Food Drive Toolkit & Registration
Thank you so much for hosting a food drive to benefit the Community Food Bank!
Food Drives are critically important to replenishing our supplies and keeping our shelves stocked with nutritious food for the children, seniors, veterans, and families we serve.

Every donation makes a difference—no matter the size!
Together, we can solve hunger in Central Alabama!

This Toolkit Includes
- Food Drive Registration Form
- FAQ: Hunger in Central Alabama
- FAQ: Food Drives
- How To Set Up Your Food Drive
- List of Most Needed Foods
- Financial Donation Form
- Food Collection Box Poster
Company or Organization

Dates of Food Drive

Do You Want Us To Create A Custom Webpage For Your Food & Fund Drive?  
☐ YES  ☐ NO

Contact Person  Telephone Number

Email Address

Physical Address of Drive

Mailing Address (if different from Physical)

Notes to Community Food Bank Staff:

Please Note

- We encourage those running a food drive to come visit our warehouse location for a tour.
- If your organization is hosting a very large food drive (expecting to donate 1000+lbs) and could use some assistance, please call (205) 942-8911 ext. 105.

For Office Use Only

# Pounds Collected:___________  Acknowledgement Mailed:___________

Please send this form to us by Email: services@feedingal.org  
Fax: 205-942-8838  
Or via our website www.feedingal.org
Food Drives FAQ

What times of year are food drives most needed?

Hunger happens year-round. We welcome food drives any time of year. What many people do not realize is that we see a spike in need during the summer months when over 100,000 children in Central Alabama lose access to free school meals. Food drives in the spring and summer help us replenish our supplies.

What types of food do you need most?

Non-perishable can and dry goods. We are always in need of canned meats like chicken or tuna, low-sodium canned vegetables, canned fruit, peanut butter, soups, chili, pasta, rice, breakfast cereal, oatmeal. We recommend avoid glass jars. For a complete list of items, see page 8.

Do you accept financial donations as well as food donations?

Yes! We’re able to stretch funds much further than regular consumers because we purchase foods in bulk at wholesale prices. In fact, for every dollar donated, we’re able to provide 8 meals! Want your Food Drive participants to be able to make financial donations too? We can set up a customized Food Drive webpage for you that accepts online gifts or simply ask your colleagues to fill out the Gift Form on page 9 of the Tool Kit.

How do I collect the food donations?

Get creative! You can transform any copy paper box or barrel into an eye-catching donation site. Many groups design their Food & Fund Drive around a friendly competition. Popular themes include Alabama vs. Auburn, inter-department competitions, or a Super Hero contest. Check out the next page to see creative examples of Food Drive themes!

When can I deliver the donations?

We accept donations at our warehouse Monday—Friday from 7:30 am—3:30 pm. We’re located at 107 Walter Davis Drive, Birmingham, AL 35209. We would happily give you and your colleagues a tour of our facility when you drop off your donations. Just ask! We welcome the chance to share with you the impact of your support! We also get to thank you in person!

For more information, please call 205-942-8911 ext. 105.
Examples of Food Collection Boxes
FAQ: Hunger In Central Alabama

Who is hungry in Central Alabama?

Hunger is here in our own backyard. We often think that families facing hunger live overseas in war torn, drought stricken or economically distressed nations. In fact, many of our own neighbors are at risk of hunger. Did you know that the parents or guardians of more than 80,000 children in Central Alabama say their children sometimes skip meals, do not eat for a whole day or go hungry because there is not enough money to buy food for the household?

These parents are forced to make stark choices: Should I buy groceries or pay the utility bill? Will our food last until my next paycheck? Even though I skipped dinner, will the kids have enough to eat tonight?

Due to economic distress, people seeking charitable food assistance in Central Alabama report making choices between paying for food and other basic needs such as housing, medicine, utilities and transportation.

What impact does the Community Food Bank of Central Alabama have?

The Community Food Bank of Central Alabama’s mission is to feed people in need today and foster collaborative solutions to end hunger tomorrow. We accomplish this mission by supplying 10 million meals a year to 230 food pantries, shelters and children’s programs in 12 counties of Central Alabama.

