



How to run an effective food drive.

We partner with schools, corporations, community groups, and places of worship, to facilitate successful food drives.



URGENTLY NEEDED ITEMS



- Rice
- Pasta
- Crackers
- Juice boxes
- Canned soups
- Canned tomatoes
- Boxes of cereal
- Hygiene products



STEP 1 | GET ORGANIZED

Assemble a dedicated team of supporters like your colleagues, neighbors, family, classmates, or friends.

Choose the location and duration of your food drive: A typical food drive runs for 2-3 weeks, so make sure you set a start and end date, or if this is a one-day event, a start and end time.

STEP 2 | LET US KNOW

Letting us know allows us to support your drive and arrange for pick-ups and deliveries, especially for larger donations. It also allows us to acknowledge your support and inspire others to do the same!

STEP 3 | GET CREATIVE

Don't be afraid to get creative when thinking about your food drive! Perhaps it's a friendly departmental competition at your workplace or a drive focused on collecting a specific item from our most-needed list. The most successful drives often feature unique themes.

STEP 4 | PROMOTE YOUR DRIVE

Make sure you tell everyone you know about your food drive! Make flyers and hand them out. Create posters and social media messages to share with your friends! If you are on social media, be sure to tag us @RichmondHillFoodbank and use our hashtag #VisionForChange.

Please connect with us prior to using our name or logo so we can provide you with accurate content.

STEP 4 | DROP OFF FOOD

Call to organize a delivery time: 905-508-4761. Food can be dropped off at The Food Bank: **55 Newkirk Road, Richmond Hill, L4C 3G4**; Mon. to Fri.; from 8:30 a.m. - 1:00 p.m. Please check that donated items are within their best-before dates and store them safely until delivery or pick-up.



04.26

Support Your Community Through a School Food Drive

Turn your ideas into action. Rally your classmates, get creative, and help make a difference in your community.

TIP 1 | SET A GOAL

- Set a target (e.g., “collect 500 items” or “feed 50 families”)
- Track your success:
 - Track progress with a thermometer chart or scoreboard
 - Celebrate milestones along the way

TIP 2 | PROMOTE YOUR FOOD DRIVE

Food drives can be easily incorporated into the curriculum’s existing events and activities.

- Encourage your principal to announce the food drive at a school assembly
- Display the posters in all common areas
 - Promotional materials help build awareness and participation. Create a contest to design posters and flyers – this is a great way to tap into student creativity and generate excitement about the event.
- Encourage competition between grades, clubs, or sports teams and offer prizes for the group that raises the most.

TIP 3 | WAYS TO SPREAD THE WORD

- Announcements (morning announcements, assemblies)
- Social media posts (tag the food bank if applicable)
- Classroom reminders
- Posters and flyers
- Email newsletters to parents

TIP 4 | CREATIVE IDEAS TO MAKE IT FUN

- Choose a theme (e.g., “Cereal Drive” or a specific food category)
- Organize friendly competitions between grades, clubs, or teams
- Offer small prizes or recognition for top contributors
- Host themed days or events to encourage participation
- Build a food pyramid or creative display using donated items

Get creative — the more fun it is, the more people will want to get involved



QUICK START CHECKLIST



- ❑ Choose your dates; Drives typically run for 2-3 weeks
- ❑ Set a goal (e.g., number of items or dollars)
- ❑ Get approval from a teacher or school admin
- ❑ Decide how you’ll collect donations
- ❑ Get in touch with Richmond Hill Community Food Bank to share details about your drive and supply a donation bin.
- ❑ Promote your drive

