



Food Drive Toolkit & Registration

107 Walter Davis Drive | Birmingham, AL 35209
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Thank you for your interest in holding a food drive to benefit the communities we serve. Food Drives organized by businesses, associations, places of worship, schools, and other groups are critically important as we work to keep our shelves packed with nutritious food for the hungry families in Central Alabama. All food collected during these drives will help to feed the hungry in our area.

Every donation makes a difference no matter the size! Thank you for helping make a difference for hungry families across Central Alabama.

This Toolkit Includes

Food Drive Registration Form

FAQ about Hunger in Central Alabama and CFBCA

FAQ about food drives

Organizing & Running the Drive

A list of most needed items

Financial Donation Form

Food Collection Box Poster



Food Drive Registration

Please send completed form by fax to
205-942-8838
or E-mail to
volunteer@feedingal.org

Company or Organization

Dates of Food Drive

Contact Person

Telephone Number

Email Address

Delivery Address

Mailing Address (if different from delivery)

- I will provide my own boxes and will deliver the food collected when the food drive is over
- I will need _____ 50 gallon barrel(s) delivered and picked up. **(We are only able to deliver 3 or more barrels. For requests of 2 or less, please arrange to pickup.)**

Instructions for Driver / Other Important Information
(Please indicate drop off location)

Please Note

- During the Holiday Season we may not be able to supply total number of requested barrels.
- Delivery and pickup will depend on driver's schedule. All deliveries and pickups are made Tuesday-Thursday, between 12:30-3:00.
- Please call or email to schedule pickup at the end of your food drive or when your barrels become full.
- The driver will drop off all barrels in one central location (loading dock/lobby, etc.)
- Before driver arrives to pickup please collect all barrels at a central location that is easy to access by our driver.

For Office Use Only

of Barrels Delivered: _____

of Barrels Picked Up: _____

Pounds Collected: _____

Acknowledgement Mailed: _____

FAQ about Food Drives

What times of year are food drives most needed?

Typically, during the summer we see an increase in demand for food because of school being out. However, we always have a need for donations.

What types of food should be donated?

The general guidelines are nonperishable food that is still within its expiration date. A good rule of thumb is only donate food that you would eat. For more detailed information visit pg. 7 of this toolkit for a detailed list of most needed items.

Do you accept financial donations as well as food donations?

Yes! Financial contributions are also needed in order to keep our facility operating and our programs functioning. To make a financial contribution fill out a donation form found on pg. 8 of this toolkit or visit our www.FeedingAL.org and click on "Donate Now." For every \$1 donated we can provide up to 9 meals.

Can CFBCA deliver food collection bins?

To ensure that we are as efficient as possible with our time, we can only deliver requests of 3 or more barrels. Your group is welcome to pickup food drive barrels or food drive boxes to use.

Can CFBCA pick up my collected food?

Depending on the size of your food drive we may be able to pick up your food. All of CFBCA's drivers have regular routes that take up most of their schedule. If you are able to deliver, please do, as that helps us maintain efficiency and keep costs down, allowing us to serve an even greater number of families in need.

When can I drop off donations?

We accept donations at our warehouse Monday—Thursday from 7:30-3:00 and Friday 7:30-1:00. We are located at 107 Walter Davis Dr. Birmingham, AL 35209. If you need directions please call 205-942-8911, ext. 109.

FAQ about Hunger and the Community Food Bank of Central Alabama

Are families in Central Alabama truly hungry?

Yes! Throughout our service area of 12 counties, there are over 233,000 individuals that are food insecure; over 76,000 are children. This means that over 16% of the population in our service area has to answer the question “Where will my next meal come from?” on a regular basis.

What Does the Community Food Bank of Central Alabama do?

CFBCA is a clearinghouse for donated food that might otherwise be discarded, but is still edible. We receive food through the USDA TEFAP program, and also purchase some food. Most of the food that we rely on is donated by stores and individuals.

How is the food distributed?

