

GREATER LANSING  
**foodbank**



# Food Drive Manual

*Feeding the hungry in Ingham, Eaton,  
Clinton, Isabella, Clare, Shiawassee and  
Gratiot counties*

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

2116 Mint Rd – Warehouse, Lansing, MI 48906

517-908-3680

# Your guide for a successful Food Drive

Thank you for choosing the Greater Lansing Food Bank and the communities that we serve by holding a food drive!

A food drive is an effective response to the problem of hunger. Each and every item collected does make a difference. You can also do a fund drive for those who prefer to make a monetary donation.

## Here are the easy steps to do a Food Drive

### Getting Started

- Pick a time frame, with a beginning and ending date. A one to two week drive gives everyone enough time to participate.
- Get in touch with the Greater Lansing Food Bank. That way we can help you with any questions and give you support for your food drive. If the food drive is open to the public we can post that information on our website to help with the success of the food drive.
- GLFB can provide barrels or boxes for your food drive. Seeing how we have a limited number of barrels, barrel distribution is determined on the size of the company and length of time of the food drive. When you contact the GLFB we can help with the decision.
- GLFB can also provide donation envelopes for those who would like to make a monetary donation.
- Coordinate ahead of time if you are going to deliver the food to the GLFB or if we need to pick up the food from your business. Call (517) 908-3680

### Publicize Your Event

- Develop a theme/idea for the food drive. You can have themed days to encourage people to bring in desired product. Such days could be Peanut Butter Sandwich day (peanut butter and jelly in plastic containers) Tuna Casserole Day (tuna, pasta, cream of mushroom soup), Breakfast Day (cereal, syrup, pancake mix) the ideas are endless!
- Set up any competitions between departments or have a goal in mind. Set a goal of the number of pounds or items to collect and then post a "Food Drive Thermometer" and track your success.
- Post the dates and location(s) where the donations can be dropped off.
- Note the need and where the food will be going. See the GLFB Fact Sheet.

- List what types of food are needed. Consult our [Items for Food Drives list](#)
- After it is all done, send out a follow-up press release/newsletter article on the success of your drive and thank participants.

### **Collection Guidelines**

- Collection sites should be well-marked. For a flyer that you can either hang or tape to the collection boxes [download here the Food Box Collection Sign](#).
- Use good sturdy boxes (computer paper boxes are great), not bags or barrels, to collect food. (Note: If you cannot lift them, the staff or volunteers receiving them cannot either.)
- Collect only canned goods or boxed items, no glass or home-made items. See our [Food Drives and Food Safety Guidelines for more info](#).

\*\*If you decide to collect funds, GLFB can provide collection envelopes!

*Dollars collected go to purchase food that is not normally donated and transportation costs to pick up donated food in our community. Greater Lansing Food Bank can leverage more pounds of food with donated dollars. Plus, you can have a tax deduction!*

### **Delivery Arrangements**

- To deliver yourself: Call the Greater Lansing Food Bank at (517) 908-3680 to verify hours or to find a local food pantry for your delivery.
- To arrange a pick up: Call the Greater Lansing Food Bank at (517) 908-3680 to schedule a convenient time. Please remember that because we rely heavily on volunteers, it may take us a day or so before we can come.

*Again... thank you for supporting the Greater Lansing Food Bank and the families in the communities that we serve in Ingham, Eaton, Clinton, Isabella, Clare, Shiawassee and Gratiot counties*



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### **Facts about our organization.....**

- 501©3 non-profit organization with the mission of feeding those who are hungry in 7 counties. Providing support to local agencies such as shelters, food pantries, soup kitchens, neighborhood distribution sites and holiday baskets.

### **Services Provided by the Food Bank.....**

- Emergency food orders, which include enough non-perishable food to last a family for six days.
- The Food Movers program that rescues perishable food from restaurants, commercial kitchens, bakeries, and grocery stores and delivers to our network of pantries and agencies and subsidized housing complexes.
- Packs for the homeless, which include food and items such as paper plates and can openers needed by individuals without a residence.
- The Garden Project that provides support to home and community gardeners, which includes providing seeds, plant starts, tools and volunteers for gleaning projects.
- Open food distribution at Neighborhood Partnership Program sites & Mass Food Drops (taking food into surrounding communities)
- Financial support to human service agencies for the purchase of food

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### **Hunger Facts about those that we provide services to....**

- Many food bank clients are families with children needing food assistance for the first time.
- 28% of the members of households served are children under 18 years old
- 24% of clients served report having to choose between paying for food and paying for utilities or heating fuel
- 32% had to choose between paying for food and paying for medicine or medical care

