

## HOW TO HOST A FOOD DRIVE FOR NTX COMMUNITY FOOD PANTRY

Rally your friends and neighbors at church, school, workplace, civic or school group to collect shelf-stable items for NTXCFP.

### SIMPLE STEPS TO COLLECT SHELF-STABLE GROCERIES FOR OUR NEIGHBORS.

#### -STEP ONE: PLAN YOUR DRIVE-

- **\*Pick dates. Two weeks to one month works well.**
  - **\*Choose a theme to make it fun (e.g., "Stomp Out Hunger," "Pack the Pantry," "\_\_\_\_\_ Food Drive," "Spring Into Giving," "Pasta Palooza").**
- **\*SET A GOAL.**

**Example: If 75 out of 100 people each bring 10 items, you'll collect 750 items.**

- **\*Register your food drive using the form below.**

#### -STEP TWO: PROMOTE & ENGAGE-

- **\*Share why the pantry matters and who it serves our neighbors in The Colony/Area.**
  - **\*Use email, social media, group chats, and posters to invite participation.**
- **\*Offer light-hearted challenges: department vs. department, class vs. class, or daily "most-needed" spotlights.**
  - **\*Ask a few champions to send reminders and help collect and tally items.**

#### -STEP THREE: COLLECT & DELIVER-

- **\*Place sturdy, clearly labeled boxes in high-traffic areas.**
- **\*Accept only unopened, unexpired, shelf-stable foods (avoid glass when possible).**
  - **\*Drop-off location: NTX Community Food Pantry, 5201 S. Colony Blvd., Suite 650, The Colony, TX 75056**
    - **\*DROP-OFF HOURS (PANTRY):**  
**Mondays/Wednesdays 9:00 am - 12:00 pm Thursdays 4:30-6:30pm**
- **\*Sort and count items if you can, it speeds up intake and helps us plan.**
  - **Need a different time or have a large drive?**  
**Email to coordinate a drop-off or arrange a pickup when feasible: [ntxcfp@swbell.net](mailto:ntxcfp@swbell.net)**

#### -STEP FOUR: WRAP IT UP & RECOGNIZE YOUR DONORS AND SUPPORTERS-

- **\* Share your results with participants (total items, pounds, or dollars).**
  - **\*Thank everyone—photos and quick shout-outs go a long way.**  
**We love photos to share on social media and our website!**
- **Want a quick photo at drop-off or a brief tour? Email us! Send us yours from the Food Drive.**

**For questions or to arrange a drop-off,  
please get in touch with Jenn at [ntxcfp@swbell.net](mailto:ntxcfp@swbell.net).**