



# FOOD DRIVE TOOL KIT





Hunger in Frisco? Yes, hunger and food insecurity is a reality for many in Frisco and Frisco ISD, which includes Frisco and parts of Little Elm, McKinney, and Plano. In fact, more than **569,520** pounds of healthy food equaling more than **474,600** meals were provided at no cost to our neighbors in **crisis** last year. And the need is growing. As our community grows, so does the need for the FFS Food Pantry. We are seeing more and more neighbors who, because of a crisis in their household (like illness, divorce or a job loss), need help putting food on the table so they can use their financial resources for other essentials - like rent or mortgage payments, utilities and medications.

FEED FRISCO is a great opportunity for your group, family or organization to make a difference in your community by collecting food and supplies and raising the funds necessary to keep the only food pantry in Frisco stocked. Every food donation helps in the fight against hunger. This is especially true during the critical summer months when children are on break from school and eating more meals at home, since they **do not have access to their school's free or reduced meal plan**. All food collected during these drives will help to feed those who are hungry right here in our area!

This kit contains information about holding a food drive, tips for fun and safety, and materials and forms to make your drive easy and successful. If you have any questions, please contact us at 972-335-9495. We are happy to help!

In this Kit:

- How to Get Started
- Successful Food Drive Tips
- List of FFS Food Pantry Needs
- Commitment Form
- Sample Forms:
  - Flyer advertising food drive
  - Collection box sign



## How to Get Started

1. Decide to set up a donation drive for food/supplies or collect funds. This can be done with your company, HOA, church, civic group, etc.
2. Select an item(s) from the needs list and set a goal for the amount of items you would like to collect.
3. Complete the commitment form and send back to FFS or complete the form online at [www.friscofamilyservices.org/feedfrisco](http://www.friscofamilyservices.org/feedfrisco).
4. Upon completing and returning your commitment form, a representative from FFS will contact you to confirm item/s selection.
5. Promote and collect the item/s within your group using a flier or customizing the one we provide at [www.friscofamilyservices.org/feedfrisco](http://www.friscofamilyservices.org/feedfrisco). This website has several resources you can use and customize to promote your food drive. We also have 11x17 posters available in our office for you to use. If you would like to use the FFS logo on signs you make, please contact Marketing at [coordinator@friscofamilyservices.org](mailto:coordinator@friscofamilyservices.org) for the logo and branding guidelines.
6. Deliver them to the FFS Food Pantry in boxes at the agreed time from your commitment form. Frisco Family Services can provide boxes. You can request boxes by calling the food pantry or emailing Don Kirkwood at [don@friscofamilyservices.org](mailto:don@friscofamilyservices.org).
7. Announce your results and celebrate success! Frisco Family Services will send an acknowledgement of your donation of food. Individual financial donors will also receive a thank you. Make sure to thank everyone for their participation. If **you have any photos, we'd love to share them on our social media outposts and in our newsletter.**
8. Consider making this an on-going drive to help keep the food pantry stocked (monthly, quarterly, etc...).
9. If your participants would like to make a financial contribution, they may do so online at [www.friscofamilyservices.org](http://www.friscofamilyservices.org) or by mail to Frisco Family Services, P.O. Box 1387, Frisco, TX 75034. Let them know that their gifts make a difference:

**\$5,000** Will pay all utilities for 20 families.

**\$2,500** Supplies 850 sack lunches for children in our Summer Lunch Program.

**\$1,000** Helps a single parent with limited education and employment skills enter a job training program so he/she can take care of his/her family.

