Food Driver’s Took Kit: How to & Practices
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"Life's most persistent and urgent question is, 'What are you doing for others'?"

– Martin Luther King, Jr.

Our mission: The Arkansas Foodbank is a cornerstone of hunger relief that acquires and distributes, through local and national partnerships, large quantities of food and other resources to hungry people.
Welcome & Introduction

Welcome to the Arkansas FoodBank! We value your partnership in our vision of creating a community where no one has to go hungry. Your donations enable us to distribute millions of pounds of food throughout Central and Southwest Arkansas communities, through our FoodBank members.

Who Are We?

Established in 1984, the Arkansas FoodBank distributes large quantities of donated and purchased food through 300 FoodBank members including food pantries, soup kitchens, shelters, Meals on Wheels, and school feeding programs. We serve 33 counties in Central and Southern Arkansas and we are the state’s largest food bank warehouse. The FoodBank qualifies as a 501(c)(3) charitable organization that feeds the needy, ill or infants. Plus, our warehouse has a superior rating by AIB of 945.

Have you been to our facility? If not yet, you are invited! We would love to give you and your team a tour! To schedule it, call us at 501-565-8121. We are located at 4301 West 65th Street, Little Rock, AR 72209.

Why Donate Food?

- Arkansas ranked 2nd in the number of people facing food insecurity according to the Sept. 7, 2013, annual report by the Economic Research Service of the U.S. Department of Agriculture (USDA).
- This means, 19.7%, or roughly 1 in 5 Arkansans, does not know where their next meal is coming from. Also, 271,000 people are faced with food insecurity, in the 33 counties we service.
- Plus, in Arkansas 1 in 4 children face food insecurity and is ranked #1 in the nation for senior citizen food insecurity.

The Answer

- Food donations keep our shelves stocked and ready for food distribution!
- Every 1.5 pounds collected enables us to provide 1 nutritious meal to our community.
- Daily, we distribute 67,000 meals.
- Weekly, we serve 23,000 individuals.
- Yearly, we serve 166,000 individuals.

The Community

All food donations help provide food for Arkansans through the distribution to 280 food FoodBank members in the 33 counties we serve. What are FoodBank members? A FoodBank member is a place where people can go get food. These places are in our community. They can be a local church, shelter, schools, and local/national non-profit groups. These FoodBank members are the front lines in the battle against hunger from central Arkansas all the way to the Delta.
Food Donations: Empowering the Food Drive Coordinator

Food drives is one of the many ways we source food. They keep our shelves stocked and provide food for Central and Southeast Arkansas, through the distribution to 280 FoodBank members, in the 33 counties we serve. *We want to “Empower YOU - the Food Drive Coordinators”, by providing the tools that will enable YOU and your TEAM to ACCOMPLISH your mission and goals.*

Tools we provide are:

1). Resources, see pg.3  
2). Steps for Successful Food drive! See pg.4-6  
3). Food Drive Tool Kit, see pg.7 - 11

Recourses we provide

* HINT: ENROLLING YOUR FOOD DRIVE HELPS US PROVIDE RESOURCES EVEN BETTER!!

1) **SUPPLIES**

How does this work? *If you have not enrolled your drive:* Call M-F from 8a to 4:00p, or email the Food Donations Coordinator to make arrangements, at least 2 to 3 days prior to the day you need service.

- Boxes
- 57- gallon barrels (supplies limited)
- Food drive manual
- “Drop off here” poster (included in this manual)
- “Top 10 needed” items (included in this manual)

2) **LOGISTICS**

How does this work? *Call M-F from 8a to 4:00p, or email the Food Donations Coordinator to make an appointment, at least, 2 to 3 days prior to the date you want service.* *Barrels are loaned out, when provided donors must check them. This helps us manage their availability properly.*

- We delivery barrels
- We pick up barrels (M-F from 8a to 4:00p)
- We pick up donations
- We make special arrangements (Call for an appointment)
- Warehouse hours M-F, 8a-12 &1p-4:30 for pick up

3) **VOLUNTEERS**

How does this work? *We ASK current volunteers.* Call M-F from 8a to 4:00p, or email the Outreach Coordinator and make your request, at least 9 to 6 weeks prior to the day of your drive.

