

# HOW TO HOST A FOOD DRIVE

Beverly Bootstraps proudly serves Beverly, Manchester-by-the-Sea, Essex, Hamilton, and Wenham residents through a variety of programs. Food Pantry clients receive fresh fruits and vegetables, meat, eggs, and cheese along with nutritious non-perishable items and toiletries. Our Food Pantry is open 4 days a week and clients are welcome to visit every seven days. Items collected through your food drive help provide the food and toiletries that our clients need.

**Food drives are easy to organize and are a great way to pull a company, congregation, school groups, or any group together to help make a difference in our community.**

## TO GET STARTED:

- 1) Contact Beverly Bootstraps at [FoodDrives@beverlybootstraps.org](mailto:FoodDrives@beverlybootstraps.org) so we can help!
- 2) Choose a start and end date for your food drive.
- 3) Choose a high traffic area to place your food collection bins. Beverly Bootstraps has a limited number of collection bins. If they are not available, signs to place on your collection bins are included in this kit.
- 4) Provide specifics on what types of donations are accepted and/or choose a theme for your drive. A list of suggested themes is included in this kit.



**Download our current list of top 10 items:** [www.BeverlyBootstraps.org/donate/#food](http://www.BeverlyBootstraps.org/donate/#food)

- 5) Advertise your event to benefit Beverly Bootstraps. Use email, flyers, announcements, and social media – whatever works for your group!

We've included a flyer and suggested language which can be used to help promote your food drive.

- 6) Set a deadline for collections and remind people when it's approaching. This will help motivate people to submit their donations.
- 7) Schedule your drop-off time to our office at 35 Park Street, Beverly with our Development Coordinator at [FoodDrives@beverlybootstraps.org](mailto:FoodDrives@beverlybootstraps.org). Get help from a colleague or friend to pack your car(s) with your donations and transport them to Beverly Bootstraps. Please note that as a nonprofit, we operate with a limited staff, so we are unable to pick up food collections.

# FOOD DRIVE FAQs

## What's the best time of year to host a food drive?

Anytime! Our clients need your help year round.

## What kind of food do you accept?

Non-perishable, canned or boxed items (No glass or expired items please!)

A current top ten most needed items list is on our website:

[www.BeverlyBootstraps.org/donate/#food](http://www.BeverlyBootstraps.org/donate/#food)



## Can I collect anything other than food items?

Yes! We accept toiletries such as shampoo, deodorant, soap, toothbrushes and toothpaste, laundry detergent (fragrance free), diapers, baby wipes and baby food.

## Are there restrictions on the types of items Beverly Bootstraps can accept?

Yes. Please no expired food or glass containers. No alcoholic beverages, mixes, soda or mouthwash. We also ask that you think about the nutritional value and try to donate items that are healthy. And be sure all donations have labels with ingredients on them.

## What if I receive a financial donation during the drive?

Great! Try to collect the name and mailing address of those donors so we can send them an acknowledgment for their donation.

## What about fresh food like leftovers from a luncheon or homemade food items?

Unfortunately, this type of food cannot be donated due to our strict food safety standards.



## Can I just leave my donations outside your building at any time?

No. We cannot accept donations that have been left outside.

Contact our Development Coordinator at [FoodDrives@beverlybootstraps.org](mailto:FoodDrives@beverlybootstraps.org) to schedule your drop-off.

## Will I receive an acknowledgement of my contribution?

Yes! After your donations have been accepted at our building, we will send you an acknowledgement letter.

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## Statistics about Beverly Bootstraps

Providing statistics about our programs will help your participants learn more about Beverly Bootstraps and motivate them to participate in your food drive. Download our annual Community Impacts sheet from our website to share these numbers. [www.beverlybootstraps.org/about-us/#financials](http://www.beverlybootstraps.org/about-us/#financials).

**FOOD DRIVES ARE A FUN AND ENGAGING WAY TO DIRECTLY HELP OTHERS**

# FOOD DRIVE THEMES

The most successful Food Drives are fun, engaging (occasionally a little competitive!) and leave donors feeling good about participating knowing they directly impacted families in need.

