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[www.gallatinvalleyfoodbank.org](http://www.gallatinvalleyfoodbank.org)

▪ The Food Bank is sponsored by HRDC and Greater Gallatin United Way ▪

# Group Project & Food Drive Guide

## Group Projects

The following projects can be done off-site and as a group, and are very helpful for the Food Bank to continue to meet its mission.

### Food Drives

*Food Drives can be done in a number of ways. In your neighborhood, at your workplace, at your school, at a Super Bowl or Birthday Party, or at your local grocery store. If you are interested in conducting a food drive at one of your local grocery stores, please contact the Food Bank to help you make the arrangements.*

**Food Drive with a Theme:** Select a food drive theme to make the event more fun, some examples may be ‘Souper Bowl Sunday’, Alphabet Food Drives (assign each person/department to bring foods that start with the letter A, B, C, etc.), ‘Tons of tuna’, ‘Oodles of Noodles’.

**Holiday Food Drives:** Collect specific items for the holidays. Frozen turkeys for Thanksgiving, Hams for Easter or Christmas. Collect all the fixings too: stuffing mix, cranberry sauce, pumpkin pie filling, etc.

**Special Dietary Needs:** Collect foods for a specific diet. We have many requests for wheat free foods, low-sodium or sugar free foods. We also have many requests for nutritional supplement drinks.

**One Item:** Select one item and create a specific goal. For example, select canned fruits and make a goal of collecting enough of that item to last the Food Bank one month (the Food Bank distributes an average of 2,000 cans of fruit per month). Contact the Food Bank for more specific details.

**Personal Care Products:** Bozeman has a Personal Care Pantry to provide for extensive needs (provided by LOVE, Inc.). However the Food Bank’s top two Personal Care Product requests are for Toilet Paper and Laundry Detergent, conduct a drive to collect these necessary items.

**Event Drive:** Add a benefit to the Food Bank to your planned event. For instance, take \$1 off your entrance fee if you bring 2 cans of food for the Food Bank.

### Fundraisers

**Garage Sale:** Coordinate a garage sale within your neighborhood, congregation, school or office and donate the proceeds to the Food Bank.

**Bake Sale:** Host a bake sale or Office Buffet and charge a fee for foods, donate the proceeds to the Food Bank.

Event Addition: Choose to donate a percentage of proceeds from a sale/event to the Food Bank.

## Food Drive/Fundraiser Guide

- Step 1: Complete a group volunteer registration form and submit it to the Gallatin Valley Food Bank prior to your event.
- Step 2: Select a coordinator/contact person for the event to take charge of promotions, kick-off events and competitions.
- Step 3: Set a Goal! Aim for a certain number of pounds per person/department or fill a certain number of collection bins. Designate a monetary goal if conducting a fundraiser.
- Step 4: Promotion: Display posters in high traffic areas, publicize via bulletins and other publications, use e-mail to create announcements, have a Food Bank staff person present at your staff/group meeting, distribute collection bags, flyers, donation envelopes.
- Step 5: Make it Fun: Build momentum with daily updates on progress, create challenges between departments/teams, host a kick-off event and make the price of admission one can of food.
- Step 6: Create Incentives: Give prizes or sponsor a party for the group or department that collects the most food/raises the most funds. Add fun categories as incentives, for example, a prize to the team that collects the most protein-filled foods, or for the most enthusiastic collectors.
- Step 7: Visualize Your Difference: Take a group to deliver the foods/monies collected to the Food Bank to see how your contribution will make a difference. This time should coincide with the delivery date specified on your Group Volunteer Registration Form.
- Step 8: Celebrate Your Success: Have a post-event party and congratulate yourselves on a job well done!

## Event Tips/FAQ's

### Food Shopping List

Events are most successful when participants are aware of the current needs. Contact the Food Bank for a list of their most current needs or select items from this list of most needed foods:

- ✓ Canned Vegetables
- ✓ Canned Meats and Fish
- ✓ Canned Fruits
- ✓ Pasta
- ✓ Tomato Sauce/Spaghetti Sauce
- ✓ Beans
- ✓ Rice
- ✓ Peanut Butter & Jelly
- ✓ Cereal
- ✓ Canned Beef Stew

Specific foods for *seniors* are items with pop-top cans, low sodium canned goods, canned meats, vegetables, fruit, cold & hot cereals, peanut butter, rice, pudding cups, dried milk.

Specific foods for *children* are snack sized items of trail mix, dried fruit or pretzels, low-sugar granola bars, peanut butter, crackers, fruit juice.

Specific foods for *Special Diets* include products with little or no salt, sugar or fat. Or foods with no wheat products.

Food Drives can be held at your office, in your school or congregation, in your neighborhood, etc. The key is letting people know what you are doing and who it is benefiting with ample notice regarding the event or wish list, etc.

### Funds Designation

If you are raising funds for the Food Bank, it may be helpful to designate a goal for your dollar amount and designate a purpose for the funds. For example, you can check with the Food Bank to find out what a current specific need is and set that as your goal. If the Food Bank is in need of canned stew, your goal can be to raise enough funds to purchase a pallet of canned stew. Or if their need is a new chest freezer, your goal can be to raise enough funds to purchase a new chest freezer for the Food Bank. Another goal may be to raise enough funds to pay the heating bill for a year.

### Please Remember

All amounts of funding and food products make the Food Bank able to meet the need in the community. Every penny and every can of tomato paste add up to the ability of the community to provide for its less fortunate neighbors. We are just as grateful for the neighborhood kids hosting a lemonade stand to raise money for the Food Bank as we are

the Corporation that writes us a check to purchase a pallet of food. All efforts create community awareness and benefit the community as a whole.

***Always consider safety factors, i.e. when collecting food door to door you always need to go in teams of 2 or more persons.***