**How To Host A Food Drive**

**The Denver Indian Center's food bank served over 12,000 people last year. We are open Friday 10am-4pm or until food runs out. This service is open to anyone in need who meets our income guidelines. Your efforts to organize and conduct a food drive will provide nutritious, high-quality food for your neighbors in need!**

**​The following step-by-step instructions will tell you everything you need to know about hosting a successful food drive. We have also included links to download posters, a food wish list, and other support materials.**

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**Step 1: DESIGNATE A COORDINATOR**

This person (very possibly you!) will be responsible for communication with the Food Bank of South Jersey, promoting the food drive, and coordinating the actual collection. You may want to have several people act as a committee, but there should only be one person in contact with us.

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**STEP 2: ASK FOR SUPPORT**

Make sure your school, church, office, or organization top management has endorsed your food drive and will do everything they can to help you organize, promote, and run it.

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**STEP 3: PLAN YOUR COLLECTION & CHOOSE YOUR DATES**

Holidays are typically the time when most people lend a hand, but food drives can be conducted any time of year. Hunger doesn't take a holiday! The perfect time to start a drive is NOW.

Select a start date that gives you plenty of time for planning and organization. Choose a high traffic area for your collection containers. Set a goal for how much food you want to collect!

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**STEP 4: REGISTER YOUR FOOD DRIVE**

Call the Denver Indian Center, Inc. at 303-936-2688 or email <mailto:jake@denverindiancenter.org>

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**STEP 5: SPREAD THE WORD!**

Promote your food drive by hanging posters, distributing flyers, and making announcements at meetings. Put notices in your local newsletter, bulletin, or other publications.

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Put collection boxes out early, and decorate containers to draw attention to them.

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Include your goal in all your publicity material. Spreading the word is essential to your food drive’s success.

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**STEP 6: COLLECT THE FOOD & DELIVER**

As food donations come in, check your collection areas for overflow and box items as you go. Continue promoting your food drive throughout the collection period, but remember to make a plan to drop off!

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If you drop off the food yourself, you save us time, money, and resources. We are located at 4407 Morrison Rd. Denver, CO 80219, Mon-Fri between 8:30 am and 3:00 pm. ***Appointment is necessary.***

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If you collected your food in our bins, call for a pickup when the bins are almost full, but before they’re overflowing. Pick-up requests should be made as far in advance as possible, as it may take up to two weeks after your drive ends to to pick up items. To coordinate drop-offs or pick-ups please call us at (303)-936-2688 or email <mailto:jake@denverindiancenter.org>

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**THANK YOU FOR FIGHTING HUNGER!**