Food Drive Coordinator’s Manual

Southeast Missouri Food Bank
600 State Highway H/P.O. Box 190
Sikeston, MO 63801

573.471.1818 (tel)
855.703.FOOD (toll-free)
573.471.3659 (fax)
semofoodbank.org
Partnership

Who We Are

Southeast Missouri Food Bank promotes food recovery, acquires and distributes food and household products, and provides community leadership and education on issues of hunger and poverty in an effort to alleviate hunger in the region.

Nearly 180 nonprofit hunger relief agencies in sixteen counties of Southeast Missouri benefit from Southeast Missouri Food Bank. These counties include Bollinger, Butler, Cape Girardeau, Carter, Dunklin, Madison, Mississippi, New Madrid, Pemiscot, Perry, Reynolds, Ripley, Scott, Ste. Genevieve, Stoddard and Wayne. Member agencies include food pantries, soup kitchens, shelters, senior citizen programs, and low-income children’s programs.

What You Can Do to Help

Food drives provide Southeast Missouri Food Bank with a significant portion of the staple foods that are distributed to the hungry. Canned vegetables and fruits, canned meats, and boxed dinners are always in great demand and short supply. The primary source for these goods is local food drives, both large and small. Food Drives can be conducted by churches, neighborhoods, businesses, unions, service clubs, schools, military units, scouts, sports teams; any group who understand it takes action to solve a problem. Food drives are critical to the ongoing mission of collecting and redistributing millions of pounds of food to our struggling neighbors who don’t know where their next meals coming from.

1 pound of food = 1.2 meals at Southeast Missouri Food Bank
$1 = 4 meals at Southeast Missouri Food Bank

1 in 5 Southeast Missourians are hungry
Items to Donate

Recommended Items for Collection

Non-Perishable Food Items
- Cereal
- Peanut Butter
- Grains (Rice, Oatmeal, etc.)
- Dry Milk
- Pasta
- Snack Items (Crackers, Fruit Snacks, Cookies)
- Beans
- Fruit Juices
- Canned Goods (Tuna Fish, Meats, Fruits, Vegetables, and Soups)

Personal Hygiene Items
- Shampoo
- Toothpaste
- Bath Soap
- Body Wash
- Toothbrushes
Planning Your Food Drive

The Four P’s of planning a successful food drive:

**Plan**
Select a leader or leadership committee to plan the food drive. Set your goals. Goals give participants something to work toward and a benchmark for success. The goal can be based on the amount raised the last time, or you can set a goal based on the number of participants. Schedule barrel delivery/pick ups. Call our office at (573) 471-1818 to arrange. Set up a central location. Collection sites should be visible and easy to find. Collect donated food and grocery items at central locations like break rooms, common meeting rooms and reception areas.

**Promote**
Get the word out! There are a number of ways to promote a food drive within your organization and publicly. Contact us to receive: flyers, e-mails, websites, newsletter articles, press releases, public service announcements, community calendars, advertisements, outdoor signs, payroll stuffers. Encourage financial contributions - for every dollar donated, the Southeast Missouri Food Bank can acquire nine pounds of food!

**Participate**
Make it fun and simple for people to participate. Create fun competitions, such as the largest individual donation, most unusual food, most pounds per department, best structure built with food items, etc. Give incentives for participation, such as movie passes, gift certificates, promotional items, a day off work, a casual day, etc.

**Party**
Celebrate your success! Publicize the results of your food drive along with the Southeast Missouri Food Bank. Thank your sponsors, leaders and participants. Give prizes and awards. Have a party for everyone involved!

1 in 4 children in Southeast Missourian go to bed hungry
Transportation

Getting Donations to Southeast Missouri Food Bank

Food and cash donations can be dropped off at the Southeast Missouri Food Bank, Monday-Friday from 8:00 a.m. - 4:00 p.m. Please note we are closed on National Holidays.

If your food drive collection totals more than 100 pounds (at least 100 food items), the Food Bank can pick it up from your location. Please contact Southeast Missouri Food Bank at 573.471-1818 to schedule a pickup if your food drive meets this criteria.

Directions:
From the south on I-55, take Exit 69. Turn right onto State Highway HH. Take the first left (at traffic light) onto State Highway H. Southeast Missouri Food Bank is located 1.1 mile from the traffic light on the left.

From the north on I-55, take Exit 67. Turn left onto Malone. Take the first right (at Miner Police and Fire Station) onto State Highway H. Southeast Missouri Food Bank is located 1 mile from Miner Police and Fire Station on the right.