

*“Feed the 5000 Challenge*



*Kit for Food & Fund Drive Coordinators*



Thank you for your interest in holding a Food and Fund drive to benefit Eternal Food Bank (EFB).

# *“Feed the 5000 Challenge”*

## *What is a Food and Fund Drive?*

A food and fund 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 and fund drive can be conducted by churches, businesses, schools, military units or sports teams.

Food and fund 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.

This kit contains information about holding a successful Food and Fund 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@eternalfoodministry.org](mailto:info@eternalfoodministry.org) or call 281 271 1730

We greatly appreciate your efforts!

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## FAQ's About Community Food Needs and Eternal Food Bank

### **What is Eternal Food Bank?**

Eternal Food Bank is a Christian 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. We now provide free emergency food assistance to a growing number of individuals and families through our community groups (Christ's Disciples Fellowship) located in more accessible points to clients within the community.

### **How does Eternal Food Bank obtain food?**

Eternal Food Bank sources food from churches, 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 members of Christ's Disciples Fellowship from Eternal Food Evangelistic Organization, who serve in various designated places, on different days of the week, within the community.

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

For EFB location and operating hours check our website: [www.eternalfoodbank.org](http://www.eternalfoodbank.org)

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## FAQ's About Food and Fund Drives

### What times of the year 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.

### 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 fit for eating.
- Check that the items are still within the “use before” date.
- Avoid glass items 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.

### 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](http://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 EFB helps us maintain efficiency and keeps costs down, thereby allowing us to serve an even greater number of families in need.

### Do you accept other items besides food for donation?

Eternal Food Bank focuses its efforts on meeting the food needs of those requiring help with food. 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](http://eternalfoodbank.org) for more information about in-kind assets donations.

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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 organization and then register your Food and Fund Drive

You may need management or organizational leadership to help you promote the Food and Fund Drive and make it a success, and you also need to follow any organizational 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. See if your company or a local company will do a matching financial gift.

Many companies are happy to make a matching gift of their employee contributions – even when employees are giving food instead of cash. See if your company will donate a dollar for every pound of food raised. If your school, church, local community organization, or local club is the organization holding the Food and Fund Drive, see if you can find friends, relatives, or local companies to do a matching gift.

3. Set your goals.

No matter what your approach, it helps to have a specific goal for your Food and Fund Drive. This gives participants something 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.

#### Example

An organization with 300 people:

300 people x 5 pounds per person = 1,500 pounds of food

An organization with 300 people:

300 people x \$5 per person = \$1,500 or 15,000 pounds of food (\$1 = 10 pounds of food)

4. 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 and Fund 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.

5. Start Early and set up a kick-off event.

Share information throughout your organization 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 and Fund 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 and Fund Drive. Use our FAQ sheets and other attached forms to help you with promotion.

6. 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. Assign one or two individuals to be responsible for collecting financial contributions. Make all checks payable to Eternal Food Bank.

7. 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 the Food and Fund Drive Coordinator for information about food drop-offs or pick-ups. Email: [info@eternalfoodministry.org](mailto:info@eternalfoodministry.org)

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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.

## *“Feed the 5000 Challenge*”



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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# TWELVE MOST WANTED

**PEANUT BUTTER**

**CEREAL**

**TUNA**

**BEANS**

**RICE**

**MAC & CHEESE**

**CHILI**

**CANNED STEWS**

**CANNED SOUPS**

**CANNED LUNCHEON MEATS**

**FULL MEALS CAN/BOX**

**POPTOP FOOD ITEMS**



[www.eternalfoodbank.org](http://www.eternalfoodbank.org)

# *“Feed the 5000 Challenge*”

## Sample Letter/Email to Targeted Participants

Our organization is holding a Food and Fund Drive on [DATES] to benefit Eternal Food Bank, a local non-profit food bank and food rescue operation serving our area. This is a great opportunity to help feed the hungry in our community and I encourage you to join in our efforts.

All food and funds raised will help Eternal Food Bank to supply emergency food to those in need. Eternal Food Bank is working hard to serve our community and help a growing number of individuals and families who are food insecure. Food insecure individuals and 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.

The goal of Eternal Food Bank is to provide free food to those in need, while working to eliminate hunger and food insecurity in our area and beyond.

### Here’s how you can help:

1. Donate Funds. For an official Financial Donation Form, please e-mail or see [FOOD DRIVE COORDINATOR’S NAME AND EMAIL ADDRESS], or visit Eternal Food Bank website at: [www.eternalfoodbank.org](http://www.eternalfoodbank.org). For every dollar raised, Eternal Food bank can effectively supply groceries to hungry individuals and families.
2. Donate non-perishable foods in the marked boxes at collection points in our location during the drive.

Eternal Food Bank is in need of the following:

- Canned tuna, ham, chicken, turkey or beef
- Peanut butter and jelly (plastic jars)
- Cereal
- Beans – dried or canned
- Macaroni and cheese
- Boxed meals
- Pasta and pasta sauces
- Rice
- Fruit juice
- Soup
- Fruit and vegetables – canned

Thank you for your help!

[FOOD AND FUND DRIVE COORDINATOR, ORGANIZATION LEADER, COMPANY EXECUTIVE NAME]

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Please fill in the form below and drop it off or send it to:

Eternal Food Bank

Name (Last,First) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

My Gift: (Please circle)

\$25   \$50   \$100   \$200   \$300   \$500   \$1000   Other \$ \_\_\_\_\_

I Would Like to: (check all that apply)

- make my donation anonymously
- make my donation in the name of: \_\_\_\_\_
- receive your email newsletter.
- help with fundraising.
- be contacted about volunteer opportunities.

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Payment Options:

- Enclosed is my check or money order made payable to Eternal Food Bank.
- I wish to donate by credit card, so I will visit your website donation page at [eternalfoodbank.org](http://eternalfoodbank.org).
- My Employer has a Matching Gift Program. Enclosed with my donation is my company's form.

# *“Feed the 5000 Challenge*”



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:

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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

Eternal Food Bank ☐  
Web: [www.eternalfoodbank.org](http://www.eternalfoodbank.org)

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