



# FOOD & FUND DRIVE GUIDE

## The impact we make together

Food & Fund Drives place the power to make a meaningful difference directly in your hands. Anyone can host a Food & Fund Drive. Any time. For any occasion.

The collective impact is powerful. In 2018, more than 6.4 million meals were donated through community food and fund drives to help children, families and seniors who struggle to put food on the table. Donating \$1 could allow the Food Bank to provide five meals!

## Holding a Food & Fund Drive

Now that you have decided to become a community fundraiser for Greater Pittsburgh Community Food Bank, the following pages will provide you with all the information you need to host a successful event.

**Step 1:** Let us know about your drive! Call us, email us, or visit [pittsburghfoodbank.org/communityfundraising](http://pittsburghfoodbank.org/communityfundraising) to connect. We will answer any questions you may have and provide the support you need to host a successful drive, including boxes or barrels to collect items in. Already did this? Skip ahead!

**Step 2:** Decide what elements your event will include. Will you be collecting food, funds or both?

**Tip:** Hold an online fundraiser! It's easy, you can make an impact without collecting physical non-perishable foods! We provide you with the platform, Crowdrise, so you can ask your friends, family, coworkers and others to make monetary donations to help you reach your fundraising goal. Remember \$1 could allow the Food Bank to provide 5 meals!

**Step 3:** Get the word out! Make sure to check out our printable most needed items lists, posters and more on the website.

Please note that if you would like to add our logo to any materials you create, be sure to check with our team first so we can provide you with the right logo, brand guidelines and approve our logo usage.

**Step 4:** Host your drive.

**Step 5:** Now it's time to get your donations to the Food Bank! You can:

- Drop off donations at the Food Bank Monday – Friday between 8 a.m. and 3 p.m.

**Tip:** This is our favorite way because we can celebrate your accomplishments with an in-person visit to our warehouse. We would love to give you an inside look at your impact! Just be sure to contact us ahead of time to set up the best time to visit.

- Drop off your food donations at a collection site. Please note that these sites are food collection sites ONLY.
- Mail checks to the Food Bank. Please note that cash cannot be mailed to the Food Bank.
- Arrange to have the food donations picked up. Please note that food pick-ups are for larger quantities of food and money cannot be picked up by our drivers.



## Some creative sparks

There are endless ways you can get your network excited about supporting our neighbors in need. Here are a few of our favorites:

- **Ask for donations instead of wedding or birthday gifts:** Set up a Crowdrise page instead of a registry.
- **Hold a house concert, potluck, bake sale, soup dinner or chili cook-off:** Collect food or funds for entry to the event.
- **Host a happy hour:** Mix up some fancy drinks with a suggested donation for each.
- **Host an auction:** Auction goods or services with proceeds benefiting the Food Bank!
- **Lunchtime Hero:** Participants can bring a bag of non-perishable food or donate what they would normally spend on a lunch out.
- **Lose the Latte:** Forego your morning coffee shop stop for the office coffee and donate the money instead.
- **Food Challenge:** Create a friendly competition between departments, classes or floors. See who can provide the most meals with a challenge in pounds donated or dollars raised.
- **Themed drives:** Gather themed donations, such as Wakeup Call (breakfast foods), Back-to-School (lunch box items) or Meat the Need (canned meats and soups).



## Additional tips

- When you collect funds in the form of cash, checks or money orders -- in order to protect your donors, checks should not be deposited into a personal checking account. Doing so could jeopardize their tax deductibility and open event supporters to unintended tax consequences.
- Get your employer involved: Ask about a matching gifts program or how your employer might want to become a partner with the Food Bank.

## Thank you for fundraising to help families facing hunger.

By raising community support for Greater Pittsburgh Community Food Bank you will ensure our neighbors have enough to thrive!

With this guide, we are confident that you will exceed your fundraising goal to help local families.

If you have any questions, do not hesitate to reach out to one of our community fundraising team members.

### Community Fundraising Team

Phone: 412-745-6476

412-745-6469

Email: [events@pittsburghfoodbank.org](mailto:events@pittsburghfoodbank.org)

