

Food Drive Check List



Thank you for coordinating a food drive to fight hunger in our community!

STEP ONE

Set a Food Drive Goal!

To do this, determine timeline of food drive, and poundage goal. Food drives can be large or small, every bit helps to keep our shelves stocked for our community!

STEP TWO

Estimate number of boxes you will need

We recommend using one to two donation bins. A few VOAWW donation boxes communicates that you are doing a food drive for your community. Food that does not fit into food donation bins can be stored in smaller boxes (VOAWW can supply you with those as well).

STEP THREE

Coordinate **VOAWW Food Drive Box** pickup or delivery through sgordon@voaww.org. Or.. make your own donation bins by decorating a large box! This is a great activity for kids groups!

STEP FOUR

Need Flyers?

We have food drive flyers available for you to use! Please email sgordon@voaww.org if you do not have these already!

STEP FIVE

Need Publicity on your Food Drive?

Send sgordon@voaww.org a fun photo, when/ where food can be donated, and list your goals! We will post it on the VOAWW Facebook Page!

STEP SIX

Assign Someone to drop off Food Drive

Appointing a food drive drop off individual or team from your organization is a *huge* help to hunger relief programs, especially during the busy holiday season! This allows us to coordinate even more food drives in the community! If pickup is needed at your organization please set up food drive pickup time at least 1 week in advance. Send us a picture of your collected food, this helps us plan the pickup and celebrate your success with you through social media!

STEP SEVEN *Option 1*

Dropping Off Food Drive in personal vehicle?

Location: 1230 Broadway, Everett, WA, 98102
VOAWW Everett Food Bank.

Donation Hours: Monday-Friday, 8am-4pm

Donation Receipt is provided at drop off.

STEP SEVEN *Option 2*

Schedule Box Truck Pick up

Anticipate your food drive will exceed capacity of 1-2 personal vehicles? We've got you covered! Schedule Box Truck pick up at least 1 week in advance for large food drives through sgordon@voaww.org.

Food Drive Contact

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