- First- be prepared to provide your contact information along with the date(s), time(s), location (s) of your drive.
- Next- the Outreach Coordinator will ask our volunteers if they would like to volunteer for your drive. Plus, she will direct them to contact you (the Food Drive Coordinator) for further volunteer details.
- Last- those who decide to volunteer, will contact you (call or email), and to make further arrangements.

4) **SOCIAL MEDIA**

How does this work? *Call M-F from 8a to 4:00p, or email the Food Donations Coordinator to request Social Media posting.*

- Our Digital Manager will post your information 1 to 2 weeks before your food drive.
Steps for Successful food drive

1) ENROLL - GET STARTED
   • One - visit our website or,
   • Two - request or Click the link: Food Drive Enrollment Form on our website or,
   • Three – call or email the Food Donation Coordinator at 501-565-8121 or

2) SET START DATE, END DATE & LOCATION
   Food drives can last anywhere from a few hours, day or a couple of months. They can also be done annually, semi-annually, quarterly, or monthly. There are 4 main types of food drive formats. All types work, but each has its own benefits. Read their benefits below.

   Single-Site Drop-Off: This is a great format for gathering places, such as, neighborhood associations, a senior center, grocery stores or shopping malls/promenades. Time frame: usually less than 1 week.

   Extended Food Drive: This type of drive is most successful in workplaces, schools and places of worship, where competitions can increase results. It’s also a natural tie-in to an online funds drive. Time frame: usually 1 week or more.

   Event Food Drive: For this format, adding an incentive to the donations can significantly increase your results. Time frame: usually less than 1 week.

   Virtual Food Drive: It’s SIMPLE & CONVENIENT! This type is great for busy professionals at workplaces, those that work from home, are out of town. Also, can be used in combinations with the other types of drives, to increase giving & participation! $1 can provide 3 meals. Time frame: usually 1 week or more.

Food Drive Practices

emcfadden@arkansasfoodbank.org, to request the enrollment form. It can be emailed or faxed to you. Once completed, return by email or fax to 501-565-0180.
3) **ESTABLISH A GOAL** (This is **TREMENDOUSLY HELPFUL** WITH increasing **TEAM & DONOR** participation)

You (the Food Drive Coordinator & team):

- Establish a reasonable goal; start by deciding what a reasonable amount of food or money for each person to contribute to obtain the goal. For example – donations of 5 boxes of cereal per person for 5 weeks and/or donations of $10 for 5 weeks (see the box below).
- **Then write it down and post** it up for all (donors and your team) to see!

**Example Formula:**

5 (boxes of cereal - Individual goal)  
\[ \times 1,000 \text{ (# of employees)} \]

5,000 (team goal for # boxes of cereal)

4) **CREATE A THEME, INCENTIVE AND/OR COMPETITION**

This will raise unity with the food drive team and the participants. **The Food Drive Coordinator & team;**

Keep it enthusiastic and motivating; offer donors incentives and/or make it a competition. For tons of ideas, see The Tool Kit: **Tip Sheet #1 on pg. 8.**

5) **RECRUIT VOLUNTEERS**

**The Food Drive Coordinator & team;**

Ask and engage your family, friends, colleagues, neighbors, local businesses and faith groups to help make your food drive a success. Many local organizations may provide an existing pool of volunteers. Also, the food bank can ask our pool of volunteers.

