

Food Drive Toolkit



Thank you for organizing a food drive on behalf of the Issaquah Food & Clothing Bank (IFCB)! The IFCB is committed to providing quality food, hygiene items, emergency supplies, and resource referrals to anyone in need in our service area. We have a special emphasis on healthy foods and work hard to get fresh, local produce into the homes of our customers.

Food Drives are an important part of our ability to provide high quality food to our neighbors experiencing hunger. In 2024, thousands of community members came together to help us collect over 1 million pounds of food for our neighbors in need. Food drives are particularly significant because they give us the opportunity to ask for our highest priority and most requested items.

Facts you can share with your group:

- According to a recent King County report, 11,000 neighbors in our district are facing food insecurity. (Food Insecurity in King County, published February 2023, available at kingcounty.gov)
- In 2024 we continually broke service records in our market and our Power Packs Program for kids grew an amazing 41% in response to the need.
- Rising food costs are another challenge. This pushes more people to seek our help and affects our food supply. Serving just under 10,000 people across services was only possible due to the 900 volunteers and 300 donors who partner with us in this effort.

Food Drive Steps

Step 1: Prepare

Some things to prepare and organize before you start your food drive:

- Visit our website (www.issaquahfoodbank.org/donate) to view the dates and times that you can drop off your donations.
- All donations occur at our offsite warehouse located at [930 7th Ave NW Issaquah, WA 98027 \(GOOGLE MAPS\)](#). during specified days and times. This is a storage warehouse that is not staffed regularly.
- If you need additional assistance or to schedule an alternative drop off date email Tricia: [**tricia@issaquahfoodbank.org**](mailto:tricia@issaquahfoodbank.org)

Based on the donation drive dates on the website:

- Set a donation drop off date
- Set the length of time for your food drive. If this is your first time hosting a food drive, we suggest a minimum of two weeks. This gives people enough time to become aware of the drive and bring in donations

Step 2: Register

Register your food drive with the Issaquah Food & Clothing Bank:

- **Email Tricia: triciap@issaquahfoodbank.org**
- Include the following information in your email:
 - Dates of your food drive
 - The date you will drop off donations at [930 7th Ave NW Issaquah, WA 98027 \(GOOGLE MAPS\)](#).
 - Name and contact information for the person organizing the food drive for your organization or group

Food Drive Steps

Step 3: Organize

Where to hold your drive:

- Pick a high-traffic area in your organization so that people don't miss the donation boxes! This can be the main entrance, break room, or another popular spot.

Goals:

- Set a goal for how much you want to collect.
- Decide if you will ask for items from the entire priority list or focus on a specific area of the priority list. Food drives can sometimes be more successful when you select only a handful of items to collect, rather than the whole list. Or email Tricia (tricia@issaquahfoodbank.org) to ask for 1-2 currently most needed items

Make it fun!

- Consider using a theme! Examples include: "Shark Week" (collect canned tuna), "MEAT the Need" (collect canned meat like tuna, chicken or Spam), or "Make Every BEAN Count" (collect canned beans), or "Cereal4All."
- You can also consider a competition! Sometimes a friendly competition between departments or neighboring companies can inspire people to donate.

Donation Boxes:

- Prepare heavy-duty boxes to collect donations. You can ask for free boxes at grocery stores, Costco and department stores and decorate them for your drive. Create signs and labels for the boxes that clearly state they are for food donations and/or the specific types of food you are collecting.

Food Drive Steps

Step 4: Communicate

Promoting your food drive is an important step in your food drive:

- Create posters or fliers to hang up around your organization. We have templates in this document that you can use!
- Send emails or post to social media to reach a wider audience in your organization. We have templates for these in this document!
- Make sure to communicate to people in your organization:
- Before the food drive starts so they know the dates and goals
- When the food drive is taking place, so they have updates on your progress towards your goal
- After your food drive is complete so they know what they have accomplished!

Step 5: Drop Off

- Due to limited space, The Issaquah Food & Clothing Bank accepts all non-perishable food items at an offsite warehouse located at [930 7th Ave NW Issaquah, WA 98027 \(GOOGLE MAPS\)](#). This location is only staffed during listed food donation hours. If you need to schedule an alternative drop off time, please email Tricia (tricia@issaquahfoodbank.org)
- Please drop donations off at our offsite warehouse only during the times and dates listed on our website (www.issaquahfoodbank.org/donate).
- Please DO NOT drop off perishable donations at our offsite warehouse. Visit our website at www.issaquahfoodbank.org/donate for perishable food donation guidelines.

