



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. Last year, over 770,000 pounds of food were distributed through our food shelf to people in need in our community.

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:

◆ Food donations :

- 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

◆ Fund donations:

- Give us a call to sign-up for a giving campaign on our website
- A foodless food drive

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.
- Of the people we serve, more than 45 percent are children.
- There are three ways people in need can access the food shelf at Neighbors: in-person shopping, curbside pick-up and delivery (for those with transportation barriers.)
- Neighbors currently has five Express site partners for off-site food distribution.



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 a variety of healthy foods when they visit our food shelf — enough for at least a week of food.

In 2021, it was an average of 41 pounds per person. That works out to be a total of about 62,551 pounds of food distributed each month.

Step 2: Promote your drive

Here are some 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.
- Photos. Taking pictures of your food drive is a great way to share the experience with others.
- Promotion, promotion, promotion! Get the news out any way you can — social media such as Facebook, Instagram, and Twitter as well as newsletters, email, word-of-mouth, posters, and flyers.

You can find some statistics, a progress thermometer and information later in this kit and on the Neighbors website resources link, <https://www.neighborsmn.org/contact-neighbors/partner-resources/>.

Step 3: Collect food or 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.

Choosing what foods to collect for your drive? Neighbors Food Shelf provides a household with essential food and non-food items. Quantities are based on household size and are estimated to last for about a week. This list includes the minimum selection of products Neighbors commits to having available for food shelf patrons. Please check out our website for an updated list on the most needed food shelf items.

www.neighborsmn.org/contact-neighbors/partner-resources/

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.



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 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 role donations play at Neighbors. Call 651-306-2149 or email cody@neighborsmn.org.

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, or to pre-arrange for a pick-up, please give us a call at 651-306-2149. Please check neighborsmn.org for holiday closures.



The Simley Boys Soccer Team preparing to gather donations during the Inver Grove Heights Days Parade

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: Please make sure we have your current 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!

Keep Connected

We send out a monthly email newsletter that lists volunteer opportunities, upcoming events, 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.

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/volunteer.



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MOST NEEDED FOOD SHELF ITEMS:

FOOD ITEMS:

- Canned / dried fruit
- Plant proteins such as: dried beans, lentils, peanut butter
- Canned meats
- Cooking & baking supplies such as: flour, oil, pancake mix & syrup
- Rice & canned or instant potatoes
- Soup
- Pasta & pasta sauce
- Cereal

NON-FOOD ITEMS:

- Diapers (sizes 4 & 5)
- Feminine products
- Toilet paper
- Personal care items such as toothpaste, toothbrushes, soap & shampoo
- Laundry soap

Items can be dropped off at Neighbors Monday through Friday from 9am—4pm. Planning a group food drive? Call us at 651-306-2149. Thanks!

Food/Fund Drive Progress



**Feeding the
Community**



neighborsinc.

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neighborsmn.org