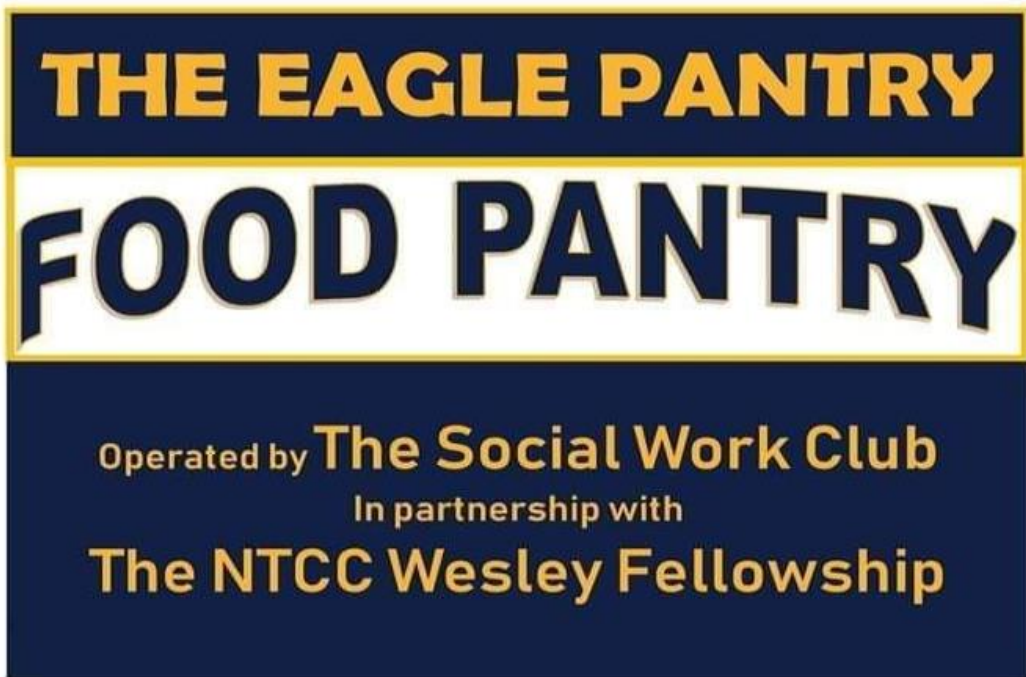


Eagle Pantry Tool Kit



PACK THE PANTRY TOOLKIT

**Hosting a food drive for the
Pack the Pantry Food Drive
at Northeast Texas is easy
with the help of our toolkit!**

This is a great way to engage your employees to support our community and provide much needed help for the hungry students and their families at Northeast Texas Community College.

No matter the donation size, we encourage you to join us in the fight against hunger on campus!



TABLE OF CONTENTS

“How-To Guide” for a Successful Food Drive.....	3-4
Suggested Donation List.....	5
More Ideas for Food Drives & Fundraisers	6-7
Food Drive Flyer.....	8
Food Donation Box Label	9
Sample Letter/Email Language	10
Sample Social Media Posts.....	11

Holding A Successful Food Drive

<p>1. Register & Plan it!</p> <p>To register your team online, please go to: mountainviewcollege.edu/foodpantry Choose a team leader that is passionate about the drive.</p>	<p>2. Set a Goal!</p> <p>Once you register, you'll set goals for fundraising and food donations.</p>	<p>3. Rally the Team!</p> <p>Create a committee with your colleagues, friends or family to help plan the fundraising events. Get your team excited by hosting a Kick-Off!</p>
<p>4. Promote It!</p> <p>Share your flyers, send emails and post on social media. Keep your team and supporters updated with weekly communications via:</p>	<p>5. Collect It!</p> <p>Prepare your collection boxes or bins and place them in high-traffic areas</p>	<p>6. Donate & Celebrate!</p> <p>You've worked hard. Now it's time to celebrate your achievements! Schedule an event to share the news of your success with your teammates!</p>

• **Step 1 – Register & Plan It!**

Choose a team leader who is passionate and can oversee the event as well as motivate people. Enlist help, choosing a group of individuals that feel strongly about hunger and helping others. Assign specific tasks to individuals within the group (i.e., publicity and promotion, email updates, food collection, food delivery). Make sure to include fellow employees from different departments.

• **Step 2 – Set a Goal!**

The most successful food drives include a financial component. That's because some individuals would prefer to simply write a check to The Feed the Lions Food Pantry rather than make a trip to the grocery store for food items. Offering the option is always a good idea. Goal setting is a great motivator and it also provides a sense of accomplishment for all involved. Examples include filling up X number of boxes or a large table, collecting X number of jars of peanut butter and jelly, or a combination of any of these that includes cash donations of X amount. The overall goal for the Mountain View College Feed the Lions Food Pantry Drive is \$5,000 or equivalent in food.

• **Step 3 – Rally the Team!**

Create committees to help with more than one event and to spread out the workload. Remember, the more events you hold, the more food you will receive for the overall drive. Get ideas from different people for hosting events.

• **Step 4 – Promote It!**

Tailor the food drive flyer we provide in this Toolkit to your specific food drive dates. Consider having committee members paint posters to spread the word. Use the sample email message and social media postings provided in this toolkit, as well, to promote your food drive. Plan to include a notice in your regular newsletter and on your marquee. Publicity is the key to a successful food drive. Give yourself plenty

of time to promote it and make sure you keep everyone informed of the goal and your updated progress. Take photos and share them however you can. This keeps everyone motivated!

