



How to Conduct a Food Drive for the Capital Area Food Bank

1. **Register your food drive!** In just 5 minutes, you can register to host a food drive. Upon completion of the form, you will receive additional information to help you get started.
2. **Brainstorm and Plan.** Choose a theme and set a date(s). Single-day food drives can be very successful because the focus is on one particular day. Most food drives last about two weeks, leaving enough time for donors to remember their donations! If food drives run too long, they can lose impact and people may lose interest.
3. **Set Goals for your food drive.** No donation is too small or too big! Figure out how much food you would like to collect, and then make it happen! **For the CAFB, 1.2 pounds of food equals one meal.** Decide if you will accept just non-perishable food, cash, or both. You should consider accepting monetary donations because for every **\$1 donated, the CAFB can provide 2.5 meals.**
4. **Use our “Most Wanted Items” list** for the food bank’s high priority needs. When possible, we are committed to providing food to our community that is high in fiber, low in salt and low in sugar.
5. **Create a Collection System.** Often, the best way to collect food donations is to use small to medium-sized boxes that are easy to lift. Consider using boxes you have available at your house or office. Decorate your boxes to encourage others to donate!
6. **Select a prime location for your food drive.** High traffic areas where the collection bins are visible are best. Make sure there is plenty of space for your collection bins. Place a label or poster near the collection point, so that donors know where to make their contribution!
7. **Promote your food drive.** Spread the word! Let everyone know about the food drive. Be creative! Here are some ideas:

- a. Place posters in highly visible places
 - b. Decorate food collection boxes- be creative!
 - c. Send emails blasts, repeatedly- don't let anyone forget!
 - d. Social Media: Tweet about it, Blog about it, Send a Facebook invitation
 - e. Pass out flyers
 - f. Place announcements in newsletters
 - g. Share hunger facts and CAFB information
 - h. Hold a Kick-Off Event: host a pizza party, education event or schedule a Face Hunger™ workshop. Find a way to excite your team about your upcoming food drive!
 - i. Create a competition
8. **Send a progress report.** Let the participants know how close you are to the goal! Frequent updates can serve as a motivator and a reminder!
9. **Once the food drive is over,** donations can be accepted at the locations listed below. Delivery to the Capital Area Food Bank is a gift because it saves us critical resources.

Delivery Locations and Hours:

DC Warehouse
4900 Puerto Rico Ave, NE
Washington, DC 20017
8:30am- 4:30pm

NOVA Warehouse
6833 Hill Park Drive
Lorton, VA 22079
7:00am-4:00pm

10. **Thank your food drive donors.** Be sure to thank everyone who participated in your food drive and let them know how much their donations are appreciated by the Capital Area Food Bank and the people we serve.