



10 Davids Drive
Hauppauge NY, 11788
631-582-FOOD (3663)
www.licares.org

How To Set Up A Successful Food Drive

Plan Ahead!

- Get management approval and support!
 - Gather ideas from the entire office!
- Determine start and finish dates (See Delivery Schedule!)
 - Set poundage goals (Beat Last Year)!

Register Your Food Drive!

- Contact name & telephone (two if possible).
 - Accurate physical and mailing addresses.
- Barrel requests (if needed) and donation envelopes.

Be Creative!

- Make banners, posters, flyers, buttons or pins.
- Place food collection containers in PLAIN SIGHT!
- Have a theme or event to keep it interesting!
 - Use raffles & department challenges!
- Post a giant thermometer and watch the pounds go up!

When It's Over!

- Make sure all the food is collected!
 - Bring the food to the Long Island Cares!
- Volunteer to repack at the Long Island Cares warehouse!
- Print the poundage and money totals in your company newsletter!
 - Display Long Island Cares thank you letter!

For more information, please contact 631-582-3663