• **Step 5 – Collect It!**

Place your collection boxes in high-traffic areas where everyone will notice them. Use the food box label provided in this Toolkit to label the boxes. Please share any photos you have so that we can share your success on social media. Make sure to thank those who donated and let them know how much was raised/collected.

• **Step 6 – Donate It & Celebrate!**

Once your food drive is completed, please reach out to your contact at The Feed the Lions Food Pantry (214-860-8715) to schedule a drop-off or to arrange for Pantry staff to pick-up your donations. Plan a party to celebrate the success! Holding a Successful Food Drive



Pack the Pantry Donation List

PROTIEN	ON THE GO SNACKS	VEGITABLES	FRUITS	STARCHES	BREAKFAST
Canned Tuna	Chips/Salsa	Canned Peas	Canned Fruits	Boxed Meals (Hamburger and Tuna Helper)	Instant Oatmeal
Canned Chicken	Packaged Crackers/Snack Crackers	Canned Carrots	Fruit Cups	Spaghetti Noodles	Boxed Cereal
Variety of Canned or Packaged Beans	Cookies/Pudding	Canned Corn	Dried Fruit	Ramen Noodles	Cereal Bars
Canned Chili	Granola Bars	Canned Stewed Tomatoes	Jelly	Pasta Sides	Pancake Mix
Canned Stew or Soup	Microwave Popcorn	Instant or Canned Potatoes	Fruit Juice	Cans of Ravioli/SpaghettiOs	Pop Tarts
Spaghetti Sauce	Microwave Non-frozen Meals	Canned Green Beans	Apple Sauce	Rice Sides	Muffin Mix
Peanut Butter	Easy Mac	Canned Mixed Vegetables	Jell-O Cups	Crackers	Syrup

Get Creative!

Here are some fundraising and food drive ideas to help get your creative juices flowing!

Theme Fridays

Select days when those co-workers or students who make a donation get to “dress down. “Or try the opposite:

“Formal Friday” could be fun!

Bake sales

So easy a child could do it! And don’t limit it to just baked goods.

Your team could have all kinds of cooking skills!

DRAWING or Silent Auction

A simple way to donate might be to have either a drawing or a silent auction for:

1. parking spots
2. movie tickets
3. sporting event tickets

Trivial Pursuit

Create teams of 3-4 with an entry fee per team.

Sell passes that teams can use when they don’t know an answer.

Bidding Wars

Start a bidding war for a chance to smash a pie in the face of a manager, for example.

Or, assigning your boss to do a task for you is another idea!

Challenge your Neighbors

Have an office located in another city?

Challenge them to see who can give the most.

Don’t hesitate to send them an email right away.

Host an Event

Have a car wash or a magic show with an entry fee of 3 food items.

Drop-Off Spots

Have several donations boxes around the building for convenient drop-offs.

More Fun Ideals / Fundraisers

• **Interoffice Challenges**

Have different departments challenge one another to see which one can bring in the most food. Think “Macaroni Monday, Tuna Tuesday”, etc. Keep a running tally posted in visible areas. Offer a pizza party or doughnut breakfast to the winners.

• **Give Them a Hand**

Create and post colorful paper cutouts of hands that are sold to employees for \$1 or \$5 each. Post them in the lunchroom or break room to show that the individual whose name is written on the hand was generous with a give to the food drive.

• **Hold an AUCTION OR drawing**

Sponsor or get a great gift donated and give tickets to each employee who contributes 5 or 10 cans of food. The more food donated, the more tickets they get!

• **Rock the Vote**

Issue a challenge! For example, if your employees can raise X number of dollars for The Feed the Lions Food Pantry or X pounds of food, the boss will (shave his mustache, buy lunch for everyone, give everyone the afternoon off, etc.).

• **Picture This**

Ask for a \$5 donation or 5 cans of food for employees who want to sit at the bosses’ desk for a photo opp. Digital photography makes this an easy and affordable project!

• **Guessing Game**

Fill a large jar with virtually any item (maybe something that ties into your business?) and charge employees \$5 (or 5 canned goods) per guess. The winner gets the jar, so make sure to fill it with something good!

• **Ice Cream Social**

Sponsor an afternoon ice cream social and ask for a \$5 suggested donation for The Feed the Lions Food Pantry (or 5 cans of food).

• **Game Night**

Host a game night at the office or at someone’s home to play Bunco, Poker or any other game. Make it a potluck and ask for a \$10 donation to participate.

STUDENTS CAN'T LEARN IF THEY ARE HUNGRY

JOIN US IN ERADICATING HUNGER ON CAMPUS



**HELP
FEED THE**



When: _____

Where: _____

Information: _____



FOOD PANTRY

**DONATE
HERE!**

HELP FEED THE



HELP US REACH OUR GOAL

Dear employees and friends of,

_____ is holding a food drive to benefit The Feed the Lions Food Pantry from _____ to _____. The Pantry serves Northeast Texas Community College members. Our goal is to raise _____ lbs. of food and/or \$ _____. It is estimated that 48% of community college students are food insecure, meaning that they do not know from where their next meal will come. Our efforts will help feed hungry students and their families in our community. We invite you to join us in this worthy initiative by contributing non-perishable food items and/or making a tax-deductible donation made payable to NTCC Eagle Food Pantry. We are grateful for your help. Should you have any questions, please contact:

_____ Team Leader

Sincerely, _____

On behalf of all the students and the Social Work Club we thank you for your donation.