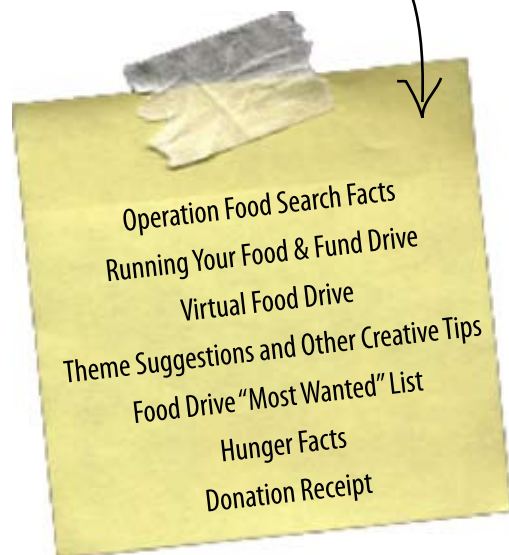
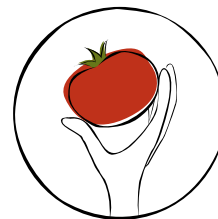


# food & fund drive coordinator's kit

this kit includes:



contact gary wells with any questions at  
314 726.5355 ext. 15  
or email [gwells@ofsearch.org](mailto:gwells@ofsearch.org)



OPERATION  
FOOD  
SEARCH

6282 Olive Boulevard • Saint Louis, Missouri 63130  
(314) 726-5355 • [www.ofsearch.org](http://www.ofsearch.org)

# about operation food search

Each month Operation Food Search distributes more than 1.5 million pounds of food and household items to more than 250 community partner agencies that in turn feed 100,000 people every single month. Nearly half the recipients are children.

The OFS service area includes 30 Illinois and Missouri counties surrounding the City of St. Louis.

Operation Food Search Programs:

- The *Warehouse Distribution Program* is OFS's largest food assistance initiative. This program includes all food and grocery products from food drives, discounted purchases, and donations from the grocery industry, manufacturers, and distributors. This is the heart of OFS, where millions of pounds of food are provided free of charge to our 250 partner agencies.
- *Kitchen Link*. This program recovers leftover prepared food from dining facilities such as employee cafeterias, hospitals, hotels, restaurants, schools, and universities as well as events.
- *Hunger Hotline*. This service operates 24 hours, 7 days a week to serve people who are desperate and in need of food for themselves and their family members.
- *Operation Frontline*. Nutrition education program for low income adults and children.
- *Operation Back Pack*. OFS's new program provides the neediest children in the St. Louis Public Schools District with backpacks full of nutritious food for the weekend.



OPERATION FRONTLINE CLASS



WAREHOUSE DISTRIBUTION AT OPERATION FOOD SEARCH

Thank You  
By sponsoring a Food & Fund Drive to benefit Operation Food Search, you will help feed thousands of hungry people. This kit contains information and suggestions for running your Food & Fund Drive. We want to do everything possible to help make your drive a success. If you have any questions please contact:

Gary Wells  
General Manager  
(314) 726-5355  
Ext. 15  
gwells@ofsearch.org



# running your food & fund drive

## Method - Establish support in your organization

- Work with management to gain support
- Form a committee to help with the details of your food drive.
- Contact Operation Food Search if you would like a representative to speak to your management or committee. We are also available to present to your entire organization.

## Planning - Start early.....

- Determine the time of year: Summer, Fall, Winter or Spring. Remember: Hunger Never Takes a Holiday.
- Select a Theme: Many times it's easier to promote and plan fundraising events if a central theme is selected that would make it fun for the organization to rally behind. Theme suggestions are included in the coordinator kit.
- Select length of drive - two to four weeks is preferable.
- Enter the weeks into the organization's calendar, being careful to allow enough time for planning and publicity.
- Set a realistic yet optimistic goal. Publish the goal and provide progress updates as the drive is under way.
- Develop a plan to reach your goal. Schedule fundraising events, design promotional and informational items that will promote the event, and most importantly get as many people involved as possible.

## Conducting the Drive

- Call Operation Food Search to schedule delivery of collection barrels.
- Place the containers in areas easily accessible to employees.
- Empty barrels often. Empty containers encourage further donations.
- Store the collected food in a secure area until the end of your drive.
- Announce the food drive at least one month before the beginning date. Send reminders as the date becomes closer. Provide a reminder as the ending date approaches for "last minute donors."
- Provide employees with the suggested non-perishable food and personal care item list provided by Operation Food Search.
- As an alternative to donated food items, cash contributions may be made to Operation Food Search to purchase food.
- Advertise in newsletters, bulletin boards or emails. Provide updates as to the progress of the drive as it's underway.

