

# Organizing A Food Drive



[www.ceopeoplehelpingpeople.org](http://www.ceopeoplehelpingpeople.org)  
185 Research Drive  
Pittston, PA 18640  
570-908-2222

## Who Benefits From Your Donations?

The Weinberg Northeast Regional Food Bank distributes the products to charitable organizations feeding the needy throughout Northeastern Pennsylvania. These include:

- ♦ Food pantries
- ♦ Homeless shelters and domestic violence shelters
- ♦ Soup kitchens
- ♦ Group homes for the disabled
- ♦ Drop-in centers for homeless and disabled
- ♦ Day care centers and after school programs
- ♦ Children's camps
- ♦ Senior citizen program

Donated food, collected by the Food Bank, is given to partner agencies...



## Different Kinds of Foods & Items That We Accept

All types of food and related products can be donated. Non-perishable foods in non-glass containers are best for food drives. Non-food items such as paper products, soaps, can be donated as well. Some examples are:

- ♦ Canned meats: hams, spreads, stews, chicken, Spam, salmon, Vienna Sausage
- ♦ Beans– canned or dried
- ♦ Canned Vegetables\*
- ♦ Canned Fruits\*
- ♦ Peanut Butter
- ♦ Jelly
- ♦ Cereal
- ♦ Tuna fish
- ♦ Macaroni and cheese
- ♦ Pasta Products
- ♦ Rice
- ♦ Canned Soup
- ♦ 100% juice in cans or plastic
- ♦ Coffee—Tea
- ♦ Baking goods
- ♦ Beauty supplies
- ♦ Baby items –(Baby Food and Formula must be within code date)
- ♦ Cleaning supplies

## Holiday Foods That We Accept

- ♦ Instant Potatoes
- ♦ Stuffing Mix
- ♦ Gravy Mix
- ♦ Sweet Potatoes
- ♦ Cranberry Sauce
- ♦ Pie Crust Mix & Canned Pie Filling
- ♦ *We gratefully accept donations of holiday turkeys & hams, fresh or frozen directly at the food bank*

## Items That We DO NOT Accept

- ♦ **\* To ensure food safety, we cannot accept home canned foods or food that is not in its original packaging.**
- ♦ **We also can't accept rusty or unlabeled cans, alcoholic beverages, opened or used items.**



## Hosting A Food Drive

Food drives are a great way to raise awareness of the poverty issues facing our community. Many don't realize that 1 out of 4 children in our service territory faces hunger. Food drives allow individuals to get involved and to help those in need. YOUR food drive will help struggling families in your community.

Hosting a food drive may seem like a lot of work, but it is actually quite easy. All you need to do is pick the dates and promote the event, and we'll do the rest. We can deliver barrels or boxes to your location, or you can come to the food bank and pick them up as well. When the food drive is over we can arrange to have them picked up or you can also deliver your items to us.

You can also collect financial contributions during your food drive. With every \$1 donated, the food bank can collect 16 pounds of groceries. You can donate online or can be collected when picking up the food drive. A receipt will be sent for both the pounds of food collected thru the food drive and separate one for the monetary donations when given the proper information.

## Some Helpful Tips on Running a Food Drive

- 1) Plan ahead
  - a) Select a designated food drive coordinator or committee
  - b) Determine the length of your drive and when you want it to start.
- 2) Set a goal.
  - a) Set a goal for how many pounds you would like each individual to acquire and multiply that by the total number of people in your business.
  - b) You can make it competitive by having the different floors , classrooms or departments compete for the highest number of pounds brought in.
  - c) Double last years collection- if you participated last year, set the goal to double what you collected last year
- 3) Register & arrange food collection barrel/box delivery and pick-up dates with the food bank

a) The Food Bank provides the following materials at no charge:

- ♦ Barrels or Boxes (whichever is available)
- ♦ Posters (if available)
- ♦ Donation envelopes & paper work for monetary gifts
- ♦ Cash collection containers

4) Get management involved

- a) Encourage executives to show their support
- b) Have the company match employee donations
- c) Challenge the executive to perform an outrageous activity if your goal is met

5) Promote your drive

- a) Organize a kick-off event to build enthusiasm
- b) Hand out shopping lists of most needed foods
- c) Include information about the food drive & final results in company newsletter or email

6) Make it fun and simple to participate

- a) Throw an event and charge a can of food for admission
- b) “Sell” dress down passes in exchange for donations
- c) Choose high-traffic areas for barrels or boxes

7) Encourage financial contributions

8) Have competitions and themes throughout the drive

- a) Create competitions with different categories, i.e. largest individual donations or match your weight with pounds of food.
- b) Have Macaroni Mondays, Tuna Tuesdays, Wacky Wednesday, Thirsty Thursday etc.
- c) Encourage departments or floors to compete against each other, and have a prize at the end for the winner.
- d) Select a theme for your food drive, such as “One CAN make a difference” or “Clean out a cupboard”

**ANY FINALLY- CELEBRATE YOUR SUCCESS!!!!**

## ***Help us Share Your Stories!***

***We love great stories! If you have a particularly compelling or visual story, please let us know! We would like to share your stories on our social media sites. We can post images along with details to share what you are doing with the community.***



