

FOOD AND FUND DRIVE

MOST WANTED FOODS

- FOODS HIGH IN PROTEIN SUCH AS CANNED MEATS - TUNA, CHICKEN, SALMON - AND CANNED OR DRIED BEANS
- FOODS HIGH IN NUTRIENTS, SUCH AS CANNED FRUITS AND VEGETABLES (PREFERABLY WITH REDUCED SODIUM AND REDUCED SUGAR)
- WHOLE-GRAIN FOODS SUCH AS BROWN RICE, WHOLE GRAIN CEREAL AND WHOLE-WHEAT PASTA
- SOUPS, CHILIES AND STEWS (PREFERABLY WITH REDUCED SODIUM AND REDUCED FAT)
- 100% FRUIT JUICE (CANNED, PLASTIC OR BOXED)
- OTHER NUTRITIOUS, "HEALTHY-CHOICE" FOODS

MOST REQUESTED FOODS

- PEANUT BUTTER
- COFFEE
- FRESH PRODUCE

MONETARY DONATIONS ARE ALSO APPRECIATED!

DID YOU KNOW? THE COMMUNITY FOOD BANK IS ABLE TO DISTRIBUTE MUCH MORE FOOD PER DOLLAR THAN YOU CAN DONATE AS AN INDIVIDUAL. OUR COST TO FILL A BOX OF FOOD FOR A FAMILY CONTAINING 3 MEALS FOR 3 DAYS, IS AS LITTLE AS \$25.00.

PLEASE CONTACT THE COMMUNITY FOOD BANK IF YOU WOULD LIKE A BOARD MEMBER, ANOTHER VOLUNTEER OR THE DIRECTOR TO SPEAK TO YOUR ORGANIZATION ABOUT HOW THE COMMUNITY FOOD BANK MAKES A DIFFERENCE IN THE MESA COUNTY COMMUNITY.



HOW TO THROW A FOOD AND FUND DRIVE!



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THANK YOU FOR YOUR INTEREST IN HOSTING A **FOOD AND FUND DRIVE** TO BENEFIT THE COMMUNITY FOOD BANK. WITHOUT THESE EVENTS ORGANIZED BY GENEROUS INDIVIDUALS AND GROUPS WE WOULD NOT BE ABLE TO PROVIDE EMERGENCY HUNGER RELIEF SERVICES FOR MESA COUNTY FAMILIES AND INDIVIDUALS IN OUR COMMUNITY.

STEPS FOR A SUCCESSFUL FOOD AND FUND DRIVE

- 1 – SELECT A COORDINATOR OR COORDINATING COMMITTEE.
- 2 – ESTABLISH A GOAL FOR THE AMOUNT OF FOOD AND FUNDS YOU HOPE TO COLLECT.
- 3 – CREATE PUBLICITY FOR YOUR EVENT UTILIZING NEWSLETTERS, MEMOS, EMAIL, BULLETIN BOARDS, PAYROLL INSERTS.
- 4 – CONSIDER USING YOUR WEBSITE, FACEBOOK AND TWITTER ACCOUNTS.
- 5 – ENCOURAGE PARTICIPANTS WITH REGULAR REMINDERS AND UPDATES.
- 6 – CONTACT THE COMMUNITY FOOD BANK DIRECTOR, MARSHA KOSTEVA TO SCHEDULE YOUR DROP OFF DATE AND TIME.**

ADDITIONAL IDEAS AND SUGGESTIONS

- ~ SET A FUN THEME FOR YOUR EVENT. EXAMPLES: THE 1,000 POUND CHALLENGE; CHRISTMAS IN JULY, ETC.
- ~ PUT YOUR COLLECTION BIN(S) IN A HIGHLY VISIBLE, CENTRAL LOCATION.
- ~ ANNOUNCE SPECIFIC COLLECTION DATES AND PROVIDE OPTIONS TO DONATE CASH.

~ PERIODICALLY EMPTY THE BIN(S) TO A STORAGE LOCATION TO ENCOURAGE ONGOING DONATIONS.

~ PUT UP SIGNS WHERE PEOPLE CONGREGATE OR PASS.

~ TELL PEOPLE SPECIFICALLY WHAT IS IN DEMAND AND WHY SO THAT WHEN THEY GO SHOPPING THEY CAN ADD THESE ITEMS TO THEIR LIST – SIMPLE SOURCES OF PROTEIN: PEANUT BUTTER AND TUNA FISH; EASY TO PREPARE MEALS: HEARTY SOUPS AND CHILI.

