





### **Thank You for Getting Involved!**

Congratulations and thank you for joining the Palm Beach County Food Bank in hunger relief in Palm Beach County! In a county where nearly 60% of all children qualify for free or reduced priced lunch, the needs are high. Food pantries, soup kitchens and other feeding programs that take on the daily responsibility of feeding hungry children and families need more food. That is where we come in.

The Palm Beach County Food Bank, (a non-profit organization) rescues, collects and distributes food to more than 100 agencies that take on the daily responsibility of feeding the hungry. Being able to put food on your table is one of life's most basic necessities. Yet, in a county known for its wealth, it is hard to imagine that there are so many individuals, children, and families in Palm Beach County who struggle every day with hunger and food insecurity. The Palm Beach County Food Bank provides food to agencies from Boca Raton to Tequesta and west to Belle Glade and Pahokee. The needs are significant:

- At least 180,000 adults in Palm Beach County qualify as poor by federal guidelines
- At least 16% of Palm Beach County residents do not know where their next meal will come from
- More than 180,000 Palm Beach County residents rely on food stamps for survival (a 300% increase since 2008)
- 1 of 6 residents are food insecure (meaning they do not know where their next meal will come from)
- 35 million pounds are needed annually to feed the hungry in Palm Beach County (USDA statistic)

### **How the Palm Beach County Food Bank Is Fighting Hunger in Our Community**

- **Food Recovery & Distribution** - Annually we distribute over 5 million pounds of food at no cost, to more than 100 client agencies feeding nearly 100,000 Palm Beach County Residents
- **Food For Our Kids** – Food for our kids works with summer camps in underserved communities to provide children with a backpack of nutritious food to take home to their families each weekend. Over 2,000 children and their families are served throughout the summer months.
- **Nutrition Driven** - Targeting food deserts and low income areas that lack access to fresh produce, Nutrition Driven is a mobile food pantry distributing healthy foods and education.
- **Benefits Outreach** - A benefits outreach specialist meets with individuals at local agencies and enrolls eligible residents in the SNAP benefits program (food stamps).

### **Tax Benefits**

Every donation to the Food Bank is 100% tax deductible with monthly acknowledgment letters from the Food Bank certifying the monthly amount of food donated

### **Thank You**

It is only through the continued support of our donors and generosity of the community that we are able to strengthen the food security network in Palm Beach County. Our county is our sole focus and we are committed to being a strong leader for the other stakeholders and organizations that join us in addressing the issues surrounding hunger.

Sincerely,

Karen Erren  
Executive Director  
The Palm Beach County Food Bank





## Getting Started

As the food drive coordinator for your organization, you will serve as the liaison between your organization and the Palm Beach County Food Bank. We are here to support you in any way possible, so do not hesitate to contact us with any questions at any time.

A successful food drive can be easy and simple to organize with just a little thought and some simple planning. We have come up with a helpful checklist for you to make sure that all your bases are covered:

- \_\_\_\_\_ Appoint an individual to handle the logistics of the drive
- \_\_\_\_\_ Set a goal for the total poundage of food collected as well as a financial donation goal
- \_\_\_\_\_ Pick a location(s) for the collection bins
- \_\_\_\_\_ If you plan a kick-off event, do not forget to request a speaker from the Food Bank
- \_\_\_\_\_ Set a date. Establishing and communicating a deadline creates urgency and will encourage more support for your drive
- \_\_\_\_\_ Come up with a Promotion Plan to alert the public at large to your food drive initiatives
- \_\_\_\_\_ Arrange volunteers if necessary
- \_\_\_\_\_ Document your drive by taking photos. Share the success of your drive on social media or with your friends to encourage them to get involved. Tag us in a photo!

## Food Drive Success

To ensure a successful food drive at business it is important to gain the support of your organization's executive leadership by getting them to endorse the idea.

1. Identify a planning committee to assign tasks and meet regularly for a smooth kick-off and execution.
2. Create & distribute flyers
3. Build Awareness & Enthusiasm
  - a. Create a theme & plan fun events
  - b. Arrange a tour of the food bank
4. Set a goal and reward participants for reaching it

Themes for food drives are fun and they increase company involvement and morale. The food drive can be structured around a seasonal holiday or company-specific event such as Back-to-Food (School) or Summer Foodcation (Vacation) perhaps during the company summer picnic. Maybe there is a company event already planned. Piggy-back the theme and tie the food drive in and ask each attendee to bring in non-perishable food items for entrance to the event.

Distribute posters, flyers, or send an e-mail outlining the need and ways of participating. Submit an announcement of the food drive to your local media, your organization's newsletter, and your organization's social pages.

Arrange a tour of the Palm Beach County Food Bank for key stakeholders and take your colleagues, board members, club members, students, planning committee, leadership team, or others on a tour of their facilities to get a firsthand feel for the process of getting food to the front lines of hunger in Palm Beach County.