We partner with over 225 nonprofit agencies throughout the community that operate feeding programs that serve the hungry in their communities. This includes Soup Kitchens, Food Pantries, Youth Homes, Shelters, Rehab facilities, and Youth Programs. CFBCA distributed 8.9 million pounds of food in 2013.

How many families does CFBCA help?

In 2013 CFBCA served an average of 51,270 individuals monthly through it's network of agency partners.

How can I get involved?

We welcome volunteers! Throughout the year we rely on volunteers to help us in various program areas. This could mean sorting food, packing mobile pantry boxes, or packing food for our Weekender's Backpack Program. For more information please visit our website at www.FeedingAL.org

Organizing & Running Your Food Drive

1. Set up Collection Points

Place signs, posters, and collection boxes in high traffic areas. Places such as the lobby, lunchroom, or break room are best. Make sure you have an adequate supply of boxes. Please use boxes that are easy to manage and carry. Copy paper boxes are ideal! A poster and box sign is included in this toolkit on pages 7 and 9.

2. Build Awareness

Encourage everyone to promote the opportunity to colleagues and peers in the weeks leading up to the event. Incorporate the food drive into an event such as a company picnic, a holiday party, or other event. Depending on the length of the food drive, provide participants with a progress report during the food drive to encourage participation. For those interested, schedule a tour of the food bank prior to the food drive.

3. Involve everyone and make it fun!

—Make it a friendly competition between departments or groups. See if the leader in your company will offer a reward to the winning department, such as a casual day or going home an hour early on Friday.

—Have various departments or groups responsible for collecting different items. For example the accounting department brings beans, Human Resources brings pasta, etc.

—Make each day of the week a designated food day. For example, have Macaroni Monday, Tutti Fruiti Tuesday (canned fruit or 100% juice), Wheaties (or other cereal) Wednesday, Tuna Thursday, and Free For All Friday.

—Have children do a scavenger hunt in the neighborhood. Provide children with the list of most needed food and have them visit neighbors to collect the items. Let your neighbors know ahead of time so that they'll be prepared. Halloween is a great time to do this!

4. Wrapping up your food drive

If the food bank is picking up your food please call us within 3 days of the date you prefer pickup. Food drive pickups are added to our drivers' regular routes. Pickup time will depend on the drivers route and schedule for the day you prefer pickup. We try our best to pickup on the date and time you designate. Typically, pickups are Monday-Thursday between the hours of 12:30pm and 3pm. **Please collect all food in a central location that is easy to access by our driver. Please** make sure no boxes or barrels are overflowing and that all the food is contained.

5. Announce the results and celebrate success!

Within two weeks you will receive a letter with the amount of pounds collected. Financial donors will receive acknowledgements, as well. **If you're holding a competition please mark the containers clearly so that we can weigh them separately.** Spread the word and communicate what a success the food drive was!



Most Needed Items

Canned Tuna or Chicken

Peanut Butter and Jelly

Cereal / Oatmeal / Grits

Dried or Canned Beans

Macaroni and Cheese

Pasta and Pasta Sauce

Canned Vegetables

Rice

What not to donate

Expired Food

Opened Food

Home canned goods

Unlabeled food

(Avoid food in glass jars as it can easily break during transport and cause a safety hazard)



Financial Donation Form

Please send completed form by fax
or mail to:

Community Food Bank of Central
Alabama
107 Walter Davis Dr.
Birmingham, AL 35209
Fax 205-942-8838
Phone 205-942-8911
Donate online at
www.FeedingAL.org

Name _____

Address _____

City/State/Zip _____

Phone _____

Email _____

My gift \$25 \$50 \$75 \$100 Other \$ _____

Payment Options

Please make checks or money orders made payable to Community Food Bank of Central Alabama

