointment & interview.*

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 Our Federal tax-exempt # is 22-3618468.



Interfaith Food Pantry
 and Resource Center
"neighbors helping neighbors"



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 Morris Plains, NJ 07950
 Phone: (973) 538 - 8049
 Fax: (973) 998 - 5086

Satellite Pantry
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 Morristown, NJ 07960

www.mcifp.org
 E-mail: interfaithfoodpantry@mcifp.org



Ideas and Themes for Food Drives

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

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- Establish a collection point in a central location at your workplace, business, or your organization's headquarters, such as the reception area, cafeteria, break room, waiting room, or checkout counter.
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