

# Food Drive

*tool kit*

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*Open Your Heart To*  
**HOPE**

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Dear Friend,

On behalf of all of us at HOPE Helps, Inc., thank you for hosting a food drive! The food you donate will make a positive difference in Central Florida as it will help eliminate food insecurity for families in crisis. We are so grateful for your support.

Enclosed is the Food Drive Tool Kit where you will find all of the resources needed to host a successful food drive. The tool kit includes the Food Drive Information Sheet, the Tips & Ideas Sheet, the Food Drive Sign and the Food Drive Handout Flyers. Please remember to contact HOPE and to complete the contract before hosting your food drive.

Thank you again for your commitment to our community. It is because of organizations like yours that HOPE has been able to prevent and reduce homelessness through Housing, Prevention and Education since 2007.

If you have any questions about food drives, the Food Pantry or any of HOPE's programs, we would be happy to help. Please contact the HOPE Team at [fooddrives@hopehelps.org](mailto:fooddrives@hopehelps.org).

Many thanks,

HOPE Helps, Inc.  
812 Eyrie Drive  
Oviedo, Florida 32765



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## Food Drive Information Sheet

**Questions? Please contact**  
fooddrives@hopehelps.org  
Phone: 407-366-3422  
Fax: 407-542-3959

HOPE Helps, Inc.  
~~319-105101~~  
Oviedo, FL 32765

Thank you for hosting a Food Drive for HOPE Helps, Inc.! We appreciate your commitment to reducing hunger in the Central Florida community and look forward to partnering with you. Please submit the Food Drive Information Sheet with the details of your Food Drive. Thanks again!

### Organization Information

<b>Name</b> _____
<b>Description</b> <input type="checkbox"/> School/University <input type="checkbox"/> Business <input type="checkbox"/> Student Group <input type="checkbox"/> College Group <input type="checkbox"/> Church Group <input type="checkbox"/> Civic Organization or <input type="checkbox"/> Other _____
<b>Address</b> _____ <small>Street Address City Zip Code</small>
<b>Has your organization participated in a HOPE food drive before?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, when?</b> _____
<b>How did you hear about HOPE?</b> _____

### Contact Information

<b>Contact Name</b> _____ <b>Title</b> _____
<b>Telephone Number</b> _____ <b>Alternate Number</b> _____
<b>Email Address</b> _____

### Food Drive Information

<b>Prospective Food Drive dates</b> _____ to _____ <small>Month Day, Year Month Day, Year</small>
<b>Prospective Date and Time of Delivery</b> (HOPE's business hours are Monday-Saturday 10 a.m.-5 p.m.) _____ <small>Month Day, Year Time</small>
<b>Are you participating in a food drive specifically for Kids of HOPE?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

\_\_\_\_\_  
Contact Person Signature

\_\_\_\_\_  
Date



## Food Drive Tips & Ideas: Making Your Drive a Success

### When should the drive be held?

The Food Pantry at HOPE is in the most need during the summer months **(June-August)** and after major holidays such as Thanksgiving and Christmas. However, HOPE is grateful for donations throughout the year.

### Need Help?

We'd be happy to help!

If you have any questions about food drives, the Food Pantry or any of HOPE's programs, please contact the HOPE Team at  
Phone: 407-366-3422  
Email: [fooddrives@hopehelps.org](mailto:fooddrives@hopehelps.org)

### Remember

- Use the "Food Items Needed" list as a guide
- Because of health precautions, HOPE cannot accept perishable or expired items

### Encouraging Enthusiasm

- Set a goal for your food drive
- Hold a competition between departments, classes or individuals at your organization
- Offer incentives such as a pizza party or dress down day when you reach your goal

### Marketing Ideas

- Post the flyers from the "Food Drive Tool Kit" around your office or organization
- Place the donation box near a heavily trafficked area, such as a front desk or office
- Use your organization's newsletter or social media to spread the word about the drive
- Provide empty shopping bags to individuals at your organization, and encourage people to bring them back full on a specific day

# Food Drive

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# HOPE

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## Food Items Needed

- Beans
- Breakfast Items
- Complete Baking Mixes
- Canned Tuna and Chicken
- Ready to Eat Soups
- Rice
- Pasta

Dates of Drive: \_\_\_\_\_ to \_\_\_\_\_

# Support the Food Pantry

- All types of Dry Box Items
- Beans
- Breakfast Items
- Canned Fruit
- Canned Tuna and Chicken
- Canned Vegetables
- Baking mixes
- Pasta
- Rice
- Side Dish Items
- Tomato Products
- Ready to Eat Soups



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# Support the Food Pantry

- All types of Dry Box Items
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- Canned Tuna and Chicken
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- Side Dish Items
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