

Food Drive Planning Guide



Contact – to start a relationship and line of communication with our Pantry.

- Contact St. Augustine Pantry to set up food drive coordination.
- Email pantry at food.pantry@staugustinebrighton.org
- Phone Contact 303-654-1040. Phone not manned please leave message.

Determine Items for collection — to best serve the needs of the community.

- Canned meals, example: Pasta, chili beans, stews
- Canned chicken, tuna
- Canned vegetables
- Peanut butter
- Dry Pasta
- Mac-n- Cheese
- Soups
- Diapers (size 4,5 & 6)
- Baby Wipes

*Note: these items are not exclusive please contact us to discuss specialty drives, we welcome all donation ideas.

Set a Goal

- Goals help participants measure their results and shows them how much further they have to go to accomplish their task!
- According to the Department of Agriculture, approximately 1.2 pounds of food equals one meal. Estimate the number of meals you plan to donate by multiplying your poundage goal by 1.2 meals.

Delegate the Work

- Develop a small committee that will plan goals, pick a theme, and coordinate logistics.
- Put leaders in place of different areas, such as volunteer, recruitment, and publicity.
- Set up online sign up for volunteers, sign up genius is a great tool for this!

Get the Word Out

- Publicize with fliers, we offer customizable upon request.
- Contact local newspapers with information.
- Place fliers at local stores, churches, schools, and other public places.
- Customized fliers are available upon request e-mail bkoskovich@staugustinebrighton.org

–Did you Know the St. Augustine Food pantry Serves an average of 112 families each week??

Plan a Kick-off Event

- Rally everyone to fight hunger with a kick-off event. Whether the food drive is in several locations, over a period of time, or one day in one spot, you can hold an event where our pantry can share about its mission and purpose.

Where and How to Collect

- Collections Site Options, you can have a single-site drop off on a single day or have a food drive over a period of time. Either option determine the drop off point.
- Build a network, publicize through word of mouth, coworkers, church small groups, and schools. If you are running a multi-site food drive, work with your group members to set up at different locations and gather donations from a variety of people.
- When thinking about places to collect, target heavily trafficked areas. Some examples being, school carpool lines, or outside of a church sanctuary, neighborhood park or perhaps a porch pick up.
- Schedule shifts for your pickup locations, again sign-up genius is a good way to schedule.
- We have a box truck that is available upon request for you to use at your drop off site.

After the Food Drive

- Coordinate a time with your pantry contact so that food can be delivered and sorted.
- Celebrate your accomplishments with your team so they can see what they have accomplished in helping the community.

–Did you Know 1 in 10 Coloradans worry about where their next meal will come from??