



kids can change
the world!

Request for Food Drive Support to be Provided by the Food Bank

Greater Pittsburgh Community Food Bank appreciates all that you do for us! For your upcoming food drive we would like to offer the following support. Please take a few moments to carefully read over our information and provide as much information as possible regarding your food drive. Your cooperation helps us stay organized so we can serve your food drive needs thoroughly and efficiently. Thank you!

Food Drive Contact Person _____

Phone Number _____

Organization _____

Date(s) of Food Drive _____

Mailing Address _____

Today's Date _____

To help guarantee a successful food drive, I will need the following materials:

1. **Posters** Posters help to share information about your food drive details with surrounding communities. These are most helpful when you have made an event out of your food drive.

___ Posters designed by Food Bank staff. I would like to request that a staff member of the food bank draft a poster to announce details of my food drive event. I understand that we will need to provide time for editing and posting and am making this request at least one month prior to event. I have attached a separate page with details of event.

2. **Press Releases** Press releases will help to announce the details of your food drive event to members of the media so that they can disseminate the information through newspapers, radio, and TV.

___ I would like to request that the Food Bank write and distribute a press release about my food drive event. I understand that this process takes time to write and must be received by the media in plenty of time for printing. I agree to provide the Food Bank staff with our information **one month** prior to my food drive event. I have attached a separate page with details of event and contact information of my organization's spokesperson.

___ Press Release Template (My organization will distribute the press release.) Please email or fax the Food Bank's sample food drive announcement and my organization will fill in the information about our food drive event. We will confirm final copy with the Food Bank and will not distribute without approval.

E-mail address: _____ Fax number: _____

3. **Staff** Staffing your food drive event is crucial to the event's success. Put a call out to members of your organization to volunteer; you may want to offer an organizational incentive. How many volunteers do I need to have on site? Consider elements like the size of the event's venue and the activities taking place to help you to determine how many staff you should plan for.

___ Food Bank representative to attend event. I have arranged for members of my organization to participate in my food drive event and think it would also be beneficial to have a Food Bank staff member on site. I have placed this request at least one month prior to my event so the Food Bank can make such arrangements. I am attaching event details with requested date and time assignment. The Food Bank will send staff if possible.

kids
CAMPAIGN TO
END
HUNGER



Join the Kids
Campaign to End Hunger!

Visit www.pittsburghfoodbank.org/kids

donate. volunteer. speak out.

Terms of Greater Pittsburgh Community Food Bank Logo Usage

The use of GPCFB's logo is prohibited without written consent. Please complete Section A, sign, date, and return this form in the enclosed SASE. You will receive written confirmation within 5 business days.

Section A

Food Drive Contact Name: _____

Please mark only one. You are coordinating this food drive on behalf of:

Residence, household, and community member of Allegheny County

Organization: _____

Food Drive/Fundraiser Contact Address: _____

Phone number: _____

Fax and/or email (if available): _____

Signature: _____

The GPCFB logo will be used in the following manner:

Section B (GPCFB Office Use Only)

Received by: _____

Date Received: _____

Date submitted for approval: _____

Approved by: _____

Date Approved: _____



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