**\$500** Helps 10 people with their prescription medication costs.

**\$250** Pays child care expenses for two weeks.

**\$100** Provides 83 meals.

**\$50** Will provide 1 month of kid-friendly, healthy weekend snack packs.

**\$25** Provides gasoline for a client to get to an interviews or medical appointments.



## SUCCESSFUL FOOD DRIVE TIPS

- **KICK IT OFF!** Bring all your targeted participants together for a kick-off event. Explain the importance of your food drive, educate your participants about hunger and how the Frisco Family Services Food Pantry helps to alleviate hunger, announce goals and incentives you have for meeting goals and distribute other details about the **food drive**. **FFS' office can provide you with brochures and other information about our Food Pantry and services.**
- **CREATE A FRIENDLY COMPETITION** within your office, church, neighbors or group. Have various departments or groups responsible for collecting different items. Friendly competitions between departments or groups can also help increase the amount of food donated.
- **MAKE SOME NOISE!** Publicity is the key to a successful drive. Distribute flyers, send letters or mass e-mails, and hang up posters. People like to be informed of ways they can help. The FFS office has pre-printed 11x17 posters as well. If you would like to use the FFS logo on signs you make, please contact our office for branding guidelines and usage.
- **BE CREATIVE.** Consider a theme oriented drive; i.e. baking, spring cleaning, etc.
- **USE INCENTIVES** like **pizza parties, casual day, gift certificates...** when your group or company reaches your goal.
- Use as a **TEAM BUILDING EXERCISE**.
- Use the collection experience as a **TEACHING TOOL FOR CHILDREN**.
- **SET A GOAL.** A goal will help you determine strategies for collecting food and give your group something to work toward. Provide participants with a progress report toward the goal.
- **SET UP COLLECTION POINTS.** Place your signs, posters and collection boxes in high-traffic areas. Make sure you have an adequate supply of boxes and a place to hold and store food until the drive is over. Posters and box signs are included in the back of this packet.
- **BUILD AWARENESS.** Arrange a tour and volunteer day at the **FFS' Food Pantry** for those who are interested. Tell participants the number of people affected by hunger in Frisco and the pounds of food given out in a year. Numbers make an impact.



## FFS Food Pantry Needs

The Frisco Family Services Food Pantry supplies more than 47,000 pounds of food and needed items to more than **290** families each month. We need your help to keep our Food Pantry stocked with the needed items, especially during critical summer months when students are eating more meals at home.

How you can help:

- Take this list of needed items with you to the grocery store to help you choose foods to donate to the Food Pantry.
- Please note that institutional sized bottles, jars, cans, etc., cannot be utilized by our pantry. We cannot accept any products with expired dates at the Food Pantry. We also cannot accept any dented or damaged items.
- All items should be brought directly to the Food Pantry located at 9085 Dogwood (Corner of Main & Dogwood in Frisco) and is open Mon., Tues., Thurs., Fri. from 9 a.m. -5 p.m. and Wed. from 9 a.m.-6 p.m.
- While our pantry can accept perishable and refrigerated/freezer items, we do not recommend putting these items on a published food drive list with one collection point.

### NEEDS

#### Non-perishable foods

Peanut Butter

Jelly

Sandwich Sliced White/Wheat Bread

**Canned Pasta Meals (Ravioli, Spaghetti O's, etc.)**

Boxed Meal Helpers (Hamburger Helper, etc.)

Boxed Mac and Cheese

#### **Children's Cereals**

Fruit Cups

Fruit Juices (small boxes or pouches)

Ramen Noodles

Bagged Beans

Flour (5 lb. size or smaller)

Cooking Oils (48 oz size or smaller)

Snack Items (popcorn, granola bars, etc.)

Saltine Crackers

Condiments

Baking Mixes

#### For Babies

Boxed Baby Cereal

Baby Formula

Size 4 & 5 Diaper

#### Personal Care Items

Toothbrushes

Deodorant

Shampoo

Bar Soap

Body Wash

#### Other Most Needed Items

Laundry Detergent (smaller containers)

Household Cleaners

Dishwashing Liquid (smaller containers)



## FEED FRISCO Commitment Form

Group Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_ City State Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

### FEED FRISCO Commitment

We would like to collect \_\_\_\_\_ for the FFS food pantry.  
Specify food/supply Item/s

Our goal is to collect \_\_\_\_\_ of the above item/s.  
Amount

We would like to bring our collection to the food pantry on: \_\_\_\_\_.  
Specify day and time

\_\_\_ We are interested in making this an on-going drive monthly or quarterly. Please contact me with details.

### Monetary Contributions:

\_\_\_ We would also like to make a monetary contribution of \$\_\_\_\_\_ or will be collecting funds.

\_\_\_ We are unable to host a drive but would like to make a monetary contribution of \$\_\_\_\_\_.

**Thank you for your willingness to support our community!**

Please send back to FFS c/o of Don Kirkwood (PO Box 1387; Frisco 75034) or email to [don@friscofamilyservices.org](mailto:don@friscofamilyservices.org).

#### FFS USE ONLY

Date Received \_\_\_\_\_

Data Entry Date \_\_\_\_\_

Notes \_\_\_\_\_

\_\_\_\_\_



Your Company or Group Name or Logo here

is helping stock the shelves at the  
Frisco Family Services Food Pantry!

Please bring a donation of:

.....List Item/s here.....

On these dates:

.....List dates of Drive here.....

Donations may be left:

.....Location.....

### Frisco Family Services Mission

Frisco Family Services helps members of our communities who are facing hunger, homelessness and other urgent needs improve their quality of life and achieve self-sufficiency.

[www.friscofamilyservices.org](http://www.friscofamilyservices.org)