6) **PICK UP SUPPLIES FROM THE FOODBANK**

This will help you (the Food Drive Coordinator & team) have food collection containers ready for you when you arrive. **We have available**

- Boxes
- 55-gallon barrels (we lend these)

Schedule a time to visit the FoodBank, where you can pick up supplies. **Our hours are Monday through Friday from 8am- noon and 1pm to 4pm.**

**IMPORTANT:** For special needs, call to make arrangements.

7) **GET THE WORD OUT!**

One of the critical, important keys to a successful food drive is to get the word out about the event. **Promote! Promote! Promote!** See “**Tips Sheet (pg. 8): “Generating Publicity”** see page 8 on ideas around how to get the word out. **Plus, posters and fliers can be downloaded from our website.**

www.arkansasfoodbank.org
8) **PREP FOR YOUR DRIVE:** make sure to have:

- Boxes or containers – for gathering food
- Signs posted- telling WHO, WHAT, WHEN, WHERE
- Tables/chairs- for volunteers & shifts changes, if needed
- Volunteers- a staffing schedule with contact information
- Facts about hunger in Arkansas

9) **BE PREPARED TO ACCEPT OUR TOP 10 “NEEDED” ITEM(S)**

   1. Canned goods (meat, veggies, fruit)
   2. Canned & packaged meals
   3. Peanut butter
   4. Cereal (hot & cold)
   5. Soup
   6. 100% juices (juice boxes)
   7. Pasta and pasta sauces
   8. Powdered milk
   9. Diapers
  10. Toilet tissue

10) **BE PREPARED TO SORT OR DENTLY DENY FOOD ITEMS (NOT ALLOWED BY THE HEALTH DEPARTMENT)**

   - 1) Perishable foods
   - 2) Glass jars and bottles
   - 3) Homemade items
   - 4) Opened jars or containers

11) **DELIVER YOUR CONTRIBUTIONS**

Because the primary purpose of the FoodBank’s Operations Department’s transportation team is to deliver food to our agencies and branches, we ask that you make every attempt possible to deliver your contributions to our warehouse, where we’ll help you unload and weigh the food. However, should you want help, call us. (Photo opportunities are available upon request)

12) **REWARD & FOLLOW UP**

   Reward participants for their good work and be sure to reward yourself–you’ve helped fill humanity’s most basic need! (See possible methods in Tip Sheet #1).
   - Send a thank you letters and or email to volunteers and include the final donation amount.

   - Warehouse Hours: Mon – Fri, 8 am-12 pm and 1-4:30 pm
   - We also pick up! Call us Mon – Fri, 8 am-12 pm and 1-4:30 pm to make an appointment.
   - After Hours Delivery: Call 501-569-4339 to schedule with the Warehouse Manager.
   - Holiday Hours: November-December Warehouse on Mon – Fri, from 8 am-3:30 pm

   - Follow up by- (1) developing a list of lessons learned for future events, (2) Send a letters or emails to your donors, sponsors and your team of volunteers the overall tallies, along with any suggestions for improving our procedures.
1) Ways to Generate Publicity

Word of Mouth – This is the best, easiest way; tell everyone you know (co-workers, friends/family, etc...)!

Email – send to everyone you know, *include people that are not in your immediate area too!*

Facebook, Instagram, & Twitter - Post the event, create and send event-invites!

Copy - Make copies of flyers, posters, and use the top 10 needed items (see pg10)!

Bulletin boards – Create and/or post them on local/city, business, schools, and park bulletin boards! Plus, *add them to your own posters you’ve created!*

Plus, “Generating Publicity” is great information to encourage existing Food drive sponsors and find potential sponsors.

- Donors of your food drive
- Company committees
- Local Chamber of Commerce
- Churches
- Sororities/Fraternity
- Schools
- Volunteers
- Friends, family, and co-workers
- Have publicity available at the drive, at drop off location, and on collection containers (barrels and boxes; *important: supplies are limited*).
2) Tip sheet – Food drive ideas

FOR BUSINESSES, SCHOOLS, WORSHIP CENTERS AND COMMUNITY GROUPS

Have Fun!

