

# The Idaho Foodbank

## Food and Fund Drive Kit



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

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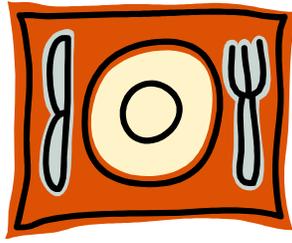
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Thank you for your interest in organizing a food and fund drive to benefit The Idaho Foodbank. The food from your drive will be sorted and redistributed to one or more of over 200 agency partners throughout Idaho.

This packet contains guidelines and suggestions to help make your food and fund drive a fun and successful event.



## Hunger in Idaho

Since 1984, The Idaho Foodbank has been working with a network of independent partner agencies to distribute free emergency food to individuals and families in need. This network of more than 200 partner agencies consists of emergency food pantries, community kitchens, shelters and programs that collectively work together to relieve hunger in Idaho.

The Idaho Foodbank is not a state agency and does not depend on government funding or subsidies. Food donations are accepted from manufacturers, wholesalers, retailers and people like you who hold community and corporate food and fund drives.

Food insecurity is the uncertainty of knowing when food will next be available. People who are food insecure deal with the daily stress of not knowing if they or their families will have dinner that night or even breakfast the next morning. This stress and lack of nutrition leads to difficulty concentrating, lower immunity to illness, and increased depression.

- According to Feeding America, over 200,000 (1 in 8) Idahoans is food insecure. Over 72,000 (nearly 1 in 6) Idaho children are food insecure and 23,008 of those children are under the age of 5.
- A 2011 study by the American Association for Retired People (AARP) reported that 5.5 to 6.5% of Idaho seniors 50 years and older are at risk of hunger.
- In fiscal 2017, The Idaho Foodbank distributed over 16 million pounds of food through our partner agencies and currently provides food to an average of 179,000 people per month.
- The Foodbank operates on a 6% administrative overhead, assuring that public support goes to programs and the acquisition and distribution of food.
- Charity Navigator has awarded The Idaho Foodbank their highest efficiency rating (four stars) for eight years in a row - the only non-profit in the state to have achieved this recognition.



## Getting Started

1. **Set the dates and duration for your food drive.** Coordinators commonly ask how long their drive should be. We recommend two weeks in general but there are occasions where a longer or shorter drive can be successful. It depends on the type of drive you want to have and the type of organization you have. There are advantages to a short hard-hitting drive and there are other advantages to a longer drive that allows for more participation. Think about the type of group you are working with and what works best in your situation.
2. **Complete the Food and Fund Drive Registration form.** This form can be found on our website, [www.idahofoodbank.org](http://www.idahofoodbank.org) under *Get Involved>Food* and [Hold a Food Drive](#). The form includes basic contact information, a brief overview of your drive and instructions on how to get a food barrel. There is no cost to use the barrels and you can request as many as you need. We suggest basing the number of barrels on ease of placement versus how much you think you will fill them. For example, if you have three entrances to your building, get three barrels.
3. **Let people know about your drive.** Posters/email blasts are great ways to promote your food drive. If you want to use The Idaho Foodbank logo, we can provide you with a file. The most common mistake made on promotional materials is the misspelling of our name. The Idaho Foodbank, with a capital “T” and Foodbank as one word. Also, if your drive is public, feel free to share any promotional material with The Idaho Foodbank so we can highlight it on our website and thru social media!
4. **Complement your physical drive with a virtual fund drive.** Many groups like the combination of the physical and virtual. It is helpful when people want to donate to a food drive but don’t want to carry a heavy load of food around or aren’t sure what to donate. We can set it up for you. More information can be found on page 8.
5. **Deliver your food!** Food donations can be delivered to any of our warehouses Monday through Friday between the hours of 8 a.m. and 5 p.m. Self-delivery helps us control our transportation costs but if it is not possible, you can schedule a pickup when you fill out the registration form. If your pick-up dates changes, let us know as soon as possible so we don’t make an unnecessary trip. Please allow at least 2 business days for us to schedule a pickup.