~ REMEMBER TO PUBLICIZE THE RESULTS OF YOUR DRIVE AND TO ACKNOWLEDGE THOSE WHO WERE MOST RESPONSIBLE FOR ITS SUCCESS!

ADOPT THE FOLLOWING GUIDELINES

~ THE COMMUNITY FOOD BANK WILL GLADLY PROVIDE INFORMATIONAL AND COLLECTION MATERIALS, SUCH AS BROCHURES TO BE DISTRIBUTED TO THE PUBLIC AND PLASTIC CRATES FOR FOOD. PLEASE ALLOW AT LEAST TWO WEEKS NOTICE.

~ FOOD AND FUND DRIVES AND OTHER FUNDRAISING EVENTS MUST REFLECT THE VALUES ASSOCIATED WITH THE MISSION OF THE COMMUNITY FOOD BANK. THE EVENT MUST BE RESPECTFUL TO ALL SOCIO-ECONOMIC, ETHNIC AND RELIGIOUS GROUPS.

~ TO RESPECT THE PRIVACY OF OUR SUPPORTERS, THE COMMUNITY FOOD BANK WILL NOT PROVIDE THE USE OF OUR MAILING LIST OR EMAIL LIST FOR THE PROMOTION OF FOOD AND FUND DRIVES.

~ THE COMMUNITY FOOD BANK IS THE BENEFICIARY – NOT THE SPONSOR/HOST – OF YOUR FOOD AND FUND DRIVE. PUBLICITY SHOULD LIST THE SPONSOR/HOST AND THE NAME OF THE EVENT FOLLOWED BY “. . . BENEFITING THE COMMUNITY FOOD BANK.”

~ THE COMMUNITY FOOD BANK PLACES A HIGH VALUE ON DONOR ETHICS. THEREFORE ANY PROMOTIONAL MATERIALS SHOULD CLEARLY STATE THE PERCENTAGE OF PROCEEDS THAT WILL BE DONATED TO THE COMMUNITY FOOD BANK. EXAMPLES: 100% OF ALL DONATIONS, OR \$1 OF EVERY ITEM SOLD, OR 50% OF TICKET SALES WILL BE DONATED TO THE COMMUNITY FOOD BANK.

~ IF YOU FEEL THAT A STAFF OR VOLUNTEER PRESENCE WOULD HELP MAKE YOUR FOOD AND FUND DRIVE SUCCESSFUL, THE COMMUNITY FOOD BANK WILL ATTEMPT BUT CANNOT GUARANTEE STAFF OR VOLUNTEER ATTENDANCE,

~ ONLY DONATIONS MADE DIRECTLY TO THE COMMUNITY FOOD BANK ARE ELIGIBLE TO BE TAX-DEDUCTIBLE. PROMOTIONAL MATERIALS CANNOT STATE THAT DONATIONS MADE TO THE FOOD AND FUND DRIVE ARE TAX-DEDUCTIBLE BY UTILIZING THE COMMUNITY FOOD BANK'S IRS 501(C)3 STATUS.

~ THE COMMUNITY FOOD BANK CANNOT ACKNOWLEDGE IN-KIND DONATIONS FOR A FOOD AND FUND DRIVE AS CHARITABLE GIFTS MADE TO THE ORGANIZATION. THE ENTIRE AMOUNT OF THE DONATION WILL NEED TO BE CREDITED TO THE ORGANIZERS FOR TAX PURPOSES.

~ DUE TO LIABILITY AND BUDGETARY RESTRICTIONS UPON THE COMMUNITY FOOD BANK, THE FOOD AND FUND DRIVE ORGANIZER AGREES TO OBTAIN ALL REQUIRED PERMITS OR LICENSES. ALL ACTIVITIES TAKING PLACE DURING YOUR EVENT MUST BE LEGAL, ACCORDING TO LOCAL, STATE AND FEDERAL REGULATIONS. ANY EVENT THAT WILL PROVIDE LIQUOR WILL OPERATE UNDER A VALID LIQUOR LICENSE. THE COMMUNITY FOOD BANK DOES NOT HOLD A RAFFLE LICENSE.

~ FOR QUESTIONS OR FURTHER CLARIFICATION, CONTACT THE MARSHA KOSTEVA, DIRECTOR, AT 970.640.0336