



DO YOU WANT TO PLAN A FOOD DRIVE?

First ask yourself....



SOMERVILLE
FOOD
COALITION

WHO?

Connect with a recipient organization before you start collecting.

If you need help, check out the SFC's website:

somervillefoodcoalition.org



WHAT?

Talk to your recipient organization about what items are most helpful to them and include this information in your promo materials.

Consider collecting cash or gift cards instead of/as well as food items!



WHERE?

Put thought into where participants can drop off their donations. Is this space visible and easily accessible?

Think about mechanisms for collecting and keeping cash and gift card donations safe.



WHEN?

Work with your recipient organization to agree on the best timeline for your drive. Consider:

- Do you have the storage to conduct a long term drive?
- Are you collecting food that needs to be refrigerated?

Talk to your recipient organization about the best day and time for your donation drop-off.



HOW?

Before beginning to collect, make sure you have a plan for transporting donations to your chosen food pantry. Connect with your recipient organization to see if they have the capacity to pick the food up. Be prepared that they may not have the capacity and come up with an alternate plan.



Also consider that recipient organizations may need donations to be organized/sorted prior to drop off. If you need access to resources or volunteers with this step, reach out to the Food Coalition at somervillefood@gmail.com