*(Information was gathered from the 2009 Feeding America Hunger Study)*

## **You Can Help the Food Bank by...**

- Distributing donation envelopes at your organization's meetings, in your workplace or at your place of worship.
- Organizing a food drive in your neighborhood, at your local school or where you work.
- Becoming a volunteer for the Food Bank, Food Movers or The Garden Project.
- Take a look at our "Wish List" of in kind donations.
- Donate by credit card at a secure site.
- Discover, MasterCard and Visa donations may be made over the phone to Chase Bank at (517) 487-1037 or in person at 201 S Washington Sq., Lansing, Mich.
- Mail a contribution to:

Greater Lansing Food Bank ~ PO Box 16224 ~ Lansing, MI 48901

## **We can help you with our Speaker's Bureau**

Does your business, civic organization, faith-based group, or school club need a speaker for a meeting or event? We have speakers available to help your employees or members learn more about:

- Greater Lansing Food Bank
- Food Movers Program
- The Garden Project Program
- Hunger Issues in Our Community
- Food Drives and Fund-Raising
- Volunteer Opportunities

**Let us help you shine a light on hunger in our community.**

**Call the Greater Lansing Food Bank office at (517) 908-3680 or send an email to [GLFB@greaterlansingfoodbank.org](mailto:GLFB@greaterlansingfoodbank.org)**

# Suggested Items for a Food Drive

## Most Needed

- Beans, Canned: kidney, navy, pinto, pork & beans, refried
- Fish, Canned: salmon, tuna
- Fruit Juice, 100% (canned and boxed)
- Canned fruit or vegetables
- Meals, Boxed: Complete dinners, Helper & Pasta meals
- Meats, Canned: beef stew, chili, hash, spam
- Oil, Vegetable (bottled)
- Pasta: macaroni, noodles (including ramen), spaghetti
- Peanut Butter
- Rice: instant and dinners
- Potatoes, Instant
- Soup (canned and boxed)
- Snack Items: fruit snacks, granola bars, pop tarts
- Tomato Products: canned tomatoes, tomato sauce, tomato paste



## Other Food Items

- Baby Food and Baby Formula: Enfamil and Prosobee brands
- Beverages: hot chocolate, coffee, tea
- Cereals (hot and cold)
- Muffin and Pancake Mixes
- Pasta, Canned: Beefaroni, ravioli, SpaghettiOs
- Instant Pudding or jello
- Snack Items: cookies (store-bought not home-made), crackers
- Staples: flour, spices (basic), sugar, syrup
- Stuffing

## Personal Care Items

- Combs
- Deodorant
- Hygiene Products, Feminine
- Razors, Disposable
- Shampoo
- Soap Bars and Body Wash
- Toothbrushes and Toothpaste
- Toilet Paper

*Thank you for doing a food drive  
for the  
Greater Lansing Food Bank  
and the communities that we serve.*

## Unacceptable Items

- Home-Canned or Home-Made Goods
- Opened or Damaged Items
- Fresh or Perishable Items

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# Place All Food Donations Here!

**Thank you for collecting food for  
those who are hungry in your  
community!**

All donations will help support  
The Greater Lansing Food Bank  
and the families we serve in Eaton, Clinton, Ingham,  
Clare, Shiawassee, Gratiot & Isabella

Call **517-908-3680** to arrange a time  
to drop off or pick it up.

# Food Safety and Donations at a Food Drive

## DENTS

All cans that go through the Greater Lansing Food Bank are inspected for damage by trained volunteers.

Even with these inspections You have the opportunity to inspect cans you are donating as well.

Look for these problems:

1. Severe dents on the side seam
2. Sharp dents that are parallel to the rim of the can.
3. Sharp dents in the side of the can that prevents it from being stacked.
4. Buckled or pinched tops and/or bottoms.
5. Leaks from side seam, rim seam or punctures.
6. Bulges or puffed tops and/or bottoms.
7. Ends that give or flip and bulge when pushed with a finger.
8. Severe crease dents on the rim or on a side seam.

Minor dents to the sides or tops of cans do not harm the food inside the can. Stores will often donate these products.

Use common sense when handling donated foods. Cans that are leaking; bulging, badly dented or have an odor should be thrown out.

***Remember... when in doubt throw it out!***

## DATES

- "Sell-by" date - tells a store how long to display the product for sale. This is not necessarily a safety date.
- "Best if used by" (or Before) - recommended for best flavor or quality. It is not a purchase or safety date.
- "Use-by" - the last date recommended for use of the product while at peak quality. The manufacturer of the product has determined the date.
- "Closed or Coded" dates - packing numbers for use by the manufacturer in tracking their products. This enables manufacturers to rotate their stock as well as locate their products in the event of a recall.