

# HOW TO HOST A FOOD DRIVE



## A GUIDE FOR SCHOOLS, ORGANIZATIONS, AND INDIVIDUALS

Organizing a food drive is a great way to make a difference in our community while building teamwork, leadership, and empathy. Whether a business, school, service group, church, or individuals, hosting a food drive is an excellent way to build leadership and morale.

Here at the Saskatoon Food Bank & Learning Centre, we receive many requests for information about organizing a food drive. Participating in a food drive is an excellent opportunity for businesses, schools, service groups, churches, and individuals to demonstrate leadership and embrace the spirit of generosity. By hosting a food drive, you are educating your neighbours, friends, and family about the realities of food insecurity in our community and the importance of working together to make a difference in the lives of everyday people.

Follow this guide for some simple steps for a successful food drive. We appreciate your willingness to contribute to the health of your community.

When you're ready, contact us to discuss your desire to host a food drive for the Saskatoon Food Bank & Learning Centre by calling 306-664-6565 or email [communications@saskatoonfoodbank.ca](mailto:communications@saskatoonfoodbank.ca)

### Simple Steps for a Successful Food Drive

1. Check out our website to learn more about the SFBLC, including our Most Wanted Food Items.
2. Organize Your Team. You might choose to work with a group from your school, workplace, friends, family, community association, or church.
3. Make a schedule. Plan the time frame for your food drive. Will it take place over a month, a week, or a weekend?
4. Decide on how you will collect and deliver donations. Cardboard boxes, large tote/grocery bags, and plastic storage bins can all be used to collect food donations. If needed, the Saskatoon Food Bank and Learning Centre can provide food donation barrels to collect food in.

You can sign up for food donation barrels by filling out our online barrel request form at <https://saskatoonfoodbank.org/organize-a-food-drive>.

Note: Barrel request forms must be submitted a minimum of 2 business days prior to requested drop off/pick-up date. We are primarily scheduling barrel drop-off/pick-up on Tuesdays and Thursdays.

5. Contact us by phone (306-664-6565) or email ([communications@saskatoonfoodbank.ca](mailto:communications@saskatoonfoodbank.ca)) to discuss the dates you would like to host your food drive.



6. Let your networks know that you will be hosting a food drive and how they can get involved. Take advantage of social media, and we will help by sharing your event on ours. Tag us on Facebook and Instagram - @yxefoodbank and use the hashtags #yxefoodbank #yxecommunity #yxefooddrive.
7. Maintain the momentum!
  - Update participants on the amount of food and funds you've collected through a sign in a high traffic area, announcements at your service and church bulletin.
  - Send out creative messages to keep people excited about reaching the goals
  - Plan to bring your group to Saskatoon Food Bank and Learning Centre to sort food donations and have a tour.
8. When the food drive is over, write down all your great ideas for the next time. If you are delivering the food to Saskatoon Food Bank and Learning Centre, coordinate students to pack food properly at the end of the drive. Load and transport it to Saskatoon Food Bank and Learning Centre at 202 Avenue C South.
9. Show your appreciation
  - Share drive results with all participants. Send thank-you letters. Throw a party. Make awards to celebrate efforts.
  - Recognize your committee and volunteers for their hard work
  - Thank the participants and honor your winners by announcing individuals or groups that made the highest contributions.
  - Publish the results on your website or in a newsletter.

## Strategies and Tips for a Successful Food Drive

- Announce the food drive and encourage participation by advertising with posters in common areas, Church bulletins, newsletters, email blast, sharing in meetings/assemblies, and social media posts.
- Regularly share posts about your food drive on social media leading up to it, and ask friends and family to spread the word and share your posts about your food drive as well.
- Use the Saskatoon Food Bank & Learning Centre's facts and statistics to catch people's attention.
- Foster healthy competition by organizing a contest between departments, teams, groups, clubs, or classrooms with unique rewards for the group that raises the most.
- Offer incentives for donations or the opportunity to win great prizes.



- In the workplace, you can enlist the support of your CEO or department head. Matching donations by the company or department significantly increases your overall donations!
- Food drives can easily be incorporated into your existing events and activities within your organization. For example, food can be collected at staff parties, team-building meetings, or organizational conferences. You can even use food donations as entry into your organization-sponsored event in lieu of tickets.
- Invite a representative from the Saskatoon Food Bank & Learning Centre to speak about the work of the organization.

**THANK YOU FOR MAKING A DIFFERENCE IN THE  
COMMUNITY!**





# MOST WANTED FOOD ITEMS

Your donations nourish our community

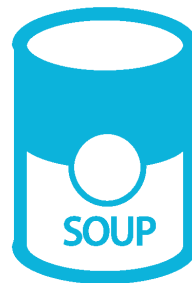
Baby Food & Formula



Canned Vegetables



Hearty Soups & Stews



Whole Grain Pasta



Whole Grain Cereal



Canned Protein



Peanut Butter



100% Fruit Juice



Scan This QR Code  
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202 Avenue C South | 306.664.6565 | [saskatoonfoodbank.org](http://saskatoonfoodbank.org)