Food Drive Steps

Step 6: Celebrate

Celebrate your results! Share with your organization what they have accomplished to help alleviate hunger for neighbors in our community. You can do this through:

- Emailing updates to your organization
- Social media post
- Fliers that you can post around your organization

Food Drive Priority List

High Protein Options

- Canned Chicken
- Canned Tuna
- Spam
- Peanut Butter (or alternative nut butters)
- Canned Salmon
- Canned or Dry Beans
- Chili
- Canned Pasta (i.e. Chef Boyardee)
- Hearty Soups (i.e. Progresso, Campbells Chunky)

Grains & Other Items

- Rice (white or brown, 2 lb. bags only)
- Pasta & Pasta Sauce
- Cereal
- Oatmeal
- Quinoa
- Mac n Cheese
- Ramen
- Canned Fruit
- Canned Vegetables
- Shelf stable milks

Kids' Favorites

- Individual snacks for kids
- Pancake mix (regular and gluten free)
- Boxed Juices
- Ketchup
- Mustard
- Ranch Salad Dressing
- Boxed Brownie/Cookie/Cake Mixes

Senior Requests

- Ensure or other protein drinks
- Cream of wheat or creamy grits
- Dried fruit
- Apple Sauce

Special Requests

- Cooking oil (Olive is most requested; 16-32 oz jars only please)
- Coffee (ground preferred, regular not decaf preferred)

Toiletry Requests

- Diapers (sizes 5, 6 and Pullups any size most needed)
- Baby Wipes
- Feminine pads/tampons
- Incontinence Diapers (Men's', Women's or Unisex)
- Toothbrushes/Toothpaste
- Shampoo
- Body soap

We Cannot Accept: perishable foods (such as dairy items), prepared meals or homemade foods, frozen food , opened or partially used items, items with a use-by or best-by date greater than 6 months, unlabeled cans

Templates for Email

Build Support

Hi,
I am hosting a [Event Name] to benefit the Issaquah Food & Clothing Bank. IFCB provides quality food to our neighbors through generous donations from our community, a food rescue program with local grocery stores and state and federal food commodity assistance.

According to a recent King County report, food insecurity affects over 11,000 people in our district. In 2024, thousands of community members came together to help IFCB collect over 1 million pounds of food to help solve food insecurity in our area. I [or your group name] would like to join the effort.

My goal is to collect [#] pounds of non-perishable food by [end date]. You can help by bringing your donations to [location]. The most wanted food items are [list what you decided during your 'organize' phase above].

Join me as we partner with the Issaquah Food & Clothing Bank to help feed our neighbors!

Remind

We have raised [#] so far! My goal is to collect [#] pounds of non-perishable food by [end date] to help the Issaquah Food & Clothing Bank provide healthy food to our neighbors in need.

Please bring your donations to [location]. With your help, we can work to alleviate hunger in our community.

Celebrate

Thank you for your donations to [Event Name]!

With your support, we collected [#] pounds of food to nourish neighbors in our community. Thank you for making a difference for those facing food insecurity.

If you want to stay connected to the Issaquah Food & Clothing Bank, find them on Facebook (<https://www.facebook.com/issaquahfoodclothingbank>) or visit their website (<https://issaquahfoodbank.org/>) to learn about how you can get more involved.

Templates for Social Media

Build Support

Event Name] starts today! Food security is a growing problem in our community. Our goal is to collect [#] pounds of non-perishable food for the Issaquah Food & Clothing Bank to provide our community with quality food. Bring your donations to [____].

Remind

There are only [____] days left to support [event name]! Your donations will go to the Issaquah Food & Clothing Bank to help feed our community!

Celebrate

We did it! [Event Name] collected [#] pounds of food! Thank you for helping the Issaquah Food & Clothing Bank to meet the growing needs in our community!

Additional Note:

- If you are planning to focus on collecting a specific item, include it in your communications!
- If you are planning on having a theme around your food drive, make sure to include it in your messaging!
- These are just suggested messaging, feel free to create your own emails and social media posts!

Donation Drop Off

- Please drop donations off at our offsite warehouse only during the times and dates listed on our website (www.issaquahfoodbank.org/donate).
- The Issaquah Food & Clothing Bank does not accept non-perishable donations at the main food bank. ALL non-perishable food donations are accepted at our offsite warehouse on located at 930 7th Ave NW Issaquah, WA 98027 (GOOGLE MAPS) during our scheduled drive hours. This location is only staffed during listed food donation hours. If you need to schedule an alternative drop off time, please email Tricia (tricia@issaquahfoodbank.org)
- Please DO NOT drop off perishable donations at our offsite warehouse. Visit our website at www.issaquahfoodbank.org/donate for perishable food donation guidelines.

Additional Note:

In addition to hosting a food drive, you can also order essential items from our Amazon Wish List for direct delivery to the Issaquah Food Bank. Please visit our website at www.issaquahfoodbank.org/donate to do this or to make a cash donation.