Competition
Create competitions between CLASSROOMS, RIVAL TEAM, DEPARTMENTS/WORKGROUPS or floors to see who will collect the most donations. Make sure the winners receive a special prize for their winning donation! POST IT ON FACEBOOK AND TWITTER.

Jeans Day
Create a goal to strive for and ADD AN INCENTIVE, by allowing employees to wear jeans if they meet their goal or as an incentive to donate money & food. Plus, JEANS "ANY DAY" PASSES for employees to purchase the privilege to wear jeans any day; with all proceeds going to their local food bank.

Have a Food Day
DESIGNATE DAYS of the week for specific foods, i.e. Macaroni Monday, Tuna Tuesday, Wheaties Wednesday, Turkey Thursday, Super Bowl Sunday and FRUITY FRIDAY.

Theme Your Food Drives
Pick a theme for your food drive or choose themed days, SUCH AS BABY DAY OR PASTA DAY and have all of the employees participate by bringing items associated with that theme.

Special Events
Food drives combined with other events or promotions are often very successful. For example, a COMPANY PICNIC is a great time to bring food as well as donate food. The same can be done with UNIVERSITY HOMECOMING, 5K RUN/WALK, or food in lieu of gifts BIRTHDAY PARTY!

Company Match
ENCourage your company to match your food donations. We recommend speaking to your company MANAGEMENT or HUMAN RESOURCE DEPARTMENT about a financial match programs.

The BIG DARE!!
Who wouldn’t want to see his BOSS OR PRINCIPAL get a DELICIOUS pie in the face? How about seeing your FAVORITE COACH, LOCAL CELEBRITY, AND/OR YOUTH LEADER get his head shaved?

Donation Bags and or Containers
DISTRIBUTE “grocery bags or containers” to participants and ask them to take them home and return it full of food. Look at partnering with your local grocery store chain. INCLUDE A PREFERRED FOOD ITEMS LIST IN THE BAGS as a reminder of the items needed.

House Party!!
Do you or someone you know at your business, school or church HAVE A SPECTACULAR HOME OR GREAT VIEW OF THE CITY? Why not partner with them? Offer to host a party with admission donations benefiting the Arkansas FoodBank.

"Peace begins when the hungry are fed and the future begins when the hungry are educated". -
3) Frequently Asked Questions & Answers

Q: Does the food bank provide volunteers?
A: No, we do not. We do ask volunteers to participate in local food drives.

Q: What about publicity?
A: Yes, we provide publicity on Facebook, twitter and our newsletter (when possible).

Q: Can I arrange for pick-up of my donations?
A: Yes, call 2 to 3 days, prior to date of pick up, and make an appointment.

Q: Can I arrange delivery of my donations?
A: Yes, the warehouse hours are Mon.-Fri. from 8a -12p and 1p-4:30p.

Q: Who will provide receipts?
A: There are two options. 1). you can provide receipts to your donors. Then, we provide a receipt to your food drive. 2). we provide receipt for your donation.

Q: What is a food bank?
A: A food bank is a place where a Food bank member, such as a soup kitchen or a food pantry, can come and get the food they need to operate their program. **While we do not provide individual meals or food boxes, we provide the food necessary to make the meals and food boxes that agencies provide to those in need.**

Q: What is a Food bank member?
A: Food bank member is a place where people can go get food. These places are in the community places include churches, soup kitchens, food pantry, or a nonprofit organization.

Q: Where does all the food Feeding America distributes come from?
A: Food comes from several food sources including food drives (i.e. Stamp out Hunger, Summer Cereal Drive, and Spirit of Giving), food manufacturers and distributors (i.e. Wal-Mart, Target, ConAgra, US Foods, Kroger's), growers, retail stores and a national network of food donors.

Q: How many pounds can a food drive box or barrel hold?
A: A food drive box can hold from 25-50 pounds of mixed food items. This includes a mixture of canned items, boxed goods and some bagged foods. A barrel with only canned goods can hold 200 + pounds of food.