I wish to donate by credit card

Card number _____

3 or 4 digit security code _____ Expiration Date _____

Cardholder Name _____

Cardholder Signature _____

This gift is

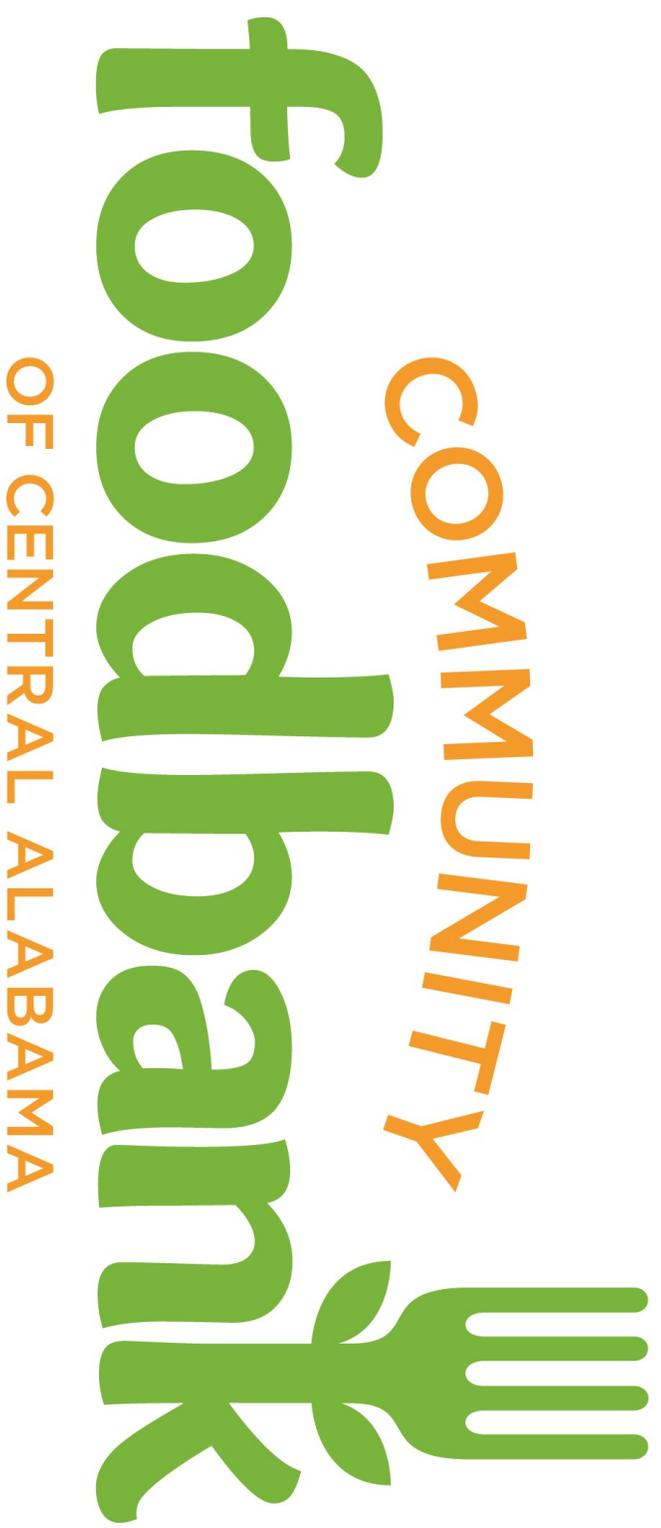
In Honor of _____

Mailing Address _____

In Memory of _____

Thank you for your donation supporting the Community Food Bank of Central Alabama and its mission of alleviating hunger in Central Alabama. You will receive a letter acknowledging the receipt of your donation directly from the Food Bank. If you have any questions regarding your donation please do not hesitate to contact us at 205-942-8911.

The Community Food Bank is a charity recognized as tax-exempt by the IRS under Section 501(c)(3); Federal ID number 63-0837956



FOOD COLLECTION BOX

Helps us collect non-perishable food for our neighbors in need. All donations will be delivered to the Community

Food Bank of Central Alabama to be distributed immediately to the hungry families in our area.