



neighbors, inc.

# Food and Fund Drive Kit



A quick and easy guide  
for raising food and  
funds to fight hunger



# Thank you!

Anybody can organize a food drive: businesses, churches, Boy and Girl Scout troops, schools, individuals, even neighborhoods! We're so grateful you're interested in holding a food and fund drive for Neighbors, Inc.

We continue to see increasing demand for food. In 2007, Neighbors served 2,447 families with our food shelf. In 2015, the food shelf provided 750,000 pounds of food to 5,906 families in northern Dakota County.



## How Neighbors can help

Your support is important to Neighbors and we want to help with your drive in any way that we can. Let us know if you need any of the following by calling (651) 306-2149:

- Sturdy boxes and barrels to collect food in
- Posters, flyers and brochures to help promote your drive and provide information about Neighbors
- Speakers to help generate enthusiasm for your drive by sharing information about how hunger impacts our community

## Quick facts about Neighbors

- Neighbors, Inc. was founded in 1972 by a group of area churches.
- We are a non-profit social service agency.
- We serve South St. Paul, West St. Paul, Inver Grove Heights, Mendota Heights, Mendota, Sunfish Lake and Lilydale.
- In 2015, we had the equivalent of 13.5 employees on staff, but volunteers do the majority of the work, the equivalent of 25 full-time employees.
- In 2015, we gave out nearly one million pounds of food: 750,005 pounds from the food shelf and 202,917 pounds from our bakery shelf.
- Of the people we serve, more than 41 percent are children.

# A food drive in five simple steps

## Step 1: Set a goal

How much food would you like to raise? Neighbors gives about 110 pounds of food to a family of three when they visit the food shelf — that's a total of about 60,000 pounds of food distributed each month.

## Step 2: Collect food and funds

Decide when and for how long your food and fund drive will run. Put signs, posters and collection boxes or barrels in high-traffic areas. Distribute paper grocery bags with our most-needed items list — which can be found on the Neighbors website — already stapled on the bags. Make sure you have enough boxes or containers to collect the food. Assign someone to check the collection sites on a regular basis to see if boxes and barrels are full and need replacing. If raising funds, appoint a treasurer to collect and safeguard the donations. You may also need an area to store food until it can be delivered to Neighbors.

## Step 3: Promote your drive

Get the word out and create excitement about your food drive. Share information via email, social media sites, posters, and written and verbal announcements to reach out to potential donors. Give participants a shopping bag with a list of suggested food items attached and arrange to pick up the bag a week later.

The more fun a food drive is for participants, the more successful it will be. Friendly competitions really seem to bring the canned goods rolling in! For example, a local church raised food and funds by having members “vote” by donation for one of the church's three pastors. The pastor with the most donations then had to do a fun dare.

Be sure to provide regular progress reports throughout your drive, along with facts about hunger. You can find some statistics, a progress thermometer and information later in this kit and on the Neighbors website.



*Members of the South St. Paul Mayor's Youth Task Force point donors toward the food drive at Knowlan's Fresh Foods in March 2013.*

## Stay up-to-date

We send out a monthly email newsletter that lists our most-needed food shelf items.

To subscribe, email:  
[scott@neighborsmn.org](mailto:scott@neighborsmn.org).

You can also like us on Facebook, and find us on Twitter.

## Step 4: Get the food to Neighbors

Neighbors has limited staff and vehicles. Most of the time, they are engaged in food rescue from area grocery stores and are not available for extra pick-ups. Delivering your donation directly to Neighbors helps us maintain efficiency and keep costs down, which allows us to serve a greater number of families in need. However, if you are unable to deliver the food yourself, please give us a call at (651) 306-2143.

Neighbors accepts food donations Monday through Friday between 8:15 a.m. and 12:15 p.m., and 1 and 4:30 p.m. Our delivery door is located on the north side of the building's lower level. Bringing a large donation? Call ahead and we'll be sure to helpers ready to unload! To contact the food shelf directly, call (651) 306-2150.



*To drum up enthusiasm for its 2014 March FoodShare drive, congregants and Pastor Leesa Soderlind engaged in a challenge. If the congregation could raise 10,000 pounds of food, these ladies agreed to color their hair.*

## Step 5: Celebrate your success

We couldn't do what we do without people like you. After Neighbors receives your donation, we will send you a note that includes the total poundage and dollar amount of donations, and we encourage you to share this information with those you participated in your drive. Not only will it provide people with a better sense of what they were able to help accomplish, but celebrating success could inspire others to become involved as well!

## Tips from the Task Force

In 2013, the South St. Paul Mayor's Youth Task Force oversaw the city's effort to raise food and funds for the annual Minnesota FoodShare campaign. Altogether, the city raised 44,501 pounds of food. Here are some of their tips for a successful food and fund drive:

- Have fun with the campaign.
- Link your drive with a fun event happening in the community. For example, at SpringCon, an annual comic book convention, attendees received \$1 off admission if they brought a canned good.
- Get the news out any way you can — Facebook, newsletters, email, word-of-mouth. "When they're tired of hearing from you, then you've done your job," said Deb Griffith, community affairs liaison for South St. Paul.

# Other ways to help

## Service learning projects: educate yourself while helping others

Service learning combines classroom teaching with community service in hopes of creating powerful hands-on learning while also making a difference in the community. Service learning projects are perfect for classrooms, church groups, scout groups, civic organization and workplaces.

Neighbors' staff can present on a variety of topics, from hunger and poverty to services at Neighbors. We can offer tours of the building, videos and games for kids. Afterward,

volunteers are engaged in a service project

related to the topic: food drives, toy drives, food and clothing donation sorting, and more. At the end of the project, Neighbors can lead the group in reflecting on their experience and understanding their role in the bigger picture.

For more information, contact David Miller, director of volunteer programs, at (651) 306-2154.



## Holiday giving: organize a toy and clothing drive

In December 2015, Neighbors provided gifts to about 700 low-income families through our Love Your Neighbor (LYN), Adopt-A-Family and Adopt-A-Senior Programs. About 63 percent of those families were adopted, and the other 37 percent were served by LYN, which tries to fill family wish lists with gifts, toys and clothing donated by the community. To learn more, visit our website or email [holiday@neighborsmn.org](mailto:holiday@neighborsmn.org).

## Volunteer

Neighbors relies on volunteers — in 2015, more than 1,800 people shared more than 48,500 hours of their time and talents to help the organization work to reduce poverty, promote self-sufficiency and build community. Learn more about the opportunities available and submit a Volunteer Interest Form at [www.neighborsmn.org](http://www.neighborsmn.org).



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## 2015 Food Facts



nearly  
**1 MILLION**  
pounds of food  
distributed

15,933 individuals were served in the food shelf;  
that's about 550 people a month



992 food shelf  
volunteers logged  
15,574 hours



43,752  
summer meals  
for kids

### Did you know?

visitors to Neighbors' food shelf receive enough  
food to last a week



one in 10 Minnesotans  
don't have enough food on a  
regular basis

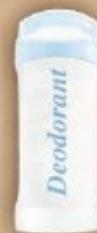
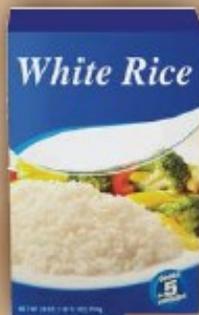
source: "Hunger Facts 2016" from Minnesota FoodShare



41 percent  
of Neighbors'  
clients are  
under age 18

# NEIGHBORS' FOOD SHELF

# 10 MOST WANTED



**neighbors, inc.**

222 Grand Ave. W.  
South St. Paul, MN 55075  
neighborsmn.org  
651-455-5000

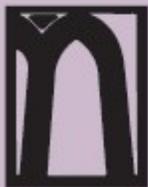
Giving feels good!

# SPREAD

the word!



Donate food or funds to  
support Neighbors' food shelf.



**neighbors, inc.**

222 Grand Ave. W.  
South St. Paul, MN 55075  
neighborsmn.org  
651-455-5000

Giving feels good!



# The price of one latte can feed one person for two days.

Donate your daily coffee money to help the hungry in northern Dakota County

- Over 41% of our clients are children under age 18  
*(Neighbors, Inc.)*
- In 2015, Neighbors' food shelf provided 750,000 lbs. of food to nearly 16,000 people in northern Dakota County  
*(Neighbors, Inc.)*



Neighbors Food Shelf  
222 Grand Ave. W.  
South St. Paul, MN 55075  
[neighborsmn.org](http://neighborsmn.org)  
651-455-5000



Giving feels good!

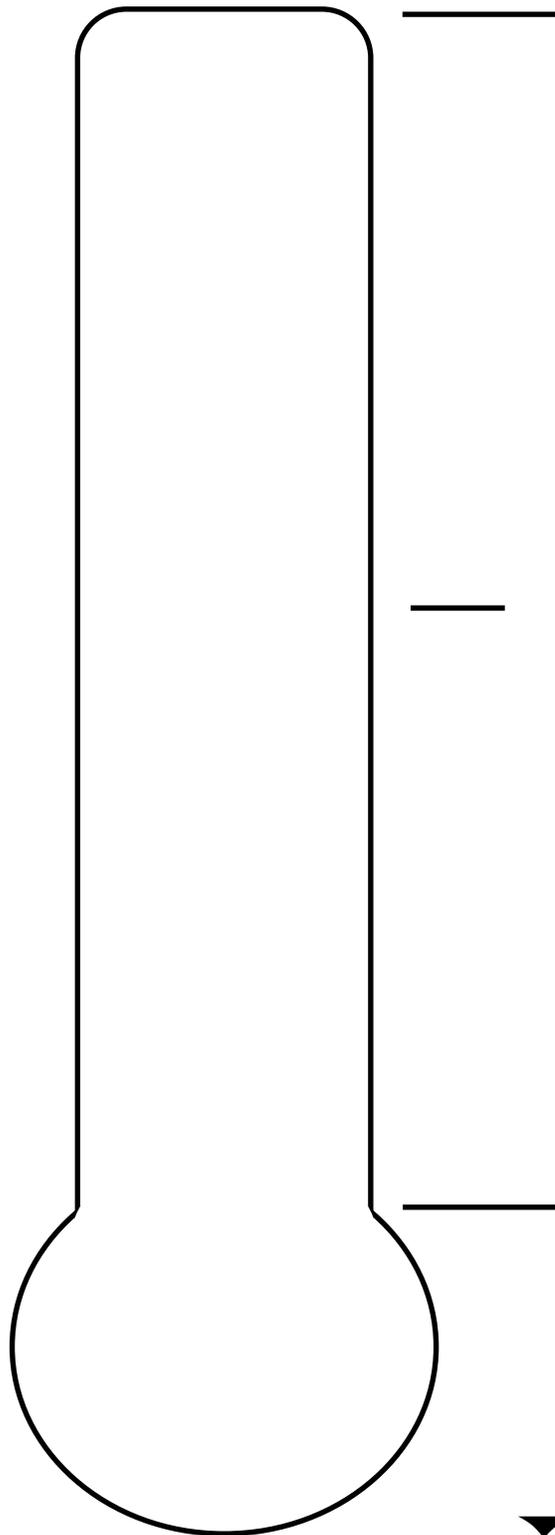
Everyone  
needs help  
sometimes.

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# Food/Fund Drive Progress



**Neighbors, Inc.**  
222 Grand Avenue West  
South St. Paul, 55075  
[neighborsmn.org](http://neighborsmn.org)