## Have a theme days, such as:

- Macaroni (Pasta) Monday
- Toiletry Tuesday
- Whole Grain Wednesday
- Peanut Butter Thursday
- Fruity Friday



## Encourage kids to donate items they like, such as:

- Granola or Cereal Bars
- Applesauce Cups
- Cereal
- Macaroni and Cheese
- Pasta Sauce
- Peanut Butter



## Other fun theme ideas, include:

- **Breakfast of Champions:** Healthy cereal (6 grams of sugar or less), bread, canned fruit, granola or cereal bars, and oatmeal.
- **Hygiene Helpers:** Shampoo, toothpaste & toothbrushes, feminine hygiene products, and diapers.
- **Snack Time:** Animal crackers, pretzels, applesauce or other healthy non-perishable snack items.
- **Fill the Bag:** Give all participants a bag and ask them to fill the bag with non-perishable food items.
- **Souper Bowl:** Have a food drive around the Super Bowl and collect soups, stews and “meals in a can.”
- **Be a Neighbor - Feed a Neighbor:** Gather your neighbors together and collect food to donate to our Food Pantry to help others in our community.

SOMETIMES HEALTHY COMPETITION CAN MAKE A DRIVE EVEN MORE FUN

# FOOD DRIVE PROMOTION

## Suggested Copy for Announcement/Promotion of Food Drive

Our organization will be holding a food drive on [dates] to benefit the Beverly Bootstraps Food Pantry. This is a great opportunity to make a difference in our community and I encourage you to join this effort to help those in need.

Beverly Bootstraps proudly serves Beverly, Manchester-by-the-Sea, Essex, Hamilton, and Wenham residents. The items collected through our food drive will help provide food and toiletries to those in need through their Food Pantry.

Through the Food Pantry, clients receive fresh fruits and vegetables, meat, eggs and cheese along with nutritious non-perishable items and toiletries that are partially supplied by community food drives like ours.

You may donate any non-perishable food during the drive, including . . .

1. Cereal
2. Peanut Butter
3. Boxed Pasta
4. Mac & Cheese
5. Canned Veggies
6. Diapers/Pull-Ups Size 3-6 and Baby Wipes
7. Tuna Fish
8. Cooking Oils/Sprays
9. Soup
10. Personal Hygiene items  
Full Size: Shampoo/Conditioner, Soap, Deodorant, Razors, Toothpaste/ Toothbrushes

If you prefer to write a check, you may mail the check directly to Beverly Bootstraps at 35 Park Street, Beverly, MA 01915 or bring to me (insert your name). I will bring all financial donations to Beverly Bootstraps when we deliver the food from our food drive.

Thank you for your help!

Signed by: Company Executive, Organization Leader or Food Drive Coordinator

*Note: If you choose a theme, you may want to include that in your promotion. You can also download our Community Impacts sheet from our website and include current statistical numbers about our programs and services. ([www.beverlybootstraps.org/about-us/#financials](http://www.beverlybootstraps.org/about-us/#financials)).*



35 Park Street, Beverly, MA 01915 • 978-927-1561 • [BeverlyBootstraps.org](http://BeverlyBootstraps.org)

# FOOD DRIVE

*to benefit*

**B** Beverly Bootstraps  
EMBRACE · EDUCATE · EMPOWER

## TOP 10 LIST

1. Peanut Butter
2. Boxed Pasta
3. Mac & Cheese
4. Canned Veggies
5. Diapers,  
Pull-Ups Size 3-6  
& Baby Wipes
6. Cereal
7. Tuna Fish
8. Cooking Oils  
& Sprays
9. Soup
10. Personal Hygiene  
Items (Full Size:  
Shampoo/Conditioner,  
Soap, Deodorant,  
Razors, Toothpaste/  
Toothbrushes)

**DATE:**

**LOCATION:**

**CONTACT INFORMATION:**



**Thank you for helping us make a difference!**

# PLACE DONATIONS HERE

**No glass or expired items, please!**

*Donations to benefit:*

