



Spokane Valley  
Partners

**FOOD BANK  
& FAMILY SERVICES**

**PREVENTING HUNGER AND POVERTY  
ALONGSIDE GREAT COMMUNITY PARTNERS**

**FOOD & FUND DRIVE  
TOOLKIT**

*"The Food Bank helped feed my family. The volunteers are friendly, understanding,  
and make a hard time for families easier." — Food Recipient*



Find a list of items in high demand on our website [SpokaneValleyPartners.org](http://SpokaneValleyPartners.org)

## ORGANIZE A FOOD DRIVE TO RAISE VITAL FOOD AND FUNDS FOR YOUR NEIGHBORS STRUGGLING WITH HUNGER.

Traditional food drives provide community members with the opportunity to donate nonperishable food items to the Food Bank, who in turn distributes that food to those most in need. Through the support of a network of partners, including community food drives, Spokane Valley Partners distributed over 1.7 million pounds of food last year.

Another impactful way to support the Food Bank is by organizing a fundraiser to make a monetary donation in lieu of donating food. Spending \$1 on a can of food can secure one small meal, but the Food Bank can stretch each dollar donated to help provide more groceries, including perishable products such as fresh produce, low-fat dairy, and lean protein.

A **Virtual Food Drive** is a fun, easy, interactive way to set a fundraising goal, solicit and collect donations online, and track your progress. We'll give you the tools you need to fundraise at your company, school, organization, or among family and friends!

# Getting Started



## 1 Pick a Date

Select dates to begin and end your food drive: Food drives can last however long you'd like but most run for at least two weeks. Please give one week's notice to receive barrels if requested.

## 3 Register Your Event

Register your event by completing a Barrel Request form > [CLICK HERE](#)

Register your group for a virtual food drive to make an even greater impact by collecting monetary donations. > [CLICK HERE](#)

## 5 Collect

Make it easy to donate. Put barrels and contribution canisters in high-traffic, easily accessible locations. If your facility is large, consider having more than one drop-off point.

## 2 Set a Goal

Reaching for a target can help build momentum. Remember fifteen pounds of food can feed a family of four for one day.

## 4 Promote It

Promote your food drive. Promote your event early and often. Display posters in highly visible locations. Send out e-mails and text messages. Include reminders in newsletters or on your website. Maximize your social following and business partnerships. Spokane Valley Partners can help promote your event as well. Shoot us an email!

## 6 Celebrate

Announce your final food and fundraising total. Consider planning a trip to the Spokane Valley Partners to drop off your donations and to volunteer in our warehouse with your team.



### DO'S AND DON'T

Find guidelines you should follow to ensure food donations are safe for food bank visitors and our most needed items

> [CLICK HERE](#)

**Spokane Valley Partners**  
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# Tips for a Successful Drive

## 1. Set the Tone with Leadership

- Meet with the leadership of your organization to explain our community's food needs, and share the importance of the work of Spokane Valley Partners Food Bank in the area.
- Ask leaders to sign a letter or send an email of support of your drive to staff.
- Ask them if the company can make a gift to your drive, or donate prizes for raffles or silent auctions, such as days off work, company tickets to sporting events, etc.

## 2. Recruit a Planning Committee

- Recruit members from different areas of the organization to promote diversity within the committee and to encourage company participation.
- Host one or more committee meetings to determine the dates of your drive, your organization's goal for fundraising and to plan events that will encourage donations.
- See below for some Fun Fundraising ideas to get your planning started!

## 3. Host a Kickoff

- Let employees know that your food and funds drive is underway!
- Make an announcement at a staff meeting, assembly or host a fundraising lunch to kick off your activities.
- Let your leadership and coworkers know how far their donation will go! Remember that with each \$1 donation, the Food Bank can provide 2 meals for those in need in our community.
- Consider asking a Spokane Valley Partners staff member to speak to your group about the Food Bank and who we serve.
- Share photos or video from the event with the Spokane Valley Partners via social media. We can reshare images of your good work on our pages. Find us on: Facebook & Instagram

## 4. Share your Progress and Promote your Upcoming Events

- Consider tracking your drive progress in a public place to motivate staff to give in order to reach your goal.
- Create posters, send internal emails, use company newsletters and word of mouth to promote your drive's events and deadlines.

## 5. Wrap-Up and Celebrate!

- Wrap up your drive by announcing your final food and fundraising total.
- Thank everyone who made a donation to your drive. Remind them that hunger exists throughout the year, and that they are an important part of the solution.
- Consider planning a trip to the Spokane Valley Partners to drop off your donations and to volunteer in our warehouse with your team.
- Meet with your committee one last time to discuss what about your drive went well, and what areas could use improvement, so that your next drive will be even more successful!

