



# Food Drive Manual

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

GLFB Warehouse  
2116 Mint Rd ,  
Lansing, MI 48906  
517-908-3680

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

**GREATER LANSING**  
**foodbank**



MEMBER OF  
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# Your guide for a successful Food Drive

Thank you for choosing Greater Lansing Food Bank as your community outreach partner.

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.

## Getting Started

Pick a time frame, with a beginning and ending date. A two week drives generally gives everyone enough time to participate.

Get in touch with 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 for your food drive, and GLFB can also provide donation envelopes for those who would like to make a monetary donation. Since we have limited resources, we can help you decide how many envelopes and barrels you will need when you contact us.

Call (517) 908-3680 to get started!

## 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. Tag us online @GLFOODBANK!

## 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. 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 two to schedule a pick-up.

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.

## 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 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

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)

# Donation Wish List

## 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

## Unacceptable Items

Home-Canned or Home-Made Goods  
Opened or Damaged Items  
Fresh or Perishable Items  
"Bad cans", please see next page

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

# Bad Cans

Severe dent in seam



Deep dents in can body



Missing or unreadable labels



Swollen or bulging ends



Missing or unreadable labels



Swollen or bulging ends



Holes or signs of leaking

Rust that cannot be wiped off

# 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.

## 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, community kitchens and neighborhood distribution sites.

## Services Provided by the Food Bank...

Emergency food orders

Weekend Survival Kits for school aged children

Fresh produce and non-perishable goods

Rescue of unused food from restaurants and event centers

Support to home and community gardeners, which includes providing seeds, plant starts, tools, and volunteers for gleaning projects

Mobile Food Pantries

Financial support to human service agencies for the purchase of food

# Place All Food Donations Here!

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

All donations will help support 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. [www.greaterlansingfoodbank.org](http://www.greaterlansingfoodbank.org)

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