

STEPS TO PLAN A SUCCESSFUL FOOD AND FUNDS DRIVE

1| WHAT TYPE OF DRIVE?

- **Traditional Food Drives** collect non-perishable food at a strategic location (e.g., work, church, or grocery store) during a specific time period. This requires some heavy lifting since the food must be transported from the collection receptacles to the food bank.
- **Virtual Food Drives** prioritize our neighbors' health by supplying fresh food. One hundred percent of all funds donated through virtual food drives go directly to purchasing fresh groceries and pantry items.
- **Fund Drives** are donations to the food bank. Money is collected and converted to a check or money order made payable to the Fredericksburg Regional Food Bank. These donations may be mailed to ATTN: **Donor Services, Fredericksburg Regional Food Bank, 3631 Lee Hill Drive, Fredericksburg, VA 22408.**

2| REGISTER YOUR TRADITIONAL AND/OR VIRTUAL FOOD DRIVE, OR FUNDS DRIVE

Visit fredfood.org/fooddrive to register your event. The platform we use to schedule food drives is called GiveHealthy. Donation barrels (for office spaces, high-volume drives, etc.) are available upon request, a minimum of seven business days before the start of your event. They are first-come, first-served. Email Savannah Roberts at sroberts@fredfood.org.

3| DELIVER DONATIONS OR ARRANGE FOR PICK UP

Upon completing your food drive, please deliver closed boxes of food, well-marked with your organization's name, to the Fredericksburg Regional Food Bank at 3631 Lee Hill Dr, Fredericksburg, VA 22408.

HOURS OF OPERATION

The warehouse is open for food drop-offs from 8:00 a.m. to 4:00 p.m. Monday through Wednesday and 8:00 a.m. to 3:00 p.m. Thursday and Friday. Upon arrival at the facility, proceed to the front desk at the warehouse entrance, where a food bank employee will provide a receipt for your donation.

PICK UP REQUIREMENTS

Fredericksburg Regional Food Bank offers pick-up services if your drive collects 500 items or more.

Requirements for pick up include:

- Food must be boxed for pick-up with the name of the collecting organization on the outside of the box.
- Food must be located on the ground level of the building.

Please schedule a pick-up as soon as possible by calling Savannah Roberts at (540) 371-7666 x 100, or emailing sroberts@fredfood.org. Pick-ups are only made Monday through Thursday. Please allow up to seven business days for your food to be picked up.

MONETARY DONATIONS - CASH OR CHECK

Our drivers are unable to accept cash or check donations. However, donations may be mailed directly to the food bank: ATTN: Donor Services, P.O. Box 1006, Fredericksburg, VA 22402. Please include your food drive information with your gift.

4| CELEBRATE YOUR SUCCESS!

Thank everyone who participated and tag us in your social media posts! Your generous support allows us to continue providing food assistance to more than 27,000 food-insecure neighbors across our community.

If you have any questions about hosting a food or fund drive, please contact:

Savannah Roberts

sroberts@fredfood.org; (540) 371-7666 x 100