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### **Hosting a Workplace Food Drive**

Thank you for your willingness to help those in need! Holding a food drive in your workplace is a fantastic way to foster teamwork while supporting a meaningful cause. With a bit of planning and organization, you can maximize participation and donations – and do the most good! Below is a list of helpful tips to guide you through the process.

#### **Coordinate with United Way of NNY:**

- [Contact us](#) to let us know that you plan to host a drive. We are here to help! We have promotional materials such as flyers and posters. We can even get boxes if needed.

#### **Set Clear Goals:**

- Determine the objectives of the food drive, such as the amount of food you aim to collect, and establish a timeline for the food drive, with a clear end date before June 5, 2024.

#### **Plan Promotion:**

- Share posters, flyers, and other digital communications to promote the food drive; hang posters around the workplace.
- Utilize internal communication channels like email newsletters, bulletin boards, or company intranet to spread the word, as well as external communications like your social media channels.
- Consider incentives or competitions to encourage participation, such as team goals or recognition for top donors.

#### **Designate Collection Points:**

- Select convenient, high traffic locations within the workplace where employees can drop off their donations and ensure these areas are clearly marked and easily accessible.

#### **Educate About Accepted Items:**

- Share the list of non-perishable food items that are in high demand.
- Offer guidelines on acceptable donations (e.g., unopened, non-expired items)
- Encourage employees to donate healthy, nutritious items and/or personal care products.

#### **Track Progress:**

- Keep track of the donations received to gauge progress towards your goals; consider using a visible tracking system, such as the thermometer graphic, to motivate employees.
- Once your drive has ended, fill out the Food Drive Donation form with the item total.

#### **Arrange Delivery for Event Day:**

- Plan to deliver the donated items to the Walmart Supercenter (located at 20823 State Route 3 in Watertown, NY) on June 5, 2024 between the hours of 8 AM and 2 PM.
- Bring the completed Food Drive Donation form and come ready with your team for photo and social media promotional opportunities.