# HOSTING A FOOD DRIVE IN 5 EASY STEPS

## 01 Set Your Goals!

One way to increase involvement and achieve better results from your food drive team is to establish a shared, written goal. Decide when to do your food drive, if you want to take monetary donations, where you are hosting it, and if you have a theme for your Food Drive!

## 02 Leading Up Your Event

Designate a leader for the food drive. Ensure that your donation site is easily accessible and visible. Consider picking up and dropping off for your drive at Helena Food Share (i.e., crates and signs) whenever possible.

## 03 Spread the word!

Now that you have decided on the details for your food drive, it's time to spread the word! Post it on social media, email, or make flyers for your Food Drive! Let us know if the event is open to the public, and we will post it on our website and event calendar.

## 04 Food Drive Time!

Have flyers to hand out to those participating in the Food Drive. We have lists for you to use if you want a theme! Ensure the food is stacked evenly in the crate and does not overflow and are stackable.

## 05 And that's a wrap!

Drop off your items at the donation door off Boulder Ave to get them weighed and see how you did! Thank your supporters and volunteers.

Thank you for hosting a Food Drive for Helena Food Share!

HELENA FOOD SHARE

Creating a Hunger-Free Community

# HOSTING A FOOD DRIVE WORKSHEET

## 01   Set Your Goals!

Date(s):

Location:

Theme:

Purpose:

Location:

Monetary Donation:

## 02   Leading Up Your Event

Event Lead:

Number of Crates Needed:

Number of Signs needed:

Pick-Up Scheduled:

Drop-off Schedules:

Monetary donations?

## 03   Spread the word!

How do you plan on spreading the word?

Is this a public event? Yes / No

## 04   Food Drive Time!

Location confirmed:

Shifts (we recommend 2 hour shifts if needed):

## 05   And that's a wrap!

Make sure your crates are stackable and nothing is being crushed then bring them to the Helena Food Share donations door at 1280 Boulder Ave from 8:30 to 3:30 Mon-Friday! Please give us a call when you are on your way!

Thank you for hosting a Food Drive!

HELENA FOOD SHARE

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