

Host a Workplace Food Drive Quick Guide

When school is out, many children lose access to regular meals. Your food drive helps fill that gap. All donations stay local, supporting food pantries across the North Country.

Hosting a food drive is a simple way to make a meaningful impact while bringing your team together. Below is a list of helpful tips to guide you through the process.

1. Let Us Know

Reach out to United Way to register your food drive. We can provide materials and support along the way.

2. Set Your Timeline

Plan your collection period and aim to wrap up before:

- **June 3 (Jefferson/Lewis)**
- **June 17 (St. Lawrence)**

3. Set Up Your Collection Box

Place your box in a high-traffic area like break rooms, lobbies, or entrances. Use the signage provided to make it visible and inviting.

4. Spread the Word

Promote your drive using email, internal communications, and social media. Consider incentives or competitions to encourage participation, such as team goals or recognition for top donors.

5. Collect Donations

Encourage donations of nonperishable food items and personal care items. Share a list of most-needed items and encourage healthy, nutritious options. All items should be unopened and not expired.

6. Track Your 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.

7. Deliver Your Donations

Please bring your collected items to one of the following locations between 8 AM and 2 PM:

- **June 3, Watertown Walmart, located at 20823 State Route 3 Watertown**
- **June 17, Potsdam Walmart, located at 7494 US Route 11 Potsdam**

Don't forget your donation tracking form!

8. Celebrate Your Impact

Take photos, share your success, and celebrate your team's efforts to support local families.

Need help getting started?

We're here for you. Give us a call at (315) 788-5631 or reach out anytime. We're happy to help!