



Food Drive Tool Kit

Thank you for leading a food drive to benefit BCM! Last year, you enabled Buckhead Christian Ministry to distribute more than 18,700 bags of groceries! The need in Atlanta continues to increase, and BCM needs your help to serve the hungry in our community. **Your successful food drive is the only way we can feed the hundreds of hungry people who come through our doors each week.**

We ask that each church set a goal at the beginning of your drive, and publicize that number to your congregation to stir up enthusiasm for the drive!

BCM created this information package to help you and the staff and volunteers at your church make this process easy and fun. Our experience during the past 26 years has taught us a lot, and these suggestions will make promoting, collecting and delivering hundreds of bags of groceries seem effortless.

Please call me if you have any questions. This tool kit contains:

- A **suggested food list** to affix to brown bags
- A **task list** with recommendations on how to make your food drive run smoothly
- Sample **newsletter/bulletin notice**
- Sample **pulpit announcement**
- Food drive **volunteer descriptions**
- BCM **contact information**

The food list, sample notice and sample pulpit announcement include information that you can update for your particular food drive. This information [**is in bold and marked with brackets**].

Thank you again for your time and dedication to the mission and clients of Buckhead Christian Ministry! Please let me know if there is any way that I can assist you as you prepare for and run your drives.

Tiffany Banks
Volunteer and Church Relations Manager
678-399-8411



Food Drive Tool Kit

Join Together to Feed the Hungry!

There are *three* ways you can help:

1. Write a check to BCM and put “[CHURCH] Food Drive” in the memo line.
2. Assemble what you can from this list and deliver to [CHURCH] by placing in the BCM FOOD DRIVE bins throughout the month of {Food drive month}.
3. Buy a KROGER gift card! BCM purchases groceries in bulk from Kroger each month, and your gift card will be put towards our next purchase of food – just like a check.

BCM Grocery List to feed a Family of Four

- instant oatmeal or grits - 1 box
- jelly - 1 small jar
- soup - 4 cans
- dried beans - 1 bag
- rice - 2 bags
- peanut butter - 2 small jars
- cornbread mix - 2 boxes
- macaroni & cheese - 4 boxes
- chicken broth – 2 cans
- spaghetti - 1 medium box
- spaghetti sauce - 2 jars
- canned vegetables - 4 cans
- canned beans - 3 cans
- canned tuna - 4 cans
- ramen noodles- 5 packages

Please do not purchase “family size” packages. Most BCM clients have to take their food on the bus, and large packages are too difficult to carry.

Task List for a Successful Food Drive

❑ Gather and Prepare Resources

- Designate a food drive coordinator
- Recruit volunteers to help
- Order brown paper bags
- Get envelopes for monetary donations
- Copy and staple the suggested food list and donation envelope to brown bags
- Designate food collection site(s)
- Place bags for pick-up

❑ Publicize

- Publish food drive in newsletter and weekly bulletin announcements
- Secure pulpit announcement with church staff to promote food drive
- Publicize food drive in Sunday School classes, circle groups, prayer meetings, etc.
- Hang posters and distribute fliers to increase visibility among church groups
- Hand out bags after services

❑ Deliver *(see enclosed instructions)*

- Collect donated food and deliver to BCM
- Collect financial donations in designated envelopes and deliver to BCM.

If you have any questions regarding this information, please contact Tiffany Banks:
678-399-8411, or tiffanybanks@bcmatlanta.org



Sample Church Bulletin Insert

[NAME OF CHURCH] is proud to sponsor a food drive to benefit Buckhead Christian Ministry for the month of [MONTH]. Buckhead Christian Ministry provides compassionate emergency assistance to individuals and families facing hardship and offers meaningful opportunities to serve the Atlanta community. They are our neighbors and are an extension of *our* ministry.

[NAME OF CHURCH] is asking every member, class, missions group, Bible study and other church organizations to help eliminate hunger in our community. Please encourage your class or group to donate food or raise money for BCM.

Pick up a shopping list and donation envelope in [SITE] or in the church office. For more information about our church's food drive, please call [DESIGNATED CHURCH CONTACT] at [PHONE NUMBER].

Thank you for your support!

Sample Pulpit Announcement

[MONTH] is our month to conduct a food drive for Buckhead Christian Ministry. BCM provides non-perishable foods, meat and other household supplies to families facing financial crisis. The food BCM receives comes almost entirely from voluntary food drives sponsored by churches and civic groups, as well as individual donations. We want to generate some enthusiasm for this worthwhile cause!

You may pick up grocery bags at [DESIGNATED SITE]. Food lists will be attached to the bags. Please take the time to fill one of these brown paper bags with the desired items. You can go to the grocery store and personally purchase these items, or, if you would prefer to write a check, you may do so. Please write "BCM food drive" in the memo line, and we will be sure to give it to BCM. You can also donate Kroger gift cards, and BCM will use them to purchase food at a discount. Once you have collected your grocery items, please bring them to [COLLECTION SITE], and we will take the donations to BCM at the end of the month. If you have further questions, please call our food drive contact, [CONTACT], for more information.

Thank you for your support!

Volunteer Job Descriptions

Food Drive Coordinator:

The food drive coordinator manages all aspects of the church-wide food drive. This includes:

- Recruiting volunteers to oversee each of the three phases listed below.
- Ensuring that all volunteers understand their responsibilities, deadlines and how to communicate with you, church staff and other food drive volunteers.
- Communicating with BCM and church staff on progress of food drive.
- Confirming that food drive volunteers complete the tasks they have agreed to perform.

The food drive can be broken down into three phases:

Gathering and preparing resources:

- Determine drop off locations throughout the church and secure drop off bins if necessary.
- Make copies of suggested food list.
- Plan for the distribution of bags to the congregation after Sunday services and other major church events. Distribution should begin on the last Sunday of the month before the food drive and continue through the last Sunday of the food drive month.

Publicity

- Secure weekly announcements from the pulpit (samples included).
- Work with church staff to publish bulletin and newsletter announcements (samples included).
- Put up signs or decorate bulletin board if possible.
- Work with church staff to inform all church members of the food drive. This includes Bible studies, Sunday school classes, those who attend services and any others you can think of.
- Secure a post event “thank-you” from pulpit and in bulletin or newsletter.

Delivery

- Collect the following and deliver to BCM:
 - food
 - financial donations
 - Kroger gift cards

BCM Food Drive Contact:

Tiffany Banks

Volunteer and Church Relations Manager

678.399.8811 (Direct)

tiffanybanks@bcmatlanta.org

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Delivery Hours:

Monday through Friday, 9 a.m. – 4 p.m.

Other delivery times are available by appointment.