



## 10 Easy Steps to Organize a Successful Food Drive

Thank you for organizing a food drive to benefit A Place To Turn, a choice food pantry in Natick that serves the MetroWest Area. With proper planning and follow-through, your food drive can provide nourishment to MetroWest families. We wish you much success and fun!

### **Step #1: Reach Out**

Send an email to [info@aplacetoturn-natick.org](mailto:info@aplacetoturn-natick.org) or call (508)655-8868 to speak with our Food Pantry Coordinator or Executive Director to schedule your food drive.

### **Step #2: Determine What To Collect**

We accept shelf-stable food items, baby food/formula, toiletries, feminine hygiene products, and diapers.

### **Step #3: Set Measurable Goals**

Set a goal so participants can measure how close you are to accomplishing it.

### **Step #4: Share the Responsibilities**

Consider creating a small committee to determine the logistics of the food drive.

### **Step # 5: Collection Site and Containers**

Consider if you want to do a single-site drop off on a single day, an extended food drive or an event-related drive. Consider collections sites, how you will store the donations and transport them after the drive.

### **Step #6: Get the Word Out**

Publicize the event ahead of time with announcements, fliers, local media, newsletters, blogs, and social media.

### **Step #7: Set a Schedule**

Create a calendar to keep your food drive on track.

### **Step #8: Volunteers**

Connect and enlist help to share this critical act of community service.

### **Step #9: Quality Control**

Please do not donate dented or rusty cans; unlabeled or expired items; perishable or homemade items, or open or used items. Please boldly and clearly communicate these specifications to your community.

### **Step #10: Organizing and Delivering Food**

Volunteers must sort through food items to ensure quality standards. Confirm your drop off details with A Place To Turn staff a few days in advance. Please remember to thank your community for their support!

**We Accept Financial Donations! Donate at <https://www.aplacetoturn-natick.org/donate/>**

**MOST IMPORTANTLY, THANK YOU FROM A PLACE TO TURN!**