



# START A FOOD DRIVE AT YOUR OFFICE

If you want to start a food drive at your Office but aren't sure exactly how to start, below is a list of things that may make it easier. This is just a guide and you may tailor it to your specific needs and goals. If you have a question or need some clarity, please visit our website (QR Code below) and leave us a message via the Contact Us page.



## - Food Drive Tips (Office) -

- **Choose a group to support:** If you're not sure whom to help, contact your local food bank or pantry for suggestions – or just simply assist your local pantry itself as they are always in need of food donations. Ask what items they will and will not accept. This will aid in how you promote your food drive.
- **Make a plan:** If you are not doing this solo, meet with the other helpers to determine how and when to hold your food drive at your office. Holding a food drive lasting a week or two is a good way to start.
- **Get permission:** Speak with your supervisor and using your proper chain-of-command, advise them of your intentions. They may be able to assist with intercom announcements daily before and while the food drive runs.
- **Promote your event:** Not only can you make handmade / computer signs and flyers, you should consider using (with permission only) inter office memos to get the word out. Use your imagination.
- **Set up large containers / boxes in preapproved area(s) with signage for food collection:** Make it neat, clean and fun. Areas by the break room / cafeteria and entrance are good places to consider.
- **For a multi day collection:** Keep an eye on the food collection containers and empty as needed for future food donations.
- **Ask for assistance:** Get co-workers involved. This is a great way to bond with others while demonstrating the importance of team work and community outreach.
- **When the food drive is complete:** Never forget to thank all those that assisted in the drive and those who donated food / items. Send out blast emails, post pictures (with permission) in work areas and social media, etc. Thanking others show that their involvement was appreciated may get them to assist / give in the future.
- **Here's a thought:** Holding two (2) food drives each year may be an added bonus in bringing work place personnel closer while assisting those in need around your community.

### YES, ITEMS TO ACCEPT:



- ❖ Peanut butter
- ❖ Canned soup & stews
- ❖ Canned fruits & vegetables
- ❖ Canned fish & canned beans
- ❖ Pasta
- ❖ Rice
- ❖ Other item(s) the food organization requests

### ITEMS NOT TO ACCEPT:



- ❖ Expired food
- ❖ Leftovers
- ❖ Baked goods
- ❖ Items needing refrigeration
- ❖ Items where packaging has been compromised
- ❖ Fresh meat / fish / fruits / vegetables
- ❖ Item(s) not wanted by food organization



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with involvement."*

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