## Involving Others (Everyone!)

- Organize a kick-off event to build enthusiasm.
- Set a goal for pounds or items per person. Five pounds typically fills a plastic grocery bag and is a reasonable goal for most people.
- Distribute materials within your group and encourage members to forward the materials to friends and family. Emailed materials are particularly easy to forward.
- Publicize the most needed items of food to encourage healthy donating.
- Host a Lunch and Learn to use your drive as an opportunity to teach about hunger in Idaho.
- For fund drives, explain how each dollar can be effectively leveraged through bulk purchases and the buying power of The Idaho Foodbank. (\$1 = 5 meals).
- Place an empty grocery bag on each employee's desk with a "most needed items" shopping list.
- Give donors and contributors personal recognition.
- Display the food that has been collected where participants can see it and encourage others to join in.
- Arrange for your company to match the donated food or funds in some way. Some companies match dollars for pounds or contribute a preset dollar amount if the goal of the drive is reached.
- Display daily or weekly totals along with hunger statistics to keep the drive "fresh."
- Use Facebook or other social media if your drive is external. When you post about your drive, let us know so we can share the post on our Facebook page.



## Most Needed Items

The USDA Dietary Guidelines for Americans recommends that adults and children regularly consume foods that are high in fiber, vitamins and minerals while low in calories, salt, fat and sugar. For optimal health, everyone should aim for a diet comprised of 50% fruits and vegetables. Consider making a food donation that resembles USDA's MyPlate. You can help to not just feed but *nourish* Idaho's hungry!

### Fruits and Vegetables

Canned vegetables  
Fruits canned in juice or extra light syrup  
100% fruit and/or vegetable juices  
Tomato products and pasta sauces  
(reduced sodium is best!)

### Grains

Whole grain pasta  
Regular or instant brown rice  
Plain oats/oatmeal  
Whole grain cereals with low sugar

### Pantry Staples

Canola or other cooking oils  
Whole wheat or all-purpose flour  
Baking powder and baking soda  
Dried herbs and spices  
Sugar

### Proteins

Canned or dried beans and peas  
Unsalted nuts  
Canned meats and fish (low sodium)  
Canned meals (soup, stew, chili, etc.)  
Peanut or other nut butters  
(all natural with no trans-fat is best)

### Dairy

Non-fat or low-fat milk  
Milk alternatives (rice, soy, almond)  
These items must be boxed, canned, or dehydrated so they are shelf-stable.

### Personal Care Items

Toilet paper  
Diapers  
Toothpaste and toothbrushes  
Soap and shampoo  
Deodorant

**Perishable items are welcome if they are delivered directly to The Idaho Foodbank or your nearest food pantry. To locate your nearest pantry call us at 208-336-9643.**

**Please do not put perishable items in food barrels!**



## Food and Fund Drive Ideas

**It is ILLEGAL to hold a RAFFLE without a license in the state of Idaho, even on our behalf. Drawings are allowed provided everyone is offered an entry form regardless of whether or not food or funds are donated.**

- Hold a drawing for a day off with pay, reserved parking spots, lunch with the boss, etc.
- Have a “jeans” or “Hawaiian shirt” day and donate for the privilege of dressing down.
- Have an “empty your pockets” day (or week) and collect the change from everyone.
- Skip a meal and donate the money you would have spent on food.
- Encourage employees to donate in memory or honor of someone special.
- Have a potluck and charge \$5 per person.
- Host a “building competition.” Limit construction materials to cans or non-perishable food only – then donate it all!
- Hold a bake sale or cake walk, craft sale or used book sale.
- Sell cookbooks of favorite healthy recipes from employees.
- Encourage employees to decrease their grocery budget for a week and donate the money they save.
- Have an art/craft/hobby show featuring individual “works of art.” Charge admission or agree to donate a percentage of the profits.
- Host a walk, run or “amble” during lunch hour and give participants an extra 30 minutes off!