Q: Can I donate food online?
A: Yes, please go to website; make a food donation by making a money donation. You can choose the specific items you would like us to purchase or give a monetary amount, please contact the Food Donations Coordinator.

Q: What is the suggested length for a food drive to run?
A: The Arkansas FoodBank suggests one to three weeks for running a food drive. But, you may find more success in running a shorter or longer food drive. This option is completely up to you.

Q: Can you tell us how much food we collected?
A: Yes, we can. Once we have collected the food, we will weigh everything here at the warehouse. Then we will be able to tell you the amount of pounds of food that your organization has collected. You will also receive a receipt of these donations.

Has your question been answered yet?
Contact us, and ask to speak with the Food Donations Coordinator, to further answers regarding the organization of your food drive.

Not yet, contact us!
Arkansas ranked 2nd in the number of people facing food insecurity according to the Sept. 7, 2013 annual report by the Economic Research Service of the U.S. Department of Agriculture (USDA).

What does this mean?
It means that 19.7%, or roughly 1 in 5 Arkansans; do not know where their next meal is coming from. It also means that Arkansas is ranked #1 in senior citizens food insecurity.

The Arkansas Foodbank Food bank and ___________ are partnering to help eliminate hunger in our state. You can help by donating your canned goods or non-perishable food items.

**Top 10 Needed Items**
- Canned goods (Beef, chicken, tuna, Vegetables, fruit)
- Canned/Packaged meals
- Soup
- Peanut Butter
- Cereal
- 100% Juice
- Pasta & pasta sauce
- Powdered milk
- Diapers
- Bath tissue

For more information about the Arkansas Foodbank Network or hunger in Arkansas, please visit www.arkansasfoodbank.org
Top 10 Needed Items

- Canned goods (Meats - chicken, tuna, veggies, beans, fruit)
- Canned / Packaged meals
- Soup
- Peanut Butter
- Cereal
- 100% Juice
- Pasta & pasta sauce
- Powdered milk
- Diapers
On October 1, 1996, President Clinton signed into law the Bill Emerson Good Samaritan Food Donation Act, a federal law to encourage the donation of food and grocery products to non-profit charitable organizations for distribution to needy people.

The federal Good Samaritan law protects businesses, volunteers and non-profit organizations from civil or criminal liability in the course of donating apparently fit and wholesome food or grocery products for distribution to needy people. The federal Good Samaritan Act is designed to encourage donations of food and grocery products by providing a uniform, national standard of liability for donations.

The Emerson Good Samaritan Act converts Title IV of the National and Community Service Act of 1990, from "model" legislation to permanent law, and transfers the Good Samaritan law to Section 22 of the Child Nutrition Act of 1966. The federal Good Samaritan Act preempts the various state Good Samaritan statutes with a single, federal standard of criminal and civil liability in the donation of food and grocery products. Civil and criminal liability protection is extended to donors, persons, gleaners, and non-profit organizations arising from the nature, packaging, age, or condition of apparently wholesome food or apparently fit grocery products donated for distribution to needy people. Liability for donations is limited to acts of "gross negligence" or intentional misconduct, as defined by the Good Samaritan Act. The Good Samaritan Act also stipulates that local and state health regulations and workers’ compensation laws are not altered or interfered with by the Act.

According to Feeding America, this background guide is provided for informational purposes only. No representation is made to the applicability of the Bill Emerson Good Samaritan Food Donation Act to the actions of any individual or organization. Donors and potential donors should consult legal counsel regarding the applicability of the statute to their activities. P.L. 104-210, H.Rpt. 104-661.

P.L. 104-210 pre-empts state Good Samaritan food donation statutes. The doctrine of pre-emption proceeds from the U.S. Supreme Court which holds that certain matters are of such national, as opposed to local, character that federal law pre-empts state law.