



THE FOOD BANK  
LA BANQUE D'ALIMENTATION

# Food Drive & Event Guide

Thank you for planning to support The Ottawa Food Bank. Food Drives, whether alone or as part of an event, provide us with the necessary resources to sustain our programs and ensure that a supply of emergency food is available to those who may need it.

The aim of this guide is to provide you with the necessary information required to host your own Food Drive and how to incorporate food collection into an event.

Stretched for time? Please see the [FAQ section of our website](#) for quick tips on how to get your food and/or fund drive up and running.

## About The Food Bank

Throughout the National Capital Region, 40,000 people each month receive emergency food assistance through programs supplied by The Ottawa Food Bank; nearly 40% of those in need are children. Our trucks deliver 11 tons of food each and every working day. Every dollar donated to The Food Bank generates five dollars worth of food into the community! Visit [www.theottawafoodbank.ca](http://www.theottawafoodbank.ca) for more information about what we do.

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## Food Drive and Events Contact:

Chris Cline, Events Assistant  
613-745-7001 x117  
[chris@theottawafoodbank.ca](mailto:chris@theottawafoodbank.ca)



## Drive Checklist

Follow these easy steps to a successful drive! Don't hesitate to contact us if you have any questions along the way.

- Get the support from your student council, teachers and/or school administration.
- Pick the date(s) for your drive or event. It's best to concentrate on a shorter timeline to maintain the interest of your fellow students.
- Set a goal. (See "Setting and Achieving Goals" below)
- Let us know about your initiative! Register your food drive online at [www.theottawafoodbank.ca/EN/foodfunddrive.htm](http://www.theottawafoodbank.ca/EN/foodfunddrive.htm) or fax us the Food Drive Registration form on page 5. Please give as much detail as possible — registration allows us to better track your drive and provide recognition for your efforts when it is complete. Please take the time to register!
- Need informational facts about hunger and The Food Bank for your promotional materials? See Food Bank Facts on page 8 of this guide.
- Decide how you'll publicize your drive. Include information on when, how and what to donate. See page 3 for ideas and page 8 for a list of our most needed items.
- Execute your Food Drive and/or Event.
- Contact The Food Bank to arrange a method of transportation for your drive's donations.

## Setting and Achieving Goals

Setting a target for the amount of food to be raised will generate momentum for your drive. While it's important to set a challenging goal, try to be realistic. But remember – whether you reach your goal or not, you'll be helping to fight community hunger. Every bit of support makes a difference!

### Ideas for Determining Goals

- Set a goal of pounds and/or dollars. This amount can be based on a goal per student/ attendee or another number you feel is appropriate.
- When collecting food, set a goal for a number of items or boxes. Aim to fill the front entrance, the cafeteria, or a box in each classroom!
- Aim to exceed a previous food or fundraising amount. If you raised 400lbs of food last time, try for 600lbs.

### Achieving Goals

- Track your progress. Include updates during the morning announcements, post a tally in a prominent area of your school, spread the word through the halls!
- Announce your final totals and celebrate the success with your schoolmates.



# Be Creative

## Food Drive and Event Ideas

You don't have to jazz up your Food Drive, simply spreading the word about your collection will peak fellow students' generosity and generate donations. However, if you're looking to do something a little different, check out the ideas below or execute your own!

**Healthy Competition:** Organize a contest between classrooms or grades with prizes for the group that raises the most!

**Pizza Party:** Sell slices of pizza and charge a set amount per serving (making sure to cover your costs and still include a donation to The Food Bank).

**Event Collection:** Welcome non-perishable food items at the entrance of school plays and musicals. Include collection information in flyers and on tickets.

**Sell Treats:** Sell candy-grams or hold bake sales around special holidays. Capitalizing on those sweet tooths can generate lots of donations!

**Can Sculptures:** Collect food and make a piece of art in your school. Visit <http://www.canstruction.org> for inspiration.

A collection for The Food Bank can be easily incorporated into existing events and activities within your school. Collect food and/or funds at your assemblies, leadership activities or sports games.

## Publicize Your Drive

Communication is key to the success of your Food Drive or Event. Now that you've decided to collect for The Food Bank, how will you let students/attendees know?

Put up posters in common areas like the cafeteria, front entrance, and classrooms. Communicate when, how and what should be donated. Include information in school newsletters and bulletins.

When you register your Drive/Event with us you're able to request event materials free of charge. We can help with posters, donation jugs, and boxes. You can also find Food Bank Facts on page 7 of this guide.

# Spread The Word



## Collecting Food

The Food Bank accepts donations of non-perishable food items. Be sure to check best before dates and only donate food you would eat yourself. See page 8 for a list of our most needed items. We encourage the use your own boxes (bulk paper boxes work very well!), but The Food Bank can also supply you with flat boxes that, when assembled, are approximately 2'h x 2' w x 2' d.

## Getting Donations to The Food Bank

Once your Drive is over, arrange for the food to be delivered to The Food Bank. Drives that plan to raise more than 300 lbs of food can indicate a preferred pick-up date on their Drive Registration Form and we will try our best to accommodate. **Financial donations can be included with your food donations.**

While The Food Bank appreciates collections of all sizes, we encourage donations to be dropped off at our warehouse at 1317B Michael Street (Monday to Friday, 8am to 4pm) or alternatively dropped off to a red collection cage at your local grocery store during regular store hours. See page 9 for a list of locations. We understand that delivery is not always an option; we simply ask for your help in maximizing our resources.

