



## Guidelines for a Successful Food Drive

- Establish a contact person and/or committee that will create a theme, manage the communications and logistics and set the goals.
- Define a timeline for the drive.
- Obtain strong collection containers (plastic bins, heavy cardboard boxes, etc.), properly identify them (RICFB will provide you with posters), and place them in strategically located places that are convenient for your target donors.
- Advertise and promote your food drive through newspapers, fliers, memos and e-mails including the dates of the drive and locations of the collection bins.
- Arrange for the transportation of your collection to the Rhode Island Community Food Bank. A helpful tip is to reach-out to a neighboring business with transportation resources for assistance and get them involved.
- If your collection exceeds 400 items, the Food Bank may be able to coordinate a pick-up.
- Communicate the results of your drive and celebrate your success with your participants.