We also create healthy food access for especially vulnerable populations. For example, we feed children at risk of hunger during school breaks through weekend meal kits and free summer meals. We deliver fresh produce and other staples to residents living in isolated communities and provide food to under-nourished mothers of critically ill infants through on-site hospital food pantries.

What few people realize is that we save millions of pounds of wholesome foods from going to waste each year in local landfills, and in times of disaster, the Community Food Bank is a first responder, providing emergency food and water to residents impacted by tornadoes or floods.

How many people does the Community Food Bank help?

Each month, we’re feeding over 60,000 children, seniors, veterans and neighbors at risk of hunger.

How can I get involved?

Volunteering is easy and a great way to have fun, meet new people, and make a far-reaching impact on hunger in Central Alabama! We host multiple volunteer shifts a week. Volunteers help us inspect, sort and pack our food donations into ready-to-go boxes. This role is extremely important as it keeps our food supply safe. To find out more, visit www.feedingal.org.
How To Set Up Your Food Drive

1. Set Up Collection Boxes

Place signs, posters, and collection boxes in high traffic areas. Places such as the lobby, lunchroom, or break room are best. Use boxes that are easy to manage and carry. Boxes for copier paper are ideal! A poster and box sign is included in this toolkit on pages 7 and 9. You can be a creative as wish with the collection box decorations!

2. Build Awareness

Encourage everyone to give in the weeks leading up to the Food Drive. You can also kick off the food drive at a special event such as a company picnic, a holiday party, or other special occasion. Provide participants with a progress report during the food drive to encourage participation. You can also schedule a tour of the Food Bank for interested colleagues so they can see their support in action first hand!

3. Have a good time!

— Consider a special theme or a friendly competition get more people involved. Examples of themes include Alabama vs. Auburn or a Super Hero contest.

— Ask if you can offer a reward to the winning department, such as a “blue jean” day or going home an hour early on a Friday.

— Some food drive leaders announce special rules like the managers of departments that lose the competition put on a talent show for the rest of the staff.

— Some food drive leaders ask different departments to collect different types of foods. For example, the accounting department may focus on vegetables while Human Resources brings pastas and grains.

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

— You can also host a food drive scavenger hunt in your neighborhood. Let your neighbors know in advance so that they’ll be prepared. Give the children in the neighborhood a list of the most needed food items for the food drive. They can then visit neighbors to collect the items. Halloween is a great time of year for a food drive scavenger hunt!

4. Delivering the Food

Take a picture of your team with the food you collected! If you post it on social media, tag us @feedingal or email it to partners@feedingal.org. You can drop off the food donations anytime Monday—Friday 7:30am-3:30pm. Please include your delivery day on your registration form. If you are interested in scheduling a tour, contact us at services@feedingal.org.

5. Announce the results and celebrate your success!

Within two weeks you will receive a letter from us sharing the amount of pounds you collected. Financial donors will also receive acknowledgements. If there is a competition among departments, please mark the containers clearly so that we can weigh them separately. Congrats and spread the word about how successful your food drive was!
List of Most Needed Foods

Canned Tuna In Water or Chicken
Peanut Butter and Jelly (non-glass)
Cereal / Oatmeal / Grits
Dried or Canned Beans
Macaroni and Cheese*
Pasta and Pasta Sauce*
Canned Vegetables~
Canned or dried Fruit
Brown Rice

*Whole Wheat Preferred
~ Low Sodium or No Salt Added Preferred

Donations to Avoid for Food Safety Reasons

Opened Food
Home canned goods
Unlabeled food

(Please avoid glass jars as they easily break in transit and can cause a safety hazard)
Financial Donation Form

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 ext. 101.

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

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 ext 101
Donate online at www.feedingal.org

Name__________________________________________________________
Address________________________________________________________
City/State/Zip___________________________________________________
Phone________________________________________________________
Email_________________________________________________________

My gift  □ $30  □ $50  □ $75  □ $100  Other $________

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

I wish to donated by credit card

Card number________________________________________________________
3 or 4 digit security code__________ Expiration Date_____________________
Cardholder Name_____________________________________________________
Cardholder Signature_________________________________________________

This gift is

□  In Honor of_____________________________________________________
□  In Memory of___________________________________________________
Mailing Address_____________________________________________________

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 ext. 101.

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 children, seniors, veterans, and neighbors in need in Central Alabama!