



Food & Fund Drive Toolkit

SVFB's Mission

At SVFB, we are dedicated to providing food and key resources to help our neighbors and our community thrive. We cannot do our work without your help. By hosting a food or fund drive you can help us keep our shelves stocked and support all of the programs at the Snoqualmie Valley Food Bank.

What is a Food or Fund Drive?

A food or fund drive is a way to collect food items or cash donations for the food bank. They are a critical component to our mission of collecting and redistributing to food insecure families and individuals throughout the Snoqualmie Valley. Also, SVFB is a 501(c) (3) nonprofit, tax-exempt, publicly supported organization so all donations are tax deductible: EIN 46-4388454.

Getting Started

If you're interested in hosting a food or fund drive, start by reaching out to us for more information:

Nikki Lloyd, Executive Director
director@snoqualmievalleyfoodbank.org

OR

Tami Flaherty, Marketing & Development Coordinator
coordinator@snoqualmievalleyfoodbank.org

We can provide you with marketing materials, a list of most needed items, and more! Communicating with us regarding your drive also allows us to arrange a pick-up or drop off time for your donation.

Tips

- Create a competition!
 - Work with your friends, neighbors, school, or business to see who can raise the most or collect the most food.
- Consider a theme for your drive.
 - Examples
 - Reverse bake sale to collect baking ingredients like flour, sugar, spices, extracts, etc.
 - Cooking oil drive with an emphasis on alternative oils like avocado, grapeseed, etc.
- Set a goal & create a tracking system.
- Use social media to advertise your drive. Be sure to give us the details of your drive and tagging details so we can help promote your event.
 - Tag us @snoqualmievalleyfoodbank on Instagram and Facebook
 - Use #snoqualmievalleyfoodbank

Donation Guidelines

General Rules for Donated Goods

- Non-perishable items must be unopened, *within expiration date*, and in good condition.
- We cannot accept cans without labels or homemade goods.
- All meat donations must be packed professionally.
- We can take donations of fresh produce.
- You can collect perishable food items but be sure you have a way to keep them chilled or stored properly.
 - You can also arrange to have our refrigerated van on-site, but we need a heads-up to schedule our staff or volunteers appropriately.

Donation Drop-Off Hours

- Monday & Tuesday: 8:30 am - 1:30 pm OR Thursday & Friday: 8:30 am - 11:30 am
- Please contact us to arrange a time outside of these hours. If you have a large donation or your donation contains perishable items, please contact us to schedule a drop-off.

High Need Items

- Dairy: Cheese, yogurt, etc
- Canned fish & meats
- Nut butters: all varieties
- Coffee or Tea
- Baking ingredients
- Salad dressing and condiments
- Canned fruits and vegetables
- Cooking oils and vinegars
- Soups: no condensed soups
- Sliced bread
- Gluten free food or snack items (please no spaghetti)
- Nut free food or snack items

Register your Food or Fund Drive

Please register your drive with the food bank by submitting the below form to us. Once you register, we'll provide with the tools you need like signage, social media templates, etc.

Contact Information

Drive Coordinator Name: _____

Phone Number: _____

Email: _____

Organization:

Type (Business, School, etc): _____

Name: _____

Event Details

Description: _____

Date(s): _____

Location(s): _____
