



FOOD DRIVE KIT

Thank you for your interest in hosting a food drive for Mercer County Food Bank!

Food drives are an essential part of our operation and help us to provide additional assistance to the 4,200 families we serve across Mercer County.



This information kit contains...

- Food Drive Guidelines
- Most Needed Items
- Form to submit to MCFB
- Form to advertise your food drive

**If you have any questions, please call or email
Patty Tucker, Development Coordinator at:
724-981-0353 ext 103 or
ptucker@mercercountyfoodbank.org**



FOOD DRIVE KIT

GUIDELINES FOR HOSTING



MERCER COUNTY
FOOD BANK

Here are a few things to keep in mind when hosting a food drive...

Inform.

If you would like a representative from MCFB to speak with your group, please give us a call to arrange a time to do so. Important Note: All speaking engagements are per staff availability.

Organize.

Select a date on which your food drive will start and end. The average food drive last's anywhere from 2 weeks to 1 month, although some will be as short as 1 day and as long as a whole year. Complete the "Food Drive Form" below and send it to us so we know about your food drive.

Spread the word.

Start advertising your food drive a few weeks in advance of the start date. Also notify us so we can help you spread the word! Please tag us on your social media sites to help reach more viewers and participants. Be sure to tag us on Facebook, Instagram and LinkedIn!

Be creative.

Set a goal. Create a theme. Make it a competition. Can't think of a way to make it fun? Give us a call, we've got lots of ideas!

Collect non-perishable donations.

Please collect non-perishable food items in plastic, cardboard or cans. Be sure to put your containers somewhere easily accessible. We've found that the best containers are cardboard boxes because they can be easily transported. We **cannot accept glass** because it can be easily broken. We also **cannot accept unlabeled products**. We have bins for food collection should you need to use them. Just call and request a few!

Collect monetary donations.

You can do this alongside a regular food drive. We have the ability to buy food at much lower rates than what you pay at the grocery store. You may bring in or mail financial contributions; they can also be made through our website. Remind your donors to indicate which food drive should get the credit for the donation.

Bring it in.

Please call ahead of time to schedule your delivery to ensure the availability of our Operations Manager and Warehouse staff.

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MOST NEEDED ITEMS



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Most needed food items:

- Canned vegetables (*especially low salt/no salt*)
- Canned stews or soups
- Canned tuna, chicken, and ham
- Peanut butter and Jelly
- Spaghetti Sauce
- Pasta
- Rice
- Cereal
- Canned fruits (*in own juice*)
- 100% juices



We'll also take non-food items, such as:

- Can openers
- Laundry and Dish Detergent
- Toothpaste
- Toilet paper
- Diapers
- Soap
- Shampoo

****Please, no glass items!***

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FORM FOR MCFB



MERCER COUNTY
FOOD BANK

Tell Us About Your Food Drive

Please complete the form below and return to MCFB. Scan and email to ptucker@mercercountyfoodbank.org, or send via fax or mail.

Organization Name: _____

Contact Name: _____

Address : _____

Contact Phone: _____

Contact Email: _____

Dates of Food Drive: _____

Comments: _____

MCFB will be in touch to schedule a drop off date and time.

Your donation to our
food drive benefits

MERCER COUNTY



**FOOD
BANK**

When:

Where:

Contact:
