



neighborsinc.

# FOOD AND FUND DRIVE KIT



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

Providing opportunities for our neighbors to thrive by  
connecting volunteers to people in need.

# 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 assistance. From 2018 to 2019, there was a 13% increase in individuals who visited our food shelf.

## How Neighbors can help you.

Your support is important to Neighbors and we want to help with your drive in any way 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 2019, we gave out over one million pounds of food.
- Of the people we serve, more than 45 percent are children.

# A Food and Fund Drive in Five Simple Steps

## Step 1: Set a goal

How much food would you like to raise? Neighbors is committed to ensuring families and seniors receive at least 50 pounds of food per member of the household when they visit our food shelf — enough for at least a week of food. That works out to be a total of about 78,000 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. Have your friends help you 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 at the end of this kit or 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.

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.*

## Step 4: Get the food to Neighbors

Neighbors accepts food donations Monday through Friday between 9:00 a.m. and 12:00 p.m., and 1:00 p.m. and 4:00 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 have helpers ready to unload! We can also pre-arrange tours of the building with your group, which are a nice way to understand the big picture role donations play in at Neighbors. To contact the food shelf directly, call 651-306-2150.



A local Girl Scout troop dropping off their donations at 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 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 651-306-2149.

## 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 who participated in your drive. (*Note: Be sure to provide us with an acknowledgement address so we can get this information to you*). 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! Posting results on social media? Remember to tag us so we can celebrate with you!

## Tips for a Successful Food Drive

Here are some of their tips for a successful food and fund drive:

- Have fun with the campaign – create a theme, get creative, be unique to your group
- Link your drive with a fun event happening in the community. For example, attendees of a popular event could receive a discount if they bring a donation with them to it.
- Promotion, promotion, promotion! Get the news out any way you can — social media such as Facebook and Instagram, newsletters, email, word-of-mouth, posters and flyers

## Keep Connected

We send out a monthly email newsletter that lists our most-needed food shelf items, volunteer opportunities and current happenings at Neighbors. We also have a printed newsletter with information about all of our programs and events. To be added either mailing list, please send an email to: [info@neighborsmn.org](mailto:info@neighborsmn.org).

You can also like us on Facebook and Instagram or find us on Twitter and LinkedIn.

Interested in taking your involvement to the next level? We'd love for you to join us as a volunteer. Neighbors offers a variety of individual and group volunteer opportunities. For more information about what opportunity fits your schedule best, visit our web site at: [neighborsmn.org/volunteers](http://neighborsmn.org/volunteers).



# FOOD SHELF MOST WANTED ITEMS



**222 Grand Ave W.  
South St. Paul**

**651-455-5000  
[neighborsmn.org](http://neighborsmn.org)**

# SPREAD THE WORD!



Donate food or funds to  
support Neighbors' food shelf.

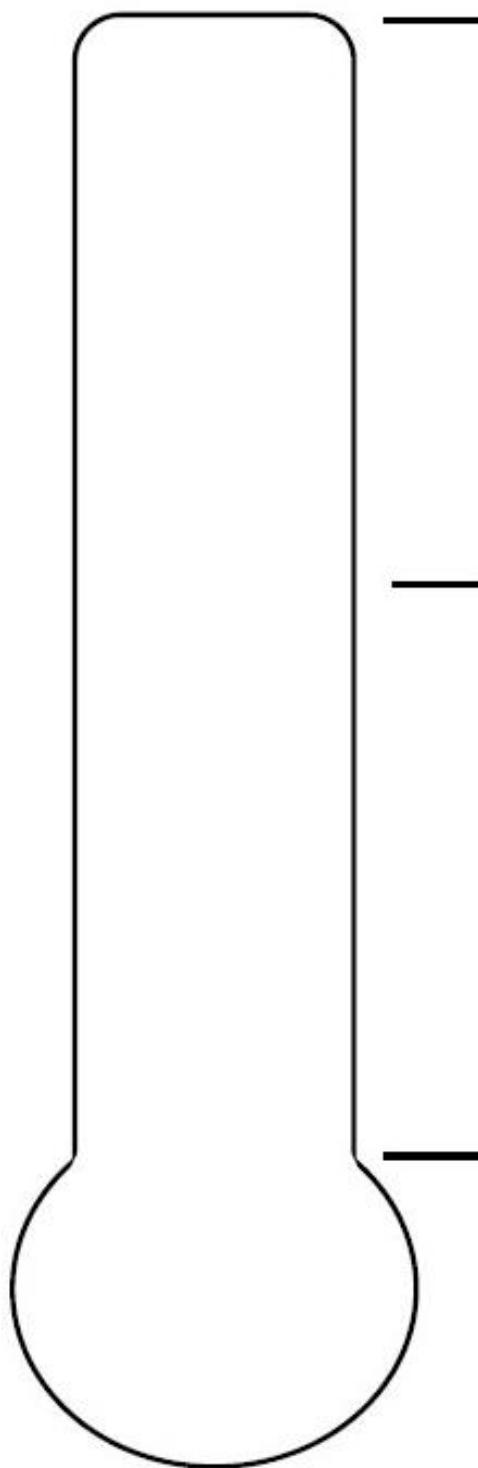


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222 Grand Avenue West  
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[neighborsmn.org](http://neighborsmn.org)  
651-455-5000

GIVING FEELS  
GOOD!

# Food/Fund Drive Progress



**neighborsinc.**

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