

Decide Where

Decide where you will collect donations for your food and fund drive.

Decide When

Determine the start and end dates of your food and fund drive. The recommended time is between 1-3 weeks.

Put a Team Together

Gather a team of people to help decorate your collection bins, work on the online fundraising page, set up your collection sites as well as round up all your donations at the end and help deliver your donations.

Decide on a Goal

Determine the number of pounds, meals and money you want to collect. Having a goal energizes you and your donors towards success.

Let Everyone Know

This very important step often gets overlooked. Gather a team of people to help hand out flyers, hang posters, write newsletter announcements, and make social media posts. Be sure to include facts, statistics and reasons why someone should donate. This should be done well before the food and fund drive so people have enough time to plan and know when and where to donate.

Gather Leadership Support

Have principals, teachers, heads of departments, companies and organizations share their support for your food and fund drive during meetings and announcements.

Incentivize

Make it fun and exciting by setting up friendly competition between teams or classes. The one with the most donations receive an award, certificate or prize. Maybe even get one of your leaders to participate in the reward!