If your group expects to collect 300 lbs. or more in non-perishable food items, request collection bins from the Palm Beach County Food Bank to place in high-traffic areas such as elevators, water coolers, or near the exits of the building to the parking garage. We are able to make arrangements to pick up donations.





### Fun Ideas & Ways to Generate Food Volume

- **Have a Chinese Raffle** – Give people one ticket per non-perishable food-item donated which they can put in any jar dedicated to a specific prize. They get more tickets by giving more non-perishable food items. Ticket holders identify the prizes they want to “go for” and place as many tickets as they can in the corresponding jars. When the drawing takes place, one ticket is drawn out of each jar and the winning ticket gets the prize that was associated with that jar. Prizes can be anything that is valuable to your group such as a weekend get-a-way, airfare, vacation rental, a day off from work, the “good” parking spot or perhaps the president’s parking spot for a week, gas cards, gift certificates, etc.
- **Ethnic Food Day** – Have everyone bring in a bag of non-perishable food items specific to their culture to donate to the drive.
- **Have an Auction** – Have items sponsored by the company that employees can bid on. Each non-perishable food item is equal to \$1. Colleagues then bid on items basing their available cash roll on how much food they are willing to bid for the item. The winning bidder then pays for the item with non-perishable food items instead of dollars. Like mentioned above, items for the auction can be anything that is valuable to your group such as a weekend get-a-way, airfare, vacation rental, a day off from work, the “good” parking spot or perhaps the president’s parking spot for a week, gas cards, gift certificates, etc.
- **Contest** – Ask the executive leadership team to participate in a contest based on the outcomes of the food drive. For example, if an aggressive food drive goal is met, they agree to wear a funny outfit, sing or dance in front of coworkers, shave their head, give up their parking spot for a month, etc.
- **Down in Denim** – Employees can dress down for a day in exchange for bringing in a bag of non-perishable food items the day of dressing down. Place a sign in the reception area announcing the day to be Down in Denim to alert clients and visitors of why employees are dressed down. If you need bins to collect food, contact the Palm Beach County Food Bank to provide them.
- **Office Environment** – Request that people give a non-perishable food item when they are late to work, late to a meeting, when their cell phone rings during meeting, when they swear in the office, etc.
- **Arrest a Co-Worker Day** – Create a “jail cell” area within your building, complete with an assigned sheriff. For a bag of non-perishable food items, employees can have an “arrest warrant” issued for the alleged suspect. Once they are taken to the clink by the assigned “*Your Company*” sheriff, the accused does their time in which the only way to make bail is to prove their innocence by raising 50 pounds of non-perishable food items. Friends and colleagues help “bail” them out by bringing in or pledging non-perishable food items on behalf of their arrested friend and colleague. This is super fun and will make your social media efforts explode! Contact your local media to come out and take pictures for a story.
- **Executive Service** – Ask your executive leadership team, Board of Directors, or school principals to serve breakfast or lunch to everyone. Attendees will have to give a bag of non-perishable food items to have their meal served to them by management.
- **Challenges** – Have different departments, chapters, or communities challenge each other to see who will raise the most weight in non-perishable food items. Keep a running tally posted in a visible area. Offer an incentive to the winning group.





### Fun Ideas & Ways to Generate Food Volume, cont.

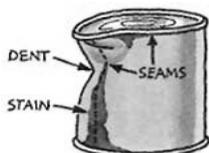
- **Give Them A Hand** – Create and post colorful paper cutouts of hands that are given to employees, students, or group members in exchange for a non-perishable food item. Hang them in the break room or conference room to show that the individual whose name is on the hand was generous with a non-perishable food item to the drive.
- **A Picture Says A Thousand Words** – For a bag of non-perishable food items, employees, group members, or students can have their picture taken while sitting at the CEO's or Principal's desk. Using a digital camera will enable you to email the pictures to each individual participating. Use your social media outlets to make it more fun!
- **The Guessing Game** – Fill a jar with beans, macaroni, or pennies. Participants then pay with a bag of non-perishable food items to guess how many beans are in the jar. The closest guess wins a prize and the food collected for the chance to guess will go to the Palm Beach County Food Bank for a tour and photo op.
- **Construction**® – Like the Palm Beach County Food Bank does every year in The Gardens Mall, arrange for each class, group, or department create a sculpture of non-perishable food items and then have an outside panel judge the structures in a contest. Invite your local media to cover the story and use your social media outlets to increase awareness for your organization's efforts.
- **Days of Donating** – Assign different food categories for each day of the week for a week-long food drive. For example, Macaroni Mondays (different pastas), Tomato Tuesdays (canned tomato products), Wheaty Wednesdays (cereals, breads), Thirsty Thursdays (juice, water), Kid-Friendly Fridays (kid-friendly items like snack packs, fruit cups, etc.)
- **Movie Night** – This idea works great for community social groups or schools. Ask for a non-perishable food item to see the movie and another non-perishable food item for a bucket of popcorn or soda.
- **Guess the Baby** – Have employees or students bring a baby picture of themselves to work or school. Display the pictures of each and have a contest to see who can guess who the babies are! Sell guess sheets in exchange for a bag of non-perishable food items. With permission from participants, use your social media outlets to have fun with this idea. Chances for it to go with employee's family members scattered around the world sharing with friends and family are quite significant.
- **Game Night/Lunch** – Host a game night or lunch party with your friends, co-workers, social groups, or classmates. Provide refreshments or have everyone bring their most favored pot luck dish and provide items for prizes. Each guest will bring a bag of non-perishable food items as their entry fee to the party.

