



**Meals on Wheels PLUS**  
OF MANATEE



**The Food Bank**  
of Manatee



# FOOD & FUND DRIVE TOOL KIT

(941) 747-FOOD | [www.MealsOnWheelsPLUS.org](http://www.MealsOnWheelsPLUS.org)

# FOOD & FUND DRIVE CHECKLIST

## First, the Basics...

- ❑ Decide if you will raise food, funds, or both.
- ❑ Decide what type of drive you want to stage i.e. party or competition.
- ❑ Agree on food drive length (days, weeks, etc.) We recommend two or three weeks.
- ❑ Call The Food Bank of Manatee at **941-747-FOOD (3663)** to make arrangements for delivery or pick-up of the collection barrel(s). Please note that during the holiday season, our pickup schedule fills up quickly and we may not be able to get to your location immediately.



## Next, Get Everything Ready...

- ❑ Send out memos, phone messages, newsletters, and emails to promote the food drive.
- ❑ Plan special theme days such as "Meat Monday" or "Tuna Tuesday".
- ❑ Encourage competitions between teams, classes, or departments.
- ❑ Get management involved. Encourage executives to show their support by sending emails or letters. Have your company match employee donations. For example, your company might give \$1 for every pound of food raised.
- ❑ Place collection barrels or boxes in convenient and visible areas. Arrange to store them during the drive.

## During the Drive...

- ❑ Send out creative messages to keep people excited.

## Lastly, When the Drive is Over...

- ❑ Contact us at **941-747-FOOD (3663)** to make arrangements for pick-up, or deliver your food directly to The Food Bank of Manatee (811 23rd Avenue East, Bradenton, FL 34208) between 7:00 a.m.-3:00 p.m.
- ❑ Collect all cash contributions and make all checks payable to The Food Bank of Manatee.
- ❑ The Food Bank of Manatee will send you a letter listing the total amount of food and money raised during your event.



08.2020

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**The Food Bank of Manatee is a PLUS program owned and operated by Meals on Wheels PLUS of Manatee.**

The Florida Registration number for Meals on Wheels PLUS of Manatee is #CH1420. A copy of the official registration and financial information may be obtained from the Division of Consumer Services by calling toll-free (800-435-7352) or at [www.800helpfla.com](http://www.800helpfla.com) within the state. Registration does not imply endorsement, approval, or recommendation by the state.

# FOOD DRIVE!

## HUNGER IS CURABLE!



## CRITICALLY NEEDED ITEMS

- CANNED VEGETABLES
- BABY CEREAL & FORMULA
- CANNED FRUITS
- MAC 'N' CHEESE
- PEANUT BUTTER
- JELLY
- BOXED RICE
- BOXED PASTA
- CANNED SOUPS
- CANNED MEAT
- 100% FRUIT JUICES
- BREAKFAST BARS
- OATMEAL
- POWDERED MILK
- APPLE SAUCE
- DRIED BEANS
- TRAIL MIX
- HEALTHY CEREALS

**START DATE: April 25th, 2022**

**END DATE: April 29th, 2022**



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07.2021

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