### **Put a Healthy Spin on it!**

- Hold a competition, but instead of rewarding weight, reward for nutrition. Items on the most needed list receive 3 points, other healthy foods receive 2 points and foods with no nutritional value receive 1 point. The team with the most points wins!
- Organize your drive around healthy themes. For example “Oodles of Noodles” could be a pasta drive collecting pastas and sauces. “Tutti Frutti” could be an all fruit drive and “Nuts for You” could be a nut and nut butter drive.

## Alternative Drives

- **Birthday Blessings** – ask for food in lieu of gifts; schedule a volunteer shift and bring your birthday cake!
- **Trick or Treat so others can eat** – collect cans for others while you collect your treats. Cards and flyers are available to help spread your message.
- **Scavenger Hunt for food** – teams hit the local streets and collect as much healthy food as possible. Points are awarded on a nutritional scale. Complete rules can be found on the *Hold a Food Drive* page of our website.
- **Themed Drives** – “All the trimmings” for Thanksgiving sides; “Oh, Baby” for baby food and accessories; “Wake-up Call” for breakfast items. Use your imagination and have fun!



## Online Fund Drives

Donations generated through an [Online Fund Drive](#) goes to general operations including the cost to purchase, transport, and distribute non-perishable as well as perishable food. Because of our relationships with stores and growers, we can purchase more food per dollar than the public.

Online Fund Drives enable you to reach a broader audience and provide an easy way to engage employees or group members not physically located together. Feedback from past participants indicates that donors like the choice of either bringing in food or making a monetary donation.

You can request for us to set up an Online Fund Drive with the name of your organization and logo. Simply fill out the form on the [Online Fund Drive](#) section of our website. By creating a custom drive, you can track any donations made through your promotional efforts. This is helpful when your drive involves friendly competition or goals-oriented participation.



## Logistics

When you pick up your collection barrels or deliver your food to The Idaho Foodbank, you are helping us use our resources more efficiently. **The minimum hourly cost to operate a truck is \$30.00 or 120 meals!**

**All food and fund drives must be registered using the Food and Fund Drive Registration form.** This form can be found at [www.idahofoodbank.org](http://www.idahofoodbank.org) under *Make a Donation and Hold a Food Drive*. The end of the form includes a “submit” button which sends your form to us. We then forward it to the appropriate warehouse.

The following guidelines apply to all warehouses:

- Drivers cannot enter residential homes to pick up food or barrels.
- Drivers **cannot** accept money. Checks can be mailed or delivered in person. All checks should be made payable to The Idaho Foodbank. Cash must be delivered in person.
- Please allow a minimum of three business days for truck scheduling. For remote locations pickup may only occur once per month so please always give as much notice as possible when requesting truck service.

### Boise

208.577.2750

Barrels can be picked up at our Volunteer Services office anytime Monday through Friday, 8 a.m. to 5 p.m. Our location is 3562 S. TK Avenue, Boise, ID, 83705.

### Lewiston

208.746.2288

Barrels can be picked up from our office at 3331 10<sup>th</sup> St., Lewiston, ID.

### Pocatello

208.233.8811

Barrels can be picked up from our warehouse at 555 S 1<sup>st</sup> Avenue, Pocatello, ID.



## Common Questions

### **How do I get a barrel?**

When you fill out the [Food Drive Registration Form](#), you will be asked when and where to have barrels delivered and picked up. We encourage participants to pick up their own barrels when possible so that our drivers can focus on picking up food. The barrels are cardboard and are stored flat. So far we have been able to fit them in every type of car, even a little Smart Car! Whether you are having your barrels delivered or are picking them up, please keep in mind that our warehouses are closed on Saturday and Sunday.

### **What's better, food or funds?**

Both! It really is impossible to put a higher value on one than the other. Donated food typically consists of the type of food we would have difficulty buying. High cost items like peanut butter and canned meats, cooking staples like flour and sugar, or less in-demand items like barbecue sauce and condiments. The variety of food that comes in through a food drive is invaluable.

