



HARVEST HOPE FOOD BANK

FOOD DRIVE INFORMATION KIT



2220 Shop Rd. Columbia, SC 29201 • 803.254.4432
2818 White Horse Rd. Greenville, SC 29611 • 864.281.3995
2513 West Lucas St. Florence, SC 29201 • 843.661.0826
www.harvesthope.org

All About Food Drives

What is a Food Drive?

A food drive is a concentrated effort to collect non-perishable food in a certain time period. You and/or your organization will work with Harvest Hope Food Bank in coordinating your organization's food drive.

Most Needed Items include:

Canned Goods such as meat, vegetables, fruit, tomato sauce, beans, soup, pop top cans, and evaporated milk.

Dry Goods such as peanut butter, instant potatoes, cereal, oatmeal, pasta, grits, coffee, crackers and granola bars.

Personal/Other Items such as baby formula, diapers, baby wipes, soap, shampoo, feminine products, toothpaste, toothbrushes, trash bags and paper towels.

Note: cans that don't require the use of a can opener are extremely helpful to our clients!

DON'T FORGET TO...

Plan Ahead

Select a representative to plan the strategy and theme. Determine your drive's length and end date.

Set a Goal

Set a goal using pounds or items per person, and multiply this by your total head count to get your group's goal.

Promote Your Drive

Two weeks before the drive, hang posters, pass out flyers, send interoffice emails, or use payroll stuffers to get the word out. Information should include the dates of your drive, where to bring the food, and what types of food are needed. Contact Harvest Hope Food Bank for any posters or printed materials.

Build Awareness and Visibility

Arrange for a Harvest Hope speaker to come to your organization, or ask us for information on hunger to use in your newsletter. Promote the food drive on your marquee or outside signage.

Make It Fun & Simple to Participate

Be creative and use existing resources! Any type of sturdy box will work (ex: copier paper box). Boxes can be decorated to encourage participation. Place collection containers in convenient, high-traffic areas of your building.

Create Fun Competitions

Create categories - most pounds per department, largest individual donation, specific types of food/items (peanut butter, water bottles, plastic bags). Use themed competitions - "Carolina vs. Clemson," "First Floor vs. Second Floor," or "Men vs. Women" to get people in the spirit. Consider matching your employees' donations pound for pound. Think about rewarding participants with incentives: movie passes, gift certificates, parking spaces, free lunch, casual day, etc. Don't forget to update employees on the progress of the drive.

Offer a Virtual Alternative

Skip the in store shopping and fill a virtual shopping cart with food for Harvest Hope. Contact us for more information, or to have one customized for your group.

Contact Us

Contact Harvest Hope to notify us of your food drive or if we can be of help in any way.

Briana Hendrix, Food Drive Coordinator
fooddrives@harvesthope.org • 803-254-4432 ext. 3100

Food Drive Checklist

Before the Food Drive:

- Decide if you will run a food drive, virtual food drive or both. You can also collect cash or check donations for those who don't want to bring food or go online.
- Select the start and end date for your food drive.
- Select the location(s) of the food drive.
- Select your food drive representative.
- Decide if you want to have a theme for your food drive. If yes, select the theme.
- SET A GOAL!
- Pick up donation boxes from Harvest Hope. If you will need HHFB to supply boxes, please notify Harvest Hope at least one week prior to the start of your food drive. Each HHFB box will hold between 100 and 150 pounds of food.
- If hosting a virtual food drive, make sure your custom webpage has been set up by our Food Drive Coordinator.
- If collecting cash and/or checks, make sure you have collection boxes/cans and somewhere safe to store the money.
- Create a flyer or use the included food drive poster. You can hand them out, or post them anywhere you like, such as your office, school, or church.
- Decorate your donation boxes.
- Place donation boxes in convenient, easy to access, high traffic areas.
- Share the food drive on social media and through a press release, especially if it is a public event.
- Decide on your incentives and/or competitions and promote internally.

During the Drive:

- Promote contests, competitions, and incentives to make the drive fun and exciting.
- Post photos and updates on social media. Don't forget to tag us in them as well (@harvesthopefoodbank)
- Keep participants updated on the progress through daily announcements, newsletters, posters, flyers, goal tracker etc. Make sure they know how close they are to their goal, especially near the end.

After the Drive:

- Thank all participants and let them know the final totals.
- Schedule a post-event pickup with the Food Drive Coordinator if you haven't already. We recommend scheduling at least 5 days in advance.
- If delivering the donations, you are welcome to do so any time Monday – Friday from 9:00am – 3:00pm. Just come to the front office, and they will let you know where to put the donations.
- If you plan to deliver the food to Harvest Hope Food Bank, be sure coordinate a few people to help you load and transport the food.



HARVEST HOPE FOOD BANK OUR MOST NEEDED ITEMS

Canned Vegetables
Canned Meats

Diapers
Toiletries

Paper Bags
Plastic Bags

Peanut Butter
Detergent

Dry Goods
Beans

(Please keep food separated from other items)



DONATIONS ARE ACCEPTED AT THESE LOCATIONS

2220 Shop Rd.
Columbia, SC 29201

2818 White Horse Rd.
Greenville, SC 29611

2513 W. Lucas St.
Florence, SC 29501

Call (803) 254-4432 or visit www.harvesthope.org for additional information

How We Serve

Emergency Food Pantries (EFPs) provide service to those who come to our doors for help and give us face-to-face interaction with our neighbors who are dealing with hunger. During these interactions, we hear the very real stories of their day-to-day struggles. (Columbia and Greenville locations only)

Mobile Food Pantries (MFPs) deliver the gift of food to rural areas and communities in the most remote pockets of poverty that are isolated from other forms of hunger relief. We conduct approximately 300 MFPs for struggling families in their own communities.

Emergency Preparedness

We are prepared to quickly mobilize and provide food to South Carolinians that may be impacted by man-made or natural disasters.

Agency Distribution

Harvest Hope is a critical line of support for 500+ partner agencies who take our feeding mission directly to your neighbors in the most economically fragile communities. Partner agencies are non-profit organizations providing communities with a food pantry, soup kitchen or other program to feed hungry people. They include faith-based organizations, family shelters, and after school programs.

OTHER PROGRAMS



Each box provides a hungry veteran with up to 7 days of food.



Each bag provides a hungry child with food for the weekend.



Each bag provides a hungry senior with up to 7 days of food.



Each box provides a hungry person with up to 7 days of food.