



HOW TO HOST A  
**FOOD DRIVE**

A STEP-BY-STEP GUIDE



Baylor University

CENTER FOR ACADEMIC SUCCESS & ENGAGEMENT  
The Store



## HOW TO GET STARTED



We are so excited that you are considering supporting The Store with a food drive. We want to make it as fun and easy as possible and have created a number of materials for you to use to prepare for a successful drive.

### **Before submitting the Donation Drive Request Form:**

1. Choose the dates, time, and location(s) for of the donation drive.
2. Decide the focus of the drive: food, and/or personal care items.
3. Decide where students should take donated items: to The Store (this helps create awareness about the Store & food insecurity on campus) OR donation bins that you can set up in your classroom/ other location (generally more convenient)/
4. Decide if and how you want students to “prove” their participation in the food drive (when participation is for extra credit). Examples include: Taking a selfie at the drop-off point, signing a form at the donation point etc.
5. Decide if you will allow students to make a financial or time donation in lieu of food items.
6. Designate a team member/s to be in charge of picking up, monitoring, and dropping off bins if needed.

### **THEN:**

### **Fill out the Donation Drive Request Form**

### **After the form is filled out, please wait for an email confirmation from a BU Store team member.**

Once the donation drive is confirmed, use the tips on page 2 to begin marketing and promoting your donation drive.

**THANK  
YOU  
FOR YOUR  
SUPPORT**



## FOOD DRIVES

### If you are hosting a food drive for extra class credit:

- Give students a list of food or items that they can contribute, tell them what the time frame is, where they need to deliver donations to, and specific instructions for proving their participation.
- Inform students if they have the option to donate time or money to the Store if they prefer, and how they can go about doing that.
- Consider a match campaign: Ask that the department or unit to match funds raised for The Store programs to make an even bigger impact.
- Consider adding an item about campus food insecurity to your class syllabus.
- We have prepared checklists, templates and examples of all of the above documents for you to use. You can access them in our resource center by clicking [here](#).

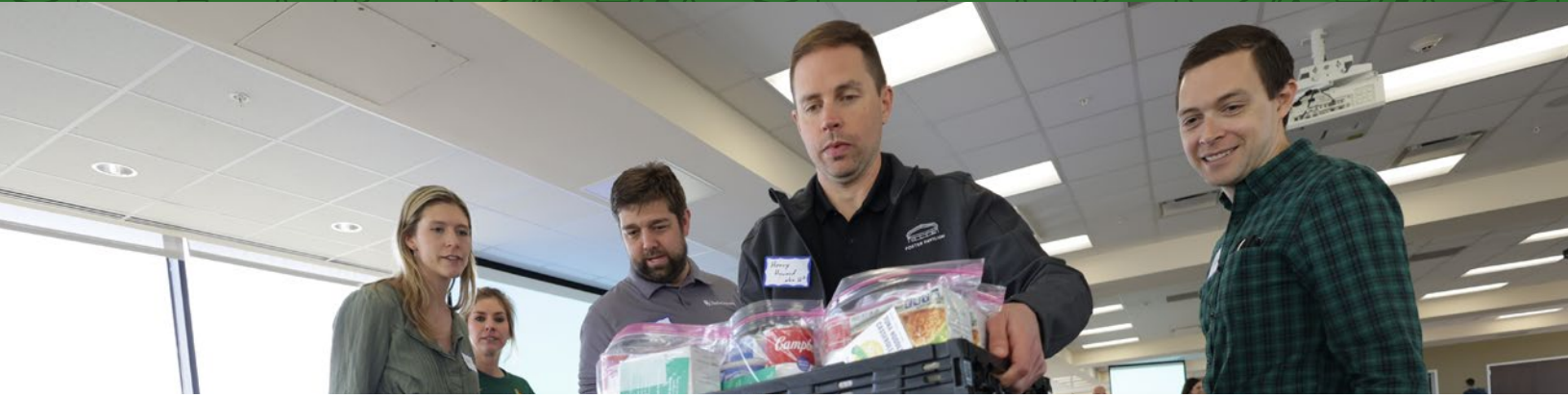
Please be intentional about how you speak about food insecurity, the food drive, the students who benefit from The Store (some of whom may be in your class), and how and why we want to be of service to them. It is important that we choose language that protects the dignity of all students. If you would like resources or help with this regard, please visit our resource center.

### If you are hosting a food drive for your department or student organization:

- Make sure everyone in your department or organization knows what to donate, where to take their donations and by when to make their donation.
- Make sure people have the option to make a financial contribution or give their time as a volunteer if they (and you) prefer.
- Ask that the organization, department, or unit to match funds raised for The Store programs to make an even bigger impact.
- Encourage all team members and students to help promote the donation drive, and give them the tools, graphics etc. to do so.
- Use all of the organization and department networks, email lists, and social media to publicize the drive, send updates, and ask for support.

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### During the Donation Drive:

- Monitor donation bins at your locations regularly. Bring bins inside a secure location in the evenings and contact The store staff if bins are full and need to be emptied before the drive ends.
- If you are having students bring donations to **The Store**, we will keep you updated on progress.

### After the Donation Drive:

- Arrange a date and time to drop off donations at **The Store**. (If bins at another location were used)
- Update everyone who participated on the success or outcome of the food drive.
- On behalf of **The Store**, please thank everyone who participated.

### Themed Donation Drive Ideas:

- **Bear Food:** Collect most needed food items
- **Dignity Drive:** Collect most needed personal care items.
- **Voting Drive:** Students cast a 'vote' by their choice of donation for example:
- **Gluten-free OR Gluten-full** (pasta, bread, snacks etc)
- **Movies vs. Books** (Ketchup vs. mustard, crunchy vs. chewy granola bars)
- **Make 'em Jelly:** Peanut butter & Jelly
- **Oodles of Noodles:** Ramen noodles, pasta, egg noodles & pasta sauces in jars.
- **Snack 'em Bears:** Most popular snack foods.
- **MasterChef:** Home cooking staples For more resources including donation drive lists, checklists, syllabus text, shareable social media resources and help with talking about food insecurity, please visit our resource center.

### To connect with a member of **The Store's** team, please email:

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