## ***Basics of a Food Drive***

- ♦ *The designated food drive coordinator or committee within your organization will be responsible for the communication with the food bank. The food drive coordinator is usually the one that organizes and promotes the food drive.*
- ♦ *Decide on the dates and number of food collection boxes/ barrels needed for your food drive. If your organization has access to their own boxes, you are more than welcome to use your own. Please don't store the food in boxes that used to contain chemicals or solutions that can be harmful to humans that will eventually consume the food. A good example, people have used paper boxes or appliance boxes.*
- ♦ *Register your event with the food bank. Please contact Amanda at [abrueckler@ceopeoplehelpingpeople.org](mailto:abrueckler@ceopeoplehelpingpeople.org) or call her at 570-908-2222 ext. 505*
- ♦ *Inform your colleges, co-workers or fellow students about the food drive through letters, announcements, calendars, flyers, websites, social media, email or newsletters. The more people that know about it, the more donations you'll receive.*
- ♦ *At the end of your food drive, the food bank will pick up and weigh your donations. If you have the means, you can also deliver your food drives to the food bank in Pittston during the hours of 7am– 2pm Monday through Friday. If your containers become full during your food drive, we can arrange for full containers to be picked up and empty ones to be left behind.*
- ♦ *Some things to consider when scheduling a pick up. Have the donations near a door if possible. Try to consolidate the donations, few places as possible. It helps our workers to be more efficient with their time.*
- ♦ *Lastly, be patient with us. We understand that many pounds of food can be an inconvenience, and for that reason we do all we can to pick the food drive up in a timely manner. However due to our limited number of staff, we try to coordinate to the best of our ability. We apologize for this inconvenience.*



**Contact the Food Bank at: (570) 908-2222**

**Amanda Brueckler – Food Solicitor & Marketing Director**

**(570) 908-2222 ext. 505**

**Dan Yaglowski –Warehouse Manager – Cell (570) 301-3006**

**Rich Kutz – Food Bank Director – Cell (570) 760-4374**

**185 Research Drive - Pittston, PA 18640**

## ***Frequently Asked Questions***

### ***What is food insecurity?***

Food insecurity means that individuals or families are so limited in their resources to buy food that they are running out of food, reducing the quality of their food, cutting out meat, feeding their children unbalanced meals, or skipping meals so that their children can eat.

### ***What is the difference between a food bank and a food pantry?***

A food bank operates as a distribution center with capabilities for warehousing and distributing dry, refrigerated and frozen products that one might find typically in a grocery store. These products are then distributed to charitable agencies. These agencies give the products directly to hungry individuals and families through a variety of food programs. A food pantry is a member agency that gives the food directly to the clients. Clients do not come to the Food Bank warehouse for help, they visit their local pantry.

### ***How is product integrity assured?***

As a certified affiliate of Feeding America, the Weinberg Regional Food Bank operates a strict set of standards. The food bank only distributes to charitable 501 (c)(3) member agencies. A computerized system for inventory enables the Weinberg Regional Food Bank to track the movement of product and provide recall capabilities to further assure product integrity.

### ***What about product liability?***

The national Bill Emerson Food Donation Food Samaritan Act was designed to encourage donations of grocery products to nonprofit organizations. Essentially, the donor is not liable for damage incurred as the result of illness or disease contracted by the ultimate recipient of the food due to nature, age, packaging or condition of the product except in cases of gross negligence.

## ***The Weinberg Northeast Regional Food Bank Fact Sheet***

***Organization*** The Weinberg Regional Food Bank is a program of the Commission on Economic Opportunity, a community based not-for-profit 501 (c) 3 corporations located in Pittston, PA and services are located in Wilkes Barre. The Weinberg Food Bank has operated an extensive food and nutrition program since 1976. In 1999, the food bank became an America's Second Harvest affiliate, which in 2008 became Feeding America.

***Operations*** The Regional Food Bank assists the community by collecting donations of wholesome but unmarketable food from the food industry, and distributing it to those charitable agencies that provide food to needy families, particularly children and the elderly. It works to reduce hunger and promote proper nutrition in addition to preventing food waste. The Food Bank serves a four county region in Northeast Pennsylvania that includes Luzerne, Lackawanna, Susquehanna, and Wyoming Counties.

***Donations*** The Weinberg Regional Food Bank works with more than 100 national and local donors which comprise of grocery stores, food manufacturers, distributors, as well as local non-food businesses and organizations to secure food and sundry products. Some of our major, local contributors include, Pepsi Co., Wegman's, Gerrity's, Walmart/Sam's Club and Proctor & Gamble.

***Funding*** The Weinberg Regional Food Bank depends entirely on the support of individuals, corporations, foundations, and the state, local, and federal government.

***History*** In 1983, the agency was designated by the county commissioners to serve as lead agency for the PA and US Department of Agriculture Food Programs in Luzerne County. In this capacity, the Commission coordinates food distribution activities for twenty-seven municipalities and six charitable organizations within the Luzerne county. In 1996, with the leadership of Monsignor Andrew J. McGowan, the Harry and Jeanette Weinberg Food Bank was founded. As of 1999, the Food Bank became a Certified Affiliate of America's Second Harvest (which is now Feeding America). At present, the Weinberg Regional Food Bank manages the distribution of over 5 million pounds of food annually.

***Statistics*** In 2015, slightly more than half of all food stamp recipients were children. 23% of the children in our 4 county service territory are food insecure. Meaning they don't know where their next meal will come from. That is over 28,000 children!