**No Glass Items** should be collected because they are likely to break and spill.

**Only Un-opened** items still in their package should be donated. Dates on canned items are generally the "sell by" date...not the eat-by date. It should be as fresh as possible.

### Dented Cans

Please be aware of dented cans. A minor dent is OK but anything near a seam or a sharp dent will have to be discarded. The same holds true with packaged items. A box that has an inner lining still intact, think a cereal box with the plastic bag inside, is OK but if the bag is open, it needs to be discarded.





## Collection

We recommend organizations collect food in banana boxes or recycling containers because the food can be heavy and these containers offer handholds which can be easily carried by two people (if needed). Also if these boxes are not over-filled they can be stacked to save space. We understand that dropping off the food is not always possible. Please contact us at the beginning of your food drive if you need to arrange Food Bank personnel to pick up the food.

Regarding any concerns about liability related to food donations, refer to *Florida Statute 768.136*, which encourages donation of food and grocery products to non-profit organizations for distribution. Specifically the law states a good faith donor of any canned or perishable food, apparently fit for human consumption, to a bona fide charitable or nonprofit organization for free distribution shall **NOT** be subject to criminal penalty or civil damages arising from the condition of the food, unless an injury is caused by the gross negligence, recklessness, or intentional misconduct of the donor. This includes canned or perishable foods not readily marketable due to appearance, freshness, grade, surplus or other considerations.

## Food Drive Drop-off Location

If your organization has collected less than 300 pounds of food then, due to limited resources, we ask that you drop-off the food at our facility. The Palm Beach County Food Bank is located at: **525 Gator Drive, Lantana, FL 33462**. Hours for drop-off are from 9 a.m. – 3 p.m. Monday - Friday. We can make special accommodations if needed.

- Please contact Warren at 561-670-2518 x 308 or at [warren@pbcfoodbank.org](mailto:warren@pbcfoodbank.org) prior to delivery for available dates & times.
- Directions:
  - I-95 to Lantana Road. Head east and turn left at N. 8th Street (N. 8th is the first left after the Psychic sign on the right hand side of the road). Travel 3 blocks to Gator Drive. Turn right on Gator. 525 Gator is a few buildings down on the left.
- Pull your vehicle up to the warehouse bay door. Our warehouse staff will unload and weigh the donation. Also, please be prepared to fill out a donation form including donor's name, complete address, phone number, and contact name, so that we may properly credit the donation.

## Final Steps: Saying Thank You

Saying "Thanks" is important. Share the success of your food drive with staff - newsletters, social media, posters, etc. Thank your donors and they will participate in future events!

If you have any questions that are not answered by this Guide, feel free to contact me and I will be happy to provide you with any further assistance you may need: Janice Barreto | Palm Beach County Food Bank

561-670-2518 x 315





# FOOD DRIVE

for children and families in  
Palm Beach County



### The Need is Great –

-  Almost 64,000 children in Palm Beach County are at risk of going to bed hungry each night
-  1 in 6 individuals in Palm Beach County is food insecure and does not know where their next meal will come from
-  Nearly 60% of Palm Beach County school children qualify for free or reduced lunch.



**Shopping List – most needed items**

- Pop-Top Foods
- Hot or Cold Cereal
- Rice
- Pasta
- Mac & Cheese
- Canned Stew & Chili
- Canned & Dry Soups
- Canned Fruit
- Shelf-stable Milk
- Peanut Butter
- Jelly (plastic container)
- Canned Meat (tuna, salmon, chicken)
- Canned Tomato Products
- Canned Meals (Ravioli, Spaghetti O's)
- Beans (pinto, black beans)
- Canned Vegetables
- 100% Juice – cans & plastic

When: \_\_\_\_\_

Contact: \_\_\_\_\_

**For more information contact:**  
Janice Barreto | Palm Beach County Food Bank  
561-670-2518 x 315

