

**A PARTNER'S GUIDE TO HOSTING  
A SUCCESSFUL FOOD DRIVE**

# **FOOD DRIVE**

**BENEFITTING**



**FOOD DRIVES | TOILETRY/CLEANING SUPPLY DRIVE | PET FOOD DRIVE**



## **STEP ONE:**

# **Goal Setting**

## **What Do You Hope to Accomplish**

Whether it be canned goods or monetary gifts, at the Bountiful Basement, every donation makes a difference in the life of a neighbor in need. It is important to answer the following questions before getting started:

- Will you be holding a food drive or a toiletry/cleaning product drive?
- How many meals or toiletries do you hope to provide by your food drive?
- Will you be collecting monetary donations as well?
- Where will you be hosting your drive and who will be participating

## **Get in Touch!**

Hosting a drive is the perfect way to partner with the Bountiful Basement. When it comes to feeding families, your individual gift will make a difference. Whether you are a corporation, community organization, church or an individual, we have made coordinating a drive as simple as possible. Our team will assist you to ensure success.

Reach out to us with any questions at any time.

bountifulbasement@gmail.com  
(216) 671-3870

## STEP TWO:

# Taking Action

## 1. Determining the Need

Our needs are constantly changing based on our upcoming events and food distributions. Below is a list of items that are ALWAYS needed at the Bountiful Basement. But please reach out to us with any questions regarding our most current needs prior to beginning your food drive. For our food drives, we can only accept canned goods or non-perishable goods. Encourage participants to avoid items packed in glass.

### Food Drive Items

- Peanut Butter
- Jelly
- Instant Potatoes
- Canned Fruit
- Chili
- Spaghetti
- Pasta Sauce
- Canned Vegetables
- Canned Meat

### Toiletry/Cleaning Supply Drive Items

- Body Wash
- Laundry Detergent
- Dryer Sheets
- Maxi-Pads
- Shampoo
- Tooth Paste
- Tooth Brush
- Adult Incontinence Products
- Bed Pads

## 2. Round Up Your Collection Boxes

One box can hold about 75 cans. Determine the number of boxes you'll need based upon your goal and number of collection sites. Banana boxes from grocery stores make great containers

## 3. Tap Your Resources

Start publicizing your drive! Send out emails, make flyers and get the word out to those you hope to encourage to participate. Remember to include information about the Bountiful Basement so they can see the impact of your donations. (Brochures may be available upon request.)

## **STEP THREE:**

# **Organizing & Delivery**

## **Keep Us Updated on the Success of Your Drive**

We want to celebrate with you every step of the way! Let us know how your drive is going or if you have any questions. We are here to help!

**bountifulbasement@gmail.com**

**(216) 671-3870**

## **Schedule A Delivery**

You've now done the hard part! Now it's time to see first hand how your drive will benefit the families we serve at the Bountiful Basement!

Donations should be dropped off during the follow days and times:

**Monday: 10AM-1PM, Tuesday: 9:AM-11:30AM, Wednesday: 4PM-6:45PM**

Please be sure to contact us and schedule your delivery. We want to make sure our team is ready to help unload and process your donations.

# Tips & Tricks

## Create a Theme

Bring some excitement to your drive by typing in a theme to make it more fun and engaging for all! Some ideas are below.

- Together we “**CAN**”: Encourage your group to bring in canned goods.
- “**MEAT**” The Need: Focus your drive on canned meats such as tuna, Vienna sausages, canned chicken.
- Kids for Kids: A great way to get the young ones involved! Have your kids collect their favorite items to share with kids in need.
- Food For the Holidays: Drives hosted around Thanksgiving and Christmas can be geared towards collecting items needed to prepare complete holiday meals.

## Make It Competitive

Who doesn't love a HEALTHY competition? Departments and classes can compete against one another to see who collect themes items. Motivate your group with incentives like casual day at work, a pizza party or even extra time off?

## Be Discerning

The Bountiful Basement operates on the concept of providing items that would serve to our own love ones. There are some items that the Bountiful Basement **CANNOT** accept such as expired goods, opened products and items with severely damaged packaging.

**If you have a question about the integrity of items collected, please reach out to us.**