Coordinator Food & Fund Drive Tool Kit
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The Reality of Hunger

Hunger effects the body physically and mentally. Hunger...

- Delays development on the cognitive, social and emotional level. This includes reading, language, attention, memory and problem-solving capabilities.
- Shrinks the heart. Literally. So it has to work harder to pump blood— which your body can't make enough of.” Additional problems in the bones and organs can also occur.
- Most importantly, these conditions may be irreversible over time.

Hunger does not only effect those in third world countries, but also right here in the Garden Isle.

- 8,830 people suffer with hunger on Kauai.
- In 2013, more than one in five children on Kauai, (over 3,400 total) experienced times when they did not get enough food or adequate nutrition.
- These keiki not only experience hunger, they are far more likely to eat unhealthy food because their parents feel compelled to choose the cheapest options.
- Across America, seniors are increasingly likely to be isolated and unsure of where to go for help. One in six seniors now face the threat of hunger. These problems are exacerbated in rural areas like Kauai, where the population of seniors is growing at a significantly higher rate than the total population. According to the latest census figures, one in four people on Kauai are age 60 or older, totaling more than 16,000 people in 2014.

As a closely knit community on Kauai, we can address the issue of hunger together. You can be part of this effort to aid those struggling with hunger by participating in our food and fund drive.

WHAT IS A FOOD AND FUND DRIVE?

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A food and fund drive is an event that allows Kauai Independent Food Bank (KIFB) and the community to partner together to fight hunger. It is a local effort, by individuals and many different organizations and groups, such as churches, humanitarian groups, businesses, schools, scout units, military units, or any group of people willing to make a positive impact. Donations of food and money are collected by KIFB and used to purchase quality food for those in need as well as fund our programs, which serve our keiki and kupuna.

Support KIFB by holding a food and fund drive at school, work, your place of worship or at any another location. Information to help you successfully plan a food and fund drive is enclosed in this packet and also available at kauaifoodbank.org.

HOW THE KAUA’I INDEPENDENT FOOD BANK WORKS

THE DONORS
Growers, Distributors, Retailers, Wholesalers, Farmers, Individuals

KAUAI INDEPENDENT FOOD BANK
Distributes donated food to partner agencies and programs, and direct service programs

PARTNER AGENCIES
Food Pantries, Soup Kitchens
Emergency Shelters
Social Services, Youth Programs

PARTNER PROGRAMS
Keiki Café
Backpack

DIRECT SERVICE PROGRAMS
Kupuna (Senior)
Uluwehi Emergency Food

THE CLIENTS
Children, Families, Elderly, Homeless, Veterans, Disaster Victims
Food Drive Donation Tracking Sheet

To insure you get proper credit for your food drive, please attach a copy of this sheet to all donations. If donating food, complete top portion ONLY and attach a sheet to every box or bag. If making a monetary donation, please list all individual donations on a completed copy of this sheet and put in an envelope. Checks should be made payable to Kauai Independent Food Bank, Inc.

IF RECEIPTS ARE WANTED, check the box beside donor’s full name and complete address and KIFB will mail receipts directly to the donors.

Company: __________________________________________________________________________________________

Address: _________________________________________ City: ________________________Zip: _______________

Coordinator Name: ____________________________________ Title: _____________________________________

Phone number: ______________________________________ Fax: _________________________________________

E-mail: _____________________________________________________________________________________________

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Save a copy of this completed form for your records.

Thank you very much for helping the Kauai Independent Food Bank feed the hungry on Kauai!
How to Plan A Successful Food Drive

GET SUPPORT
- Get approval of your organization’s participation in the Food Drive with your President, CEO, etc.
- If your organization includes multiple locations, designate a Food Drive Coordinator at each location. Create a schedule for frequent communication among coordinators.

CREATE A BASIC OUTLINE FOR YOUR DRIVE
- Decide if you will collect food, raise money, or both.
- Determine the start and end dates for your food drive.
- Designate collection and storage areas for the donations.
- Establish an overall goal for your organization and/or an individual goal for each employee. For example: *50 pounds of food, $50 per person, or 100% participation.*
- Find sturdy boxes for storing foods and other basic materials.
- Schedule a pick up in advance.

GENERATE ENTHUSIASM AND PARTICIPATION
- Raise awareness and increase participation by using creative flyers, e-mails, newsletters to advertise FD throughout your organization.
- Create added incentives to make it fun such as:
  *Department competitions with awards or prizes.*
  *In-House Prize Drawings with entries accepted for every food item or $1.00, $5.00, etc.*
  *Use Progress Charts and Thermometer Displays for monitoring.*

SECURE COLLECTIONS AND DROP-OFF ARRANGEMENTS
- For tax deductions for cash and check donations of $249 or less, a cancelled check will satisfy IRS documentation.
- For tax deductions for cash and check donations over $250, a receipt must be requested from the Kauai Independent Food Bank and full names and addresses must be provided to satisfy IRS documentation.
- Fill out a “Food Drive Donation Tracking Sheet” and affix this sheet on every box of food or envelope of money turned into the KIFB. This is VERY IMPORTANT to ensure you get proper credit for your donations.
- Call 246-3809 ext. 4 to schedule a pick up if needed and please collect food in BOXES that facilitates easy pickups.
- Call the Kauai Independent Food Bank at 246-3809 ext. 4 if you have further questions. We will do our best to help you with the materials and guidance you'll need to achieve your goals.
Helpful Ways to Make Your Food Drive Fun!

Your organization may consider providing added incentives to increase participation. A few suggestions that have worked in the past:

**Internal Contests**
Create friendly competitions between the different departments and/or locations within your organization to increase participation.

**Pounds of Protein Competition**
Have a competition to see what department can bring in the most pounds of protein-packed food. The winner can have an ice cream party, pizza party or donut party.

**Can Display**
Create a colorful display of canned goods (in the shape of pyramids, Spring blossoming trees, etc.) and when anyone donates $5.00 or more, write their names on the cans and display around the store or office.

**Percentage of Sales**
Designate an amount from your company’s sales for a certain period of time that will be donated to the KIFB.

**Employee Bake Sale**
Offer employees a chance to share their baking talents and raise funds for the KIFB.

**Construction Display**
Have a competition with teams competing to create sculptures out of canned goods.

**In-House Prize Drawings**
Make a donation and enter your name in a drawing to win fun prizes. No limit to number of entries per person, 1 entry slip accepted for every food item or every $1.00, $5.00, etc.
## Most Needed Food Items

### RICE & GRAINS
- Quinoa & Brown Rice
- HINODE Rice

### PASTA & PASTA SAUCE
- Pasta
- Spaghetti Sauce

### PROTEIN
- Chicken
- Beans

### SOUPS & STEWS
- Canned Soups
- Stews

### VEGETABLES & FRUITS
- Canned Vegetables
- Fruits

### SEED/NUT BUTTER & TAHINI
- Peanut Butter
- Tahini

### POWDERED OR SHELF-STABLE MILK
- Powdered Milk

### HOT & COLD CEREAL
- Cereal
Island Wide
Spring Healthy Food & Fund Drive
February 15-April 30

PLEASE SUPPORT
KAUAI’S OWN
LOCAL FOOD BANK
HELP FEED KAUAI'S KEIKI TO KUPUNA
Mail completed forms to:
Kauai Independent Food Bank
3285 Wa'apa Road
Lihue, HI  96766
Or fax to: (808) 246-4737

For more information on volunteering, please contact:
Kelvin Moniz, Executive Director at (808) 246-3809 ext. 1, or
by email at kmoniz@kauaifoodbank.org

Mail completed forms to:
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