



# FOOD AND FUND DRIVE MANUAL

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

GREATER LANSING  
**foodbank**



MEMBER OF  
**FEEDING  
AMERICA**

# WELCOME

Thank you for choosing to hold a food and/or fund drive for Greater Lansing Food Bank (GLFB). Efforts like yours are what allow the food bank to serve those in need. Each item collected and every dollar raised will make a difference in the lives of families, children, individuals, seniors and veterans in our community who are facing hunger.

## ABOUT GREATER LANSING FOOD BANK

Greater Lansing Food Bank (GLFB) is a non-profit organization that provides emergency food to individuals and families in need throughout mid-Michigan including Clare, Clinton, Eaton, Gratiot, Ingham, Isabella and Shiawassee counties. We also partner with and support local agencies such as shelters, food pantries, community kitchens and neighborhood distribution sites.



### MISSION STATEMENT:

*Partner to alleviate hunger one meal at a time, to create a future where everyone has access to nourishing food.*

# GETTING STARTED

The first step in the process is to decide whether you would like to hold a food or a fund drive. Food drives can be more work to organize, but have more of a “visual” result. Many businesses like to display food drive bins in their lobbies for employees and clients alike. Fund drives can be easier to organize, and GLFB can often buy food below retail costs with monetary donations. Either option is a great way to help the community.

After you’ve chosen a time frame to hold your drive, contact GLFB at **(517) 853-7800** to confirm details. We have barrels and pickup available for large food drives and online giving options for fund drives. GLFB can also provide donation envelopes for those who would like to collect cash and check donations. Our staff can help you decide how many envelopes and barrels you might need.

# BEST PRACTICES

Holidays aren’t the only time to have a drive, and themes often work well. You can have themed days to encourage people to bring in desired product - the ideas are endless. Themes can include:

- Peanut Butter Sandwich day (peanut butter and jelly in plastic containers)
- Tuna Casserole Day (tuna, pasta, cream of mushroom soup) and
- Breakfast Day (cereal, syrup, pancake mix)

Successful drives often have a target goal in mind, and friendly competitions work well as a participation driver as excitement is generated as drives approach their goals.

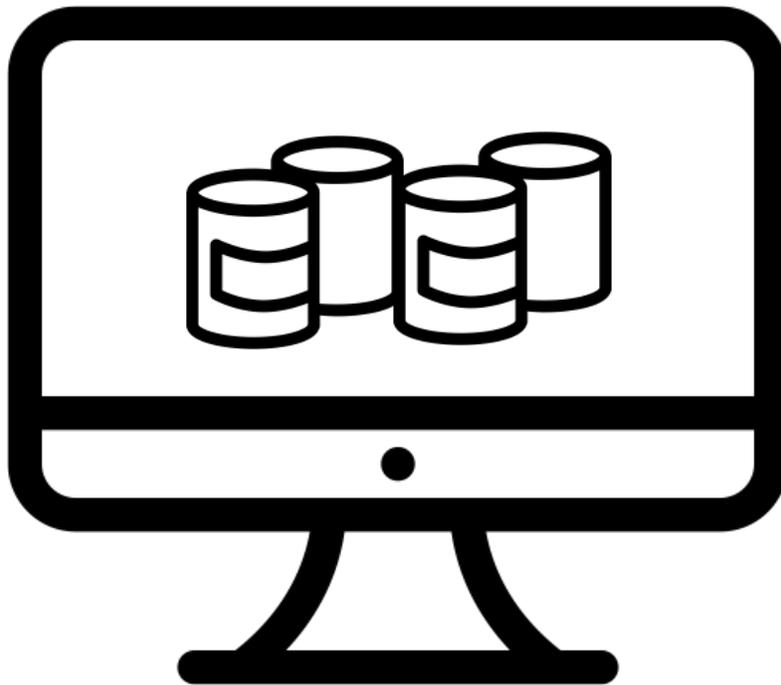
# SETTING UP AN ONLINE FOOD DRIVE

Virtual Food Drives allow our supporters to become fundraisers on behalf of GLFB without having to collect money or food. Individuals and organizations can easily rally friends, family and co-workers to make on-line gifts to the food bank and help end hunger in our community.

Our supporters can create their own customizable donation page to best illustrate their call to action. In addition to the basic template GLFB provides, fund-raisers can personalize their donation page by adding their own picture and story. The page they can be shared across any social media platform or via email.

- **Office Charity Drives** – Host a holiday campaign
- **Birthdays** – Rally your friends and family to donate in your honor
- **Tributes** – Honor or remember a special person in your life
- **Graduations** – Mark a special day or event
- **5k Runs/Running Events** – Commemorate your big run

For more information on creating a Virtual Food Drive, contact GLFB at **(517) 853-7800**.



# COLLECTION GUIDELINES

Collection sites should be well-marked. Use sturdy boxes, not bags, to collect food. For example, cardboard boxes that printing paper are delivered in would work well. Collect only canned goods or boxed items; no glass or handmade items.

To deliver your donation or arrange a pick-up, call GLFB at **(517) 853-7800** between Tuesdays & Thursdays 12 noon - 3 p.m. or by appointment.

## DENTS

Cans that are leaking, bulging, badly dented or have an odor should be thrown out. *Remember, when in doubt, throw it out!* Look for these problems:

- Severe dents on the side seam
- Sharp dents that are parallel to the rim of the can.
- Sharp dents in the side of the can that prevents it from being stacked.
- Leaks from side seam, rim seam or punctures.
- Bulges or puffed tops and/or bottoms.
- Ends that give or flip and bulge when pushed with a finger.
- Minor dents to the sides or tops of cans do not harm the food inside the can.

## 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/before” date** – recommended for best flavor or quality. It is not a purchase or safety date.

**“Use by” date** – 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.

**“Expiration date”** - we do not accept shelf stable foods past the 6 month expiration date, based on Feeding America guidelines.

# CANNED FOOD SAFETY

If any cans are received in the following conditions, please throw them away. Discarding unsafe or suspect food is not waste; it is helping to protect health and human lives.



**DENTS IN SEAM**



**DENTS IN CAN BODY**



**MISSING/UNREADABLE LABELS**



**HOLES OR LEAKING**



**SWOLLEN AREAS OR BULGING**



**RUST THAT CANNOT BE WIPED OFF**

# DONATION WISH LIST

## Breakfast

- Cereal cold/hot
- Peanut butter and jelly
- Pancake mix
- Granola and cereal bars

## Unacceptable Items

- Home-canned or homemade goods
- Opened or damaged items
- Fresh or perishable items
- Expired products

## Lunch and Dinner

- Complete meal kits
- Stews, chilis and soups
- Pasta, rice, grain
- Crackers
- Instant meals
- Canned meats (tuna, chicken)

**Thank you for helping to create a  
hunger free community.**

GREATER LANSING  
**foodbank**



MEMBER OF  
**FEEDING  
AMERICA**

**GLFB Distribution Center**  
5600 Food Ct. Bath, MI 48808  
(517) 853-7800  
[www.glfoodbank.org](http://www.glfoodbank.org)