## After The Drive

- An Operation Food Search representative will arrange pick up of the collection barrels at the conclusion of your drive.
- Publish the results of your food drive to the entire organization. Recognize and thank those who made your drive a success.
- As a committee, review the results and determine what could be done to make the next drive even more successful.
- Set a date for you next food drive.



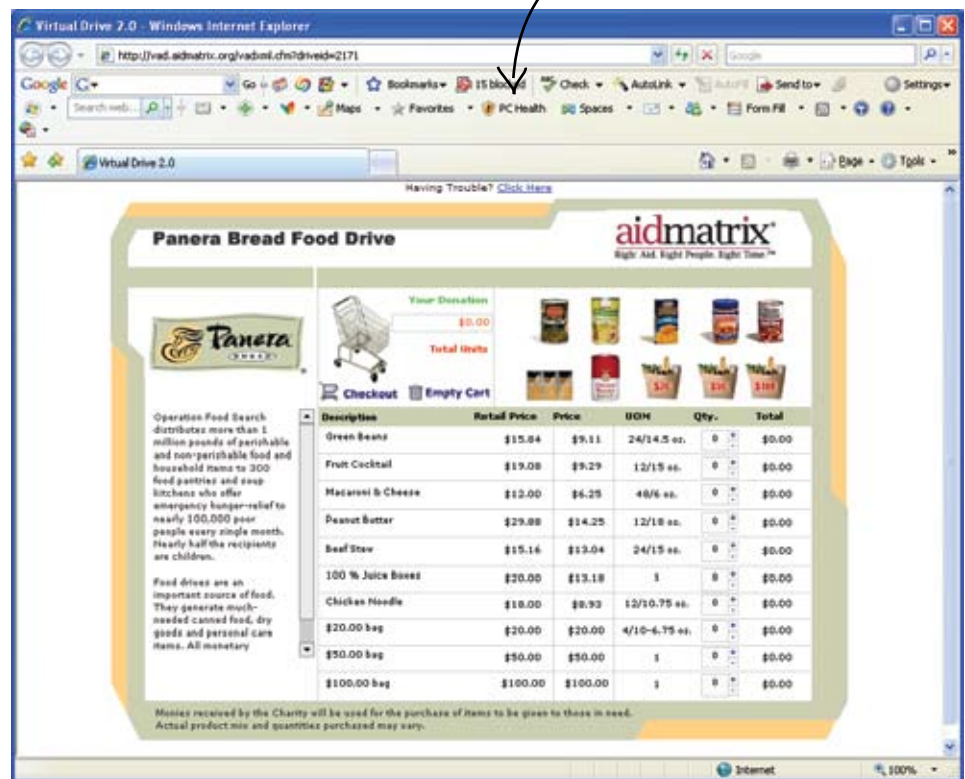
FOOD DRIVES MAKE  
A DIFFERENCE

# virtual food drive

## what is a virtual food drive?

Food drives are an important source of food for Operation Food Search. But not every workplace has the necessary storage or time to host a food drive. Operation Food Search offers the Virtual Food Drive as an easy and helpful way to fight hunger through the Internet. A personalized Virtual Food Drive provides a way to engage all employees or group members right from the convenience of their computer. Donors visit our virtual grocery store via their computer and purchase groceries by donating funds. Transactions are completed within minutes. Donors may use any major credit card for payment on a secure site and immediately receive an e-receipt. Your tax-deductible monetary donation goes directly to the purchase of food that is most needed by the 100,000 hungry people who rely upon Operation Food Search every month. We buy at the lowest prices so the impact of your donation is greater.

get your own personalized website



## top 5 reasons to host a virtual food drive:

### 1. Simple & Easy.

One-step implementation through Operation Food Search. Easy access from links posted in email and on company or organization internet sites. You can track progress of the Virtual Food Drive 24/7.

### 2. Convenient for Donor and OFS.

Fight hunger with a click of your mouse. Eliminate shopping and carrying grocery items to the workplace. Eliminate transportation of collection supplies and delivery of canned goods.

### 3. Fun & Interactive.

All employees or group members can participate regardless of location from computer 24/7 with click-and-drag simplicity. Drive and track competition between departments, rival companies or partner organizations.

