

# Food & Fund Drive Guidelines

Hosting a food and fund drive helps us continue to meet the needs of people who struggle with hunger in our community. With your support, we are able to feed almost 5,000 families per year.

## Plan

1. *Choose the location, date, and time of your drive.* If you would like to set up at an area retail location, be sure to contact the store manager well in advance of your drive.
2. *Set a goal.* How many pounds of food do you want to collect? How much money do you want to raise?
3. *Gather supplies.* You may need tables and chairs, boxes to hold the food items, a donation jar, posters, or other materials.

## Promote

1. *Advertise your food and fund drive* ahead of time so people have time to shop for items on the grocery lists.
2. [Share the grocery lists](#) with friends and family and include the date, time, and location of your drive.
3. *Create a Facebook event*, send a calendar invitation, and email any potential contributors.

## Host

1. *Encourage people to give!* Consider having a contest, decorating boxes, building a can structure, giving someone a small token of appreciation for their donation such as a homemade baked good, etc. Be creative and don't be afraid to ask someone to contribute.
2. *Take photos and share* how you're #UnitedtoEndHunger! Be sure to tag us on [Facebook](#) or [Instagram @godsstorehouse1987](#).
3. *Make sure all the food you collect is safe.* We cannot accept:
  - Food without nutritional labels
  - Food that is more than 2 years past the "expiration date"
  - Glass containers
  - Homemade products such as jams

## Wrap Up

1. *Deliver your food and funds* to God's Storehouse at 750 Memorial Drive in Danville. Donations can be dropped off Monday-Wednesday between 9:30am and 2:30pm or Thursday between 9:30am and 5pm. We will have staff and volunteers on hand to help you unload, weigh the food, calculate any funds donated, and provide you with the total pounds collected and a receipt. We're happy to take photos too!
2. [Schedule a donation pick-up.](#) If you plan to receive more than 500 pounds of food, please complete the Food Donation Pick-Up Form. Because of our limited number of vehicles and volunteer drivers, we ask that you make every effort to drop off your donations. Talk to friends and coworkers who have trucks or large vehicles.
3. *Contact us with any questions.* You can reach God's Storehouse at (434) 793-3663 or email [info@godsstorehouse.org](mailto:info@godsstorehouse.org).