At the same time financial donations enable us to take advantage of bulk purchases and stretch our dollar further than most consumers could. Our efficiencies mean that \$1 can provide 5 meals. That would be hard to accomplish at a grocery store. The bottom line is that we couldn't survive without both types of donations and individuals can feel confident that there is no "wrong" choice when it comes to donating to The Idaho Foodbank.

### **Will my donation stay in my local community?**

That depends on your definition of "local." When food and funds are donated to the Southwestern warehouse, they stay in Southwestern Idaho, food and funds donated to our Eastern Idaho branch stay in Eastern Idaho and food and funds donated in Northern Idaho stay in Northern Idaho.

However, the concept behind food banking is to share resources and to redistribute food equitably wherever it is needed. There are many rural communities in our state that barely have the resources to maintain a pantry and simply could not exist without The Idaho Foodbank. For example, if food coming in from Boise only stayed in Boise then what would there be for communities like Weiser, St. Anthony, and Glenn's Ferry? These are just a few of the communities that depend on our distribution network.

### **May I request a speaker to attend my drive?**

We do our best to assist our supporters when we can! At the same time, as a non-profit, we have a limited staff with a lot of responsibilities. When accepting a speaking request we consider the size of the drive, the longevity of support from the organization and the impact of the time on our staff. If a speaker is not available, there are many other ways to promote your drive (see below).

### **Will you help promote my drive?**

Community Food and Fund Drive Events are designed to be run by their own coordinator with support from The Idaho Foodbank. There are customizable poster templates and sample emails on the website to help spread the word. We also maintain an online calendar with a list of current food and fund drives. If you promote your event on Facebook or Twitter, we can share that post on our website. Unfortunately, we are limited by our resources when it comes to specific requests, such as custom marketing materials or press releases.

## **Extra Credit – Hunger and Obesity**

“Where you find obesity, you’ll find poverty”

*Bill Ferris, former chair of the National Endowment for the Humanities*

Households without money to buy enough food often have to rely on cheaper, high calorie foods to cope with hunger. Families try to maximize caloric intake for each dollar spent, which can lead to over consumption of calories and a less healthful diet.

Rural and low-income neighborhoods frequently lack full-service grocery stores and farmers’ markets where residents can buy fruits, vegetables, whole grains and low-fat dairy products. Instead, residents are often limited to shopping at small neighborhood convenience stores, where fresh produce and low-fat options are limited, if available at all.

Even in cities where healthy options are available, a low income person may have transportation issues that limit their ability to visit a full-service grocery. They may not have a car or the cost of gas may take away from spending on food. As with a rural or low-income neighborhood, these individuals are faced with limited choices.

Hunger and the inability to care for one’s family can lead to depression. Both hunger and depression are stressors that may result in eating disorders and reduced physical activity, both of which are related to weight gain. In some cases, hunger and/or poverty may cause a stress response that is hormonal, further contributing to obesity.

# How to Put Together a Food Barrel

**Please do not glue, paint, or permanently alter the barrels in any way. We reuse them!**

1. Turn the container so the logo is upside down; you'll be constructing the bottom of the barrel. When finished the barrel is an octagonal shape so keep this in mind as you assemble. One person can do this alone but it is helpful if you have a second person to help steady the barrel and hold it in shape.

2. Pull the sides away from each other using the side creases as a guide. Lay your arm along the creases inside the barrel and fold each one by pressing on the outside until you begin to see an octagonal shape.

3. Fold the four small triangles down first, then the two largest, trapezoid-like, flaps second. **The flaps do not touch and do not interlock.** Be sure the triangles stay on the bottom.



**Triangle First**



**Trapezoid Second**



**Trapezoids Meet but don't Touch**

4. Push down the long skinny flaps **at the same time**, pressing everything down so all the flaps go lower than the plane of the barrel. The long flaps should “snap” into place with the cut-outs on the trapezoid flaps.



5. Once everything is snapped into place, gently pull up on the long flaps to make a secure bottom.



6. Flip the barrel over and you are ready to collect food!