

Ottawa Food Healthy Food Drive Toolkit

Your Healthy Food Drive could be hosted at your workplace, school, place of worship, club, etc. Consider the following steps to implement a successful food drive:

1. Gather Support

- Talk with your HR department, school principal, pastor, or the person in charge of approving this type of project at your organization.
- Determine who will be in charge of the food drive, and recruit volunteers as needed.
- Determine if the food drive will involve a competition between groups, classrooms, etc.

2. Contact your local food pantry

- Ask if they would like to be the recipient of your healthy food donation drive.
- If yes, ask if they would be able to drop off /pick up collection boxes, and confirm dates.
- Share the list of healthy food items you will be collecting, so they will have an idea of the types of food to expect.

3. Set a time frame for your food drive

- It could last a week or two; or be just a one-day event.

4. Spread the word. Market your healthy food drive!

- Explain the importance of nutritious food for the health of those using food pantries. This helps donors understand how their gift of healthy food will make a big difference locally.
- Provide a list of suggested healthy food items to donate (see example attached- you can edit and add your own logo).
- Encourage people to donate only items from the list. Be clear on when/where food should be dropped off.
- Distribute promotional flyers and emails as appropriate. Promote your event on social media if appropriate. Adding photos of donated food is a great idea.
- Get local media involved, if appropriate.

5. Plan time to sort and deliver the food, if necessary.

- Depending on the amount of food donated, you might need more than one person to sort (if having a competition) and/or deliver the food.

6. Share Your Success

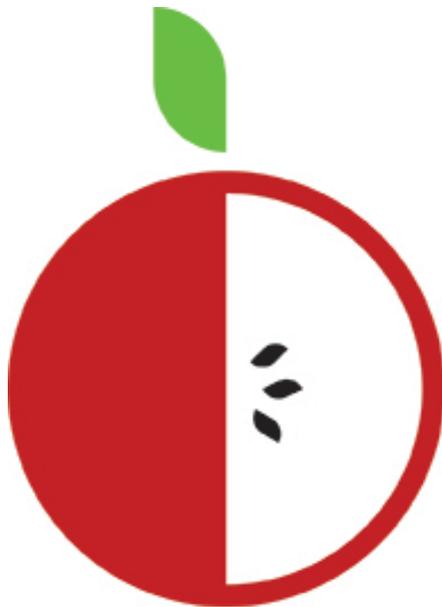
- After the event, be sure to share the final results with program participants.
- Contact Ottawa Food @ luganski@miottawa.org to share final results.

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Important things to keep in mind:

- Do you have enough space to store the donated food during the food drive?
- If the pantry can't provide collection boxes, contact local agencies that may be able to donate them to your organization.
- If the food drive will be a competition, make sure you have a plan to sort and track food donations. (Example: Each food item from the recommended list that is donated is worth 2 points. Any other food item donated is worth 1 point. After the food is sorted, the group with the most points is the winner). Determine if the winning group will get a prize, bragging rights, etc.

If you have any questions or need assistance, please contact Lisa at 616-393-5770 or luganski@miottawa.org.



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