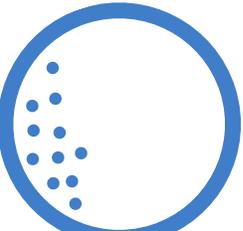


# Food Drive Guide

PLANNING & IMPLEMENTING  
A SUCCESSFUL FOOD DRIVE



# Before We Get Started...

The Campus Food Pantry was created to help alleviate the large number of students facing food insecurity. Food insecurity is the limited or uncertain availability of nutritionally adequate and safe food, or the inability to acquire such food in a socially acceptable manner.

We'd like to thank you for offering your support for the students who use the Campus Food Pantry as a resource! Our community partners are so important for keeping the Pantry stocked with the resources BSU students need.

## 10 STEPS TO A SUCCESSFUL Food Drive

**1** Contact the Pantry about hosting a drive via our email, [campusfoodpantry@boisestate.edu](mailto:campusfoodpantry@boisestate.edu)

**2** Make a plan and designate roles to your group (coordinator, planner, etc.) and establish a group communication method.

**3** Decide who you'd like to receive donations from. Who is your target audience?

**4** How will you reach your audience? You can choose to do tabling, reach out via email or phone, or find other ways to connect.

**5** What items do you plan on collecting? Check the Pantry website to see what is needed at the time.

**6** Set a goal! This could be the number of tabling events, amount of food collected, etc.

**7** Decide on a location to host the food drive. Where do you feel that you will be most successful?

**8** Choose the dates and times for your food drive. What works best for your group and your goal?

**9** Marketing - promote your drive! Plan an Instagram takeover with the Pantry, post flyers, talk to members of the community, etc.

**10** Schedule a date and time to drop off what you've collected at the Pantry! (More info on pg. 2.)

# What We Can't Accept

- Expired food
- Damaged food (ex. extremely dented cans, open packaging, etc.)
- Unlabeled/home-made food
- Medication
- Liquid cleaning supplies

# Marketing Ideas

- Social media posts
- CFP Instagram posts/Instagram takeover
- Make graphics! (Canva is free to use!)
- Flyers
- Tell people you know about the food drive
- Send emails to campus and other community members

# Donation Drop-Off

- After you've collected your items, schedule a date and time to drop off at the Food Pantry: <http://campusfoodpantrydonation.youcanbook.me/>
- The Pantry is open on weekdays 8:30AM-5:00PM, and observes all campus closures.