



Food Drive Tool Kit for Schools



Hill Country Community Ministries
“Celebrating 30 Years of Helping Families in Need”



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The Food Drive Tool Kit for Schools is available online at www.hccm.org. Select “Donate Food” on homepage.

Hill Country Community Ministries
“Celebrating 30 Years of Helping Families in Need”

P.O. Box 1064 • Leander, Texas 78646
Location: 1005 Lacy Drive • Leander, Texas 78641
512.259.0360 • www.hccm.org



How to Organize a Food Drive

Plan it!

Begin by making a plan. Determine who will coordinate the project and/or recruit a planning committee. A timeline is helpful to list the tasks, deadlines and the person/people responsible. Determine dates for the food drive, collection points, where food will be stored, and how it will be delivered to Hill Country Community Ministries when the drive is completed.

Schedule it!

Contact the Hill Country Community Ministries Food Pantry Supervisor to schedule your food drive dates on our calendar. This helps us to schedule other community food drives when they are most needed and helps us prepare to process the food from your food drive when it is delivered.

Publicize it!

Promote your food drive by using signs, banners, fliers, your school newsletter and website, and through social media, if applicable. Be sure to allow enough lead-time to generate interest and enthusiasm before the drive begins, and continue to promote it throughout the drive. Check out the “Tips for Success” page for promotional ideas.

Collect it!

Designate a collection site or sites for the daily collection of food during the drive.

Document it!

Take lots of photos of students, teachers and staff donating food, planning the event, and the mounds of food the school has collected. HCCM and the school district can use the photos in our newsletters and website (with appropriate permission, of course) to help promote the drives, celebrate your success and share your community service as an encouragement to others.

Sort it!

It is helpful for HCCM if the food is sorted before it is delivered to our Food Pantry. We recommend using boxes no larger than copy paper boxes to transport the food. Larger boxes, when full, are too heavy and cumbersome. After food is sorted, fill out the Food Delivery Form and bring it when delivering the food.

Deliver it!

Don't forget to schedule a delivery date and a time with our Food Pantry Supervisor for the delivery of your food to our Food Pantry.

Contact:
Kandy Chimento, Food Pantry Supervisor
kandy.chimento@hccm.org
512-259-0360, ext. 205



Tips for Success

Plan to Succeed!

A food drive to support the HCCM Food Pantry is a great community outreach project for students. Recruit a committee and engage student organizations to plan and coordinate your Food Drive. Select a contact person to work with HCCM, usually the school food drive coordinator. Select dates, establish goals, assign responsibilities and secure support from all areas of the school.

Make it Fun! Make it a Contest!

Everyone gets excited about a contest! Challenge students to compete to bring in the most food. Give the winning classroom a pizza party, special privileges or other fun celebration!

Get Creative! Make it Art!

Ask students to create special posters to promote the food drive. Or, use the event for an art project—drawing, painting or other media—on nutrition, healthy foods, food sources, etc.

Think Healthy! Eat Healthy!

Create classroom projects for science or health classes to teach nutrition and healthy eating. If your school has cooking facilities, create recipes and cook up some meal items from the HCCM Food List.

Decorate it!

Have students decorate a food collection box for their classroom. This could work as a contest, too!

My Community! My Neighbors!

Use the food drive to build community awareness regarding hunger issues in the community and to promote the concept of good citizenship, volunteering, helping others and being a good neighbor.

If you Build it . . . !

Challenge your budding engineers and architects to build structures or create “food sculptures” from canned food items. Projects need to be supervised for safety. Food items may need to be taped together and secured in some manner and height restrictions established to prevent an avalanche of canned goods!

Promote it! Create Excitement!

Take advantage of every opportunity to promote your Food Drive. Send fliers home with students, make announcements and promote it in the school newspaper, newsletter and website. Use bulletin board fliers, food box signs and the Food Pantry Shopping List.



HCCM Fact Sheet

- Hill Country Community Ministries is a nonprofit organization that provides food, clothing and other assistance for people in crisis and those living in poverty.
- Our goal is to serve people in need with dignity and compassion in an atmosphere of neighbor helping neighbor.
- All donations provide local assistance for families living in our community.
- 40% of our clients are children.
- The Food Pantry serves an average of 450-500 families per month, totaling some 1,500 individuals.
- The Food Pantry distributes more than 450,000 pounds of food to needy families each year.
- HCCM serves 10 zip codes in southwest Williamson County and northwest Travis county.



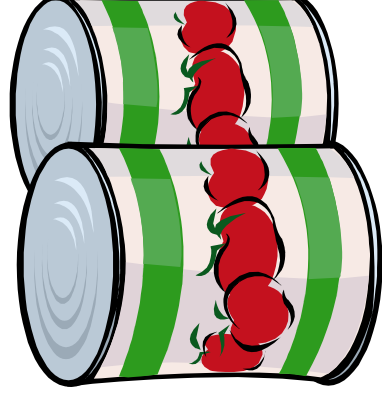
Food Pantry Shopping List

Canned Items Only

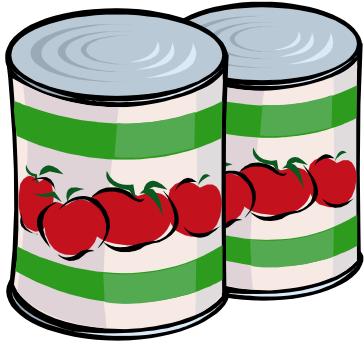
- Chicken/Tuna
- Vegetables
- Fruit
- Soup
- Tomatoes/Tomato Sauce
- Chili/Stew
- Spaghetti Sauce
- Peanut Butter
- Jelly
- Juice

FOOD DRIVE

*Help Our Neighbors
in Need!*



**Hill Country
Community Ministries**



Food Drive

Benefiting



**Hill Country
Community Ministries**

Helping Families in Need

You Can Help!

Date

(Drop-off location)

(Contact)

Thank you!

Hill Country Community Ministries

Food Delivery Form

- Call HCCM to schedule a date and time to deliver food, 512-259-0360, ext. 205.
- Sort food into boxes no larger than copy paper boxes.
- Complete this form and bring it with you when you deliver food.
- Deliver food to HCCM at 1005 Lacy Drive, Leander, TX 78641.
- Food will be weighed at HCCM. There is no need to count the number of items unless you require that specific information for your records.

Date

Church/Business/School/Organization

Address City State Zip Code

Phone Fax

Contact Person Cell Phone

Email

Thank you for helping families in need!

Do not write below this line. For HCCM staff and Food Pantry volunteer use only.

Food	Personal Care	Number of Pounds	Cart Weight	Box
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>

Community Partners



Hill Country Community Ministries

Hill Country Community Ministries is a 501(c)(3) nonprofit corporation, a coalition of churches, assisted by area businesses, civic organizations, schools, and caring individuals that provides food, clothing and other assistance for people in crisis and those living poverty in southwest Williamson and northwest Travis counties.