### 4. More bang for your buck.

Use our purchasing power to maximize your contribution. Operation Food Search can buy in-demand food items wholesale and in bulk.

### 5. 100% of funds donated are used to purchase food.

Your financial contribution will be dedicated to the purchase of food that is most needed by the 100,000 people who rely on our hunger-relief program every month.



# theme suggestions and other creative tips

## theme suggestions

### Summer

Baseball: Let's Strike Out Hunger, Hungry in the Heat,  
Hunger Never Takes a Vacation

### Fall

Halloween: Scare up Some Food, Hunger's No Treat  
Thanksgiving: Sharing is Caring

### Winter

Holiday Season: Hungry for the Holiday?, Holiday Hope,  
Lincoln's Birthday: Abolish Hunger,

Valentine's Day: Have Heart, Do Your Part, Hungry Hearts,  
Martin Luther King's: March Against Hunger

### Spring

April Fool's Day: Let's Trick Hunger

### General

Hunger Never Takes a Holiday, Cans for a Cause

## fundraising events

- Promote friendly competition between departments, floors, units or companies to encourage greater participation. Find a donor that would provide lunch to the winner.
- Solicit a prize for a raffle. The price of a raffle ticket is a can of food.
- Use canned goods as admission to an event, party, lunch or movie. Ask your company or organization to match the collected food. For example, a monetary contribution for every 100 items collected by employees.
- Bring in food for an extra casual dress day.
- Challenge a manager to "Take a Dare" if a certain level of donated items is achieved. Example: They'll make the coffee for a month, wear a red wig and sing the National Anthem in the break room.
- Be Creative.....

tip!!  
the most  
successful food  
drives involve  
some sort of  
competition



# food drive "most wanted" list

please  
no glass  
items!

## food

- Canned Meat & Tuna
- Soups & Chili
- Peanut Butter & Jelly
- Rice & Pasta
- Beans
- Canned Vegetables
- Pasta Sauce
- Hot & Cold Cereals
- Powdered Milk
- Canned Fruit
- Juice & Juice Boxes
- Baby Food

## back pack list

- Animal Crackers
- Graham Crackers
- Applesauce Cups
- Peanut Butter & Jelly
- Brown Rice
- Whole Grain Cereal
- Beans
- Canned Chicken, Turkey, Tuna
- Easy Microwave Meals
- Fruit Cups
- Juice Boxes
- Whole Wheat Crackers
- Granola Bars
- Chocolate Soy Milk boxes
- Milk (non-perishable)
- Macaroni & Cheese
- Nuts
- Oatmeal
- Pancake Mix
- Peanut Butter Crackers
- Pudding Cups
- Raisin Boxes
- Soups
- Low Fat Ravioli
- Trail Mix Packets
- Whole Wheat Pasta

## personal care

- Toothpaste/Toothbrushes
- Shampoo
- Bar Soap
- Deodorant
- Diapers & Wipes
- Laundry Items
- Shaving Items
- Feminine Care Items
- Toilet Paper
- Paper Towels
- Liquid Dish Soap



## hunger facts

*The mission of Operation Food Search is to provide individuals in need with food and other basic necessities to help them alleviate the burden of hunger and its consequences.*

- Per the U.S. Census: Nearly 395,000 people are at the risk of hunger in the bi-state region.
- Nearly one out of every four individuals living in the City of St. Louis lives in poverty and faces hunger.
- Summer brings increased hunger to families in St. Louis because the schools are closed and children do not have access to school breakfast and lunch programs.

*According to the most recent U.S. Census Bureau report:*

- In Missouri, 13.3% or 748,023 live in poverty.
- In Illinois, 12% or 1,483,873 live in poverty.
- 135,000 children in the St. Louis are at risk for hunger, which is enough to fill Busch Stadium three times.



## DONATION RECEIPT



OPERATION  
FOOD  
SEARCH

AMOUNT DONATED \$ \_\_\_\_\_ NAME OF DONOR \_\_\_\_\_

DATE OF DONATION \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

The mission of Operation Food Search is to provide individuals in need with food and other basic necessities to help them alleviate the burden of hunger and its consequences. For more information, call (314) 726-5355 or visit [www.ofsearch.org](http://www.ofsearch.org). Financial donations to Operation Food Search are tax deductible. Operation Food Search is designated as a tax exempt organization under section 501(c)(3) of the Internal Revenue Service tax code.

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