"Feed the 5000 Challenge

ETERNAL FOOD BANK
SHARING THE BREAD OF LIFE

Church Kit for Food Drive Coordinators

We only have five loaves and two fish…[Jesus] said, "Bring them here to Me"…so they all ate…about five thousand… **(Matthew 14:17-21)**

Thank you for your interest in holding a Food and Fund drive to benefit Eternal Food Bank (EFB).
Every food donation or monetary donation helps in meeting the food needs of our neighbors – no matter how small or large.

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What is a Food Drive?

A food drive is a great way for everyone in our community to be part of what Eternal Food Bank does in meeting the food needs of families and individual. A food drive can be conducted by churches, neighborhoods, businesses, service clubs, schools, military units, scouts, sports teams, or any group of dedicated people who appreciate the major impact local initiatives have in making our community a better place to live for all.

Food drives are critical to the ongoing mission of collecting and redistributing food to people requiring food assistance in our community.

Cash donations are equally as important and are used to support Eternal Food Bank's bulk buying power. Costs to operate Eternal Food Bank's warehouse, to pay for utilities and to cover fuel and maintenance for our truck - these things are necessary, because they help us deliver services to the needy.

This kit contains information about holding a successful Food drive, tips for fun and safety, and materials and forms to make your drive easy and successful. If you have any questions, please contact us by email at: info@eternalfoodbank.org or call 281 271 1730 ext. 103

God bless you for your efforts. We greatly appreciate you!

Time...is of the Essence!

Eternal Food Bank understands how valuable the gift of time is in all our lives. That is why we greatly value our volunteers! You can easily become part of a growing core of groups that are giving the gift of food, time and money by scheduling a day to volunteer at eternal Food Bank after your Food Drive is complete!

We are able to do what we do because of the supports we receive from you- our food and fund drive volunteers, warehouse, and other volunteers- who help to make our day to day operations successful.

Every year people donate thousands of volunteer hours to help Eternal Food Bank sort food, package food, and distribute food to needy individuals and families in our community.

Contact our Volunteer Coordinator at jarilynn.ring@eternalfoodministry.org and schedule a time for your group to come out and lend us a helping hand!

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FAQ's About Community Food Needs and Eternal Food Bank

What is Eternal Food Bank?

Eternal Food Bank is a faith-based non-profit public charity that secures and redistributes food to those requiring food assistance in our community.

What is food insecurity?

Food insecurity means that individuals or families are so limited in their resources to buy food that they are running out of food, reducing the quality of their food, cutting out meat, feeding their children unbalanced meals, or skipping meals so that their children can eat.

How does Eternal Food Bank help?

Our clients range from seniors in need and the working poor, to professionals who have lost their jobs. We provide emergency food boxes from our warehouse location and provide referrals to other community help organizations. We now provide free emergency food assistance to a growing number of individuals and families through our distribution partners located in more accessible points to clients within the community.

How does Eternal Food Bank obtain food?

Eternal Food Bank sources food from churches, organizations, individuals and businesses who donate food or carry out food drive activities on behalf of Eternal Food Bank all through the year. Eternal Food Bank also buys from manufacturers, and wholesalers, some foods that we may be in short stock of.

How does Eternal Food Bank get food distributed to those in need?

Eternal Food Bank works through distribution partners like churches, ministries, and other faith-based organizations. They act as our pick-up points. These organizations get the food from us for free, and they in turn pass the food out to those who turn up at their facilities for food assistance.

Eternal Food Bank also operates an emergency food program from our facility. Clients need to make appointment at least one day before they will need the food. There is a light paperwork involved, but we try to attend to clients within 24 hours from their first call for help.

Eternal Food Bank also holds a monthly mass food distribution called Harvest Feast. This is our supplemental food program for those who work, but the paycheck is not enough, emergency clients who decide to attend Harvest Feast are not hindered from coming as well.

Where is Eternal Food Bank located and when is it open?

Eternal Food Bank's offices and food warehouse are located at 6801 Highway Boulevard Katy, TX 77494.
However, we are currently recruiting distribution partners to reach the whole of katy area.
EFB is open Monday to Friday (10am to 4.30pm) to receive donations. We also make special arrangements for weekend donations drop-off.

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FAQ's About Food Drives

Why are Food drives so important?
Even though we engage in a number of food rescue operations, a major portion of our food items come from food drives.

What times of the yeas is Eternal Food Bank in most critical need of additional donations?
We always have a need for donations and never turn them away. However, our shelves tend to be emptier in the summer months, when children are out of school.

EFB is always soliciting for food and fund donations all year round. Specifically, we have designated the last week of every month as our "Feed the 5000 Challenge". Because all the food we re-distribute is uniquely processed and packaged as different food box products to meet various needs of our clients, we need ample time in planning and getting all our resources ready for the process.

What types of food are you collecting?
The shopping lists at the back of this kit contain our most needed items. Some general guidelines:

- ✓ Only donate items that are fit for eating.
- ✓ Check that the items are still within the "use before" date.
- ✓ Avoid glass items (with the exception of baby food), which can easily break.
- ✓ We can only accept unopened items in their original packaging. It's ok if the external packaging is damaged so long as the internal packaging is still intact.
- ✓ We cannot accept home canned goods or baby food.

Are you accepting cash donations as well as food donations?
Yes. Financial donations are also greatly needed in order to keep our doors open and keep our warehouse and our community site distribution sites functioning. Your contributions also allow us to upgrade our office and warehouse equipment so that we can be more efficient and serve more families. To make a financial gift, fill out a donation form, which is included in this packet or visit www.eternalfoodbank.org

Can Eternal Food Bank pick-up my collected food?
EFB has limited staff and vehicles. Most of the time, they are engaged in regular food rescue operations and are not available for extra pick-ups. Your delivery directly to the EFB helps us maintain efficiency and keep costs down, thereby allowing us to serve an even greater number of families in need. However, please call us if you are unable to deliver yourself; we will make pick-ups as needed.