Any financial donations should be mailed or dropped off to:

The Ottawa Food Bank  
Attn: Chris Cline  
1317B Michael Street  
Ottawa, ON K1B 3M9

If permitted, your school can issue a cheque to cover monetary donations. **Cheques can be made payable to The Food Bank.**

NOTE: Mail your financial donations separately if you plan to drop off your food to a red cage in a grocery store.

Be sure to include a Final Tally Form, found on page 6 of this guide, with your food and/or fund donations. We want to give credit where credit is due!



Register online! Visit [www.theoffawafoodbank.ca](http://www.theoffawafoodbank.ca), click on "Get Involved", then "Food Drive".

# Food Drive/Event Registration

Att'n: Chris Cline

Fax this form to: 613-745-7377

## Contact Information

School: \_\_\_\_\_

Main Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

School Mailing Address: \_\_\_\_\_

## Drive/Event Information

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Estimated Number of Participants: \_\_\_\_\_

Are you collecting (check all that apply):

Food

Funds

Both

What is your goal?

\_\_\_\_\_ pounds of food

\$ \_\_\_\_\_

If you will require a pick-up for your food donations,  
please indicate your preferred date: \_\_\_\_\_

Requested Materials (free of charge):

# of boxes \_\_\_\_\_

# of posters \_\_\_\_\_

# of donation jugs \_\_\_\_\_

I would like information on The Food Bank's volunteer program.

Never doubt that a small group of  
thoughtful, committed citizens can change  
the world. Indeed, that's all who ever have.

-Margaret Mead



# Final Tally Form

Include this form with your food and/or event donations

## Contact Information

School: \_\_\_\_\_

Main Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

School Mailing Address: \_\_\_\_\_

How much did you raise?

# of boxes or pounds (circle one) of food: \_\_\_\_\_

Funds: \$ \_\_\_\_\_

Comments: \_\_\_\_\_

Thank you for supporting  
The Ottawa Food Bank.  
Your donations will help  
fight community hunger!





## THE FOOD BANK LA BANQUE D'ALIMENTATION

### Hunger in the National Capital Region

- 40,000 people per month receive emergency food assistance through the programs supplied by The Food Bank.
- Approximately 40% of those receiving help are children.
- The Food Bank supports 127 food programs throughout the National Capital Region.
- Food assistance programs include:
  - Missions and Soup Kitchens
  - Hamper Programs (3-day emergency supply of groceries)
  - School Meal Programs
  - Drop-In Centres
  - Women's and Men's Shelters
- The Food Bank distributes 12 tons of food each and every working day.
- Food is obtained through food drives, food-industry donations, collection bins in supermarkets and through extensive food purchases.
- Each dollar donated allows The Food Bank to distribute five dollars worth of groceries into the community.
- The community truly determines how much we can help those in need. More than 85% of The Food Bank's funding comes from fundraising events, donations by individuals and contributions by businesses. Less than 15% comes from foundations and government grants.
- The Food Bank issues tax receipts for financial contributions \$10 and over.

# Items Most Needed



THE FOOD BANK  
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Canned Fish & Meat  
Canned Vegetables & Fruit  
Cereal [Whole Grains]  
Cooking oil  
Dry Pasta & Sauce  
Baby Diapers  
Baby Formula  
Household Products  
Juice [Boxes or Cans]  
Legumes [Canned or Dried]  
Macaroni & Cheese  
Peanut Butter  
Personal Hygiene Products  
Rice  
Snacks [Think Nutritious!]  
Soup

# Alternate Drop-off Locations

If you're unable to drop off your donations to our warehouse at 1317B Michael Street (Monday to Friday, 8am-4pm), you can drop off FOOD ONLY donations during regular store hours to the following locations:

## West

Costco .....	1849 Merivale Rd
Loblaws .....	190 Richmond Rd
Loblaws .....	1460 Merivale Rd.
Loblaws .....	1980 Baseline Rd.
Loblaws .....	200 Earl Grey Drive
Loblaws .....	2085 Carling Ave
Loblaws .....	59A Robertson Rd.
Loblaws .....	700 Eagleson Rd
Loeb .....	1360 Richmond Rd.
Loeb .....	1512 Merivale Rd.
Loeb .....	1705 Merivale Rd.
Loeb .....	250 Greenbank Rd
Loeb .....	345 Carleton Ave
Loeb .....	3655 Richmond Rd
Your Independent Grocer .....	1300 Main St., Stittsville
Your Independent Grocer .....	2148 Carling Ave.

## Central

Loblaws .....	363 Rideau St.
Loblaws .....	64 Isabella St.
Loeb .....	245 Rideau St.
Loeb .....	314 Booth St.
Loeb .....	754 Bank St.
Your Independent Grocer .....	296 Bank St.

## South

Loblaws .....	2210C Bank St.
Loblaws .....	3201 Greenbank Rd.
Loeb .....	2515 Bank St.

## East

Costco .....	1900 Cyrville Rd
Country Grocer .....	729 Ridgewood Ave.
Loblaws .....	1266 Orleans Place Dr.
Loblaws .....	100 McArthur Rd.
Loblaws .....	1910 St. Laurent Blvd
Loblaws .....	2241 Riverside Dr.
Loeb .....	1021 St-Laurent.
Loeb .....	1675 Tenth Line Rd.
Loeb .....	1930 Montreal Rd.
Loeb .....	2261 Walkley Rd.
Loeb .....	2636 Innes Rd.
Loeb .....	320 McArthur Rd.
Loeb .....	4510 Innes Rd.
Loeb .....	50 Beechwood Ave.
Loeb .....	6509 Jeanne D'Arc Blvd.
YIG .....	1619 Orleans Blvd.
Your Independent Grocer .....	596 Montreal Rd.