Do you accept other items besides food for donation?
Eternal Food Bank focuses its efforts on meeting the food needs of our community members. However, we do accept all in-kind tangible assets that can be used in our operations or converted to cash to help our cause. Please contact Eternal Food Foundation through our website eternalfoodbank.org for more information about in-kind assets donations.

Can I volunteer at Eternal Food Bank?
Absolutely! For more information on our volunteer programs, please visit us on the web at eternalfoodbank.org, email us at info@eternalfoodbank.org or call us on 281-271-1730.

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Organizing and Running Your Food and Fund Drive

Seven Easy Steps to organizing and Running Your Food and Fund Drive

1. Get approval from the leadership or management of your church and then register your Food Drive.
You may need church's leadership to help you promote the Food and Fund Drive and make it a success, and you also need to follow any church rules about giving and soliciting of items.

If you have not yet registered your food drive, complete the enclosed Registration Form and return it to the Eternal Food Bank. Our Food and Fund Drive Coordinator will contact you to help plan further details of your drive or event.

2. Set your goals.
No matter what your approach, it helps to have a specific goal for your Food and Fund Drive. This gives participants some-thing to work toward and a benchmark for success. The goal can be based on the amount raised the last time, or you can set a goal based on the number of participants.

EXAMPLES:
A church with 300 families:
300 people x 5 pounds per person = 1,500 pounds of food

3. Get food boxes and containers.
Printing paper boxes work really well for Food and Fund Drives. You can go to local copy/print shops and ask for the boxes. They are sturdy and still manageable when filled with food, plus you can have fun and decorate them. Eternal Food Bank can provide large boxes for food collection. We do ask Food Drive organizers to limit box requests to large food drive events where large boxes will be necessary for food collection. This keeps our costs down.

4. Start Early and set up a kick-off event.
Share information throughout your church and community to raise involvement early in the process. Make posters, flyers and signs to promote your drive. You can also remind people about your food drive in your e-mail signature or voicemail message. If your organization has a website post the information about your drive on it During the Food and Fund Drive, keep everyone updated on its progress. Remember to update your participants periodically.

Bring all your targeted participants together for a kick-off event. Explain the importance of your Food Drive, educate your participants about hunger and how Eternal Food Bank helps to alleviate hunger, announce goals and any incentives you have for meeting goals, and distribute other details about the Food Drive. Use our FAQ sheets and other attached forms to help you with promotion.

5. Set up a Central Location.
Collection sites should be visible and easy to find. Collect donated food and grocery items at central locations like break rooms, common meeting rooms and reception areas.

6. Schedule food drop-offs or pick-ups
Delivering collected donations helps us keep overhead costs low PLUS you can get a tour of Eternal Food Bank when you schedule your drop off and get a chance to see your donation in action! Contact our Food and Fund Drive Coordinator for information about food drop-offs or pick-ups. Email: info@eternalfoodbank.org

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Other Suggestions for a Successful Food and Fund Drive

Build Awareness

You may wish to:

- Give each participant a shopping bag with a shopping list attached to it. You can find shopping lists in the back of this packet.
- Arrange a tour and volunteer day at Eternal Bank Warehouse for those who are interested.
- Provide participants with a progress report toward your goal and a fact about hunger each day via e-mail. For more information, see our website eternalfoodbank.org.

Involve everyone and make it competitive.

Friendly competitions between church departments or groups can also help increase the amount of food donated. Create competitions with lots of categories - largest individual donation, most protein, most unusual food or match your weight with pounds of food.

Have various departments or groups responsible for collecting different items. For example, have one group bring in rice, another peanut butter, another canned protein, etc.

Announce your results and celebrate success!

Eternal Food Bank will send an acknowledgement of your donation of food and funds. Make sure to thank everyone for their participation. Reiterate that every bit of help, small or large, helps us in fight against hunger in Katy area and West Houston in general.

Make sure your event has been covered in your church bulletin or newsletter. If you did not contact outside media to cover your charitable efforts, consider sending a press release to local newspapers to advertise your efforts and success.

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Food Collection Box

Help us collect non-perishable food for our neighbors in need. All donations will be delivered to Eternal Food Bank on _____, and will be put to good use feeding the needy in our area.

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Help us collect funds and non-perishable food for our neighbors in need. All donations will be delivered to Eternal Food Bank on_____, and will be put to good use immediately in feeding the hungry in our area.

Our Goal is _____ boxes of food and

_____dollars!

Eternal Food Bank is in need of the following items:

- Canned meats – tuna, ham, turkey, chicken, and beef
- Peanut butter and jelly (plastic jars)
- Soups
- Cereal
- Vegetables and fruit – canned
- Beans – dried or canned
- Macaroni and Cheese
- Boxed Meals
- Pasta and Pasta Sauce
- Rice
- Fruit Juice
- Sugar and Flour
- Coffee, Tea

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Join the Fight Against Hunger
together with Eternal Food Bank

Don’t forget to bring non-perishable food donations for our Food and Fund Drive.

Our Food and Fund Drive dates are:

Foods most urgently needed are:

- Canned tuna, ham, chicken, turkey or beef
- Peanut butter and jelly
- Cereal
- Beans – dried or canned
- Macaroni and Cheese
- Boxed Meals
- Pasta and Pasta Sauces
- Rice
- Fruit Juice
- Coffee, tea and drink mix
- Canned fruit, vegetables and soup
- Sugar and flour

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