



AIDS Services Foundation Orange County

How to Conduct A Food and Fund Drive

Thank you for coordinating a food and fund drive to feed people in Orange County who are infected and affected by HIV/AIDS. We truly appreciate individuals and groups such as yours who volunteer their time and talents to help improve the lives of others.

Organizing a food drive can be fun and exciting. The best way to ensure a smooth effort is to spend time planning the drive. This packet contains information you will need to organize a successful food drive. Please keep in mind that we are always here to help answer any questions that may arise and to brainstorm with you some creative ways to ensure a very successful drive. You can call Marc Marger at ASF at 949.809.5770 if you have questions.

Here are some helpful tips to help your plan and organize your drive:

Decide what type of food drive you want to sponsor or try both approaches described below and maximize your efforts.

- Storefront food drive. This type of food drive can be done with as few as 8-10 volunteers. Your volunteers solicit donations at a local grocery store in your area. The results from this type of drive can be very successful and raise \$1,000 - \$2,000 worth of food in a single day!
- On-site food drive. Conduct a food drive at your local office or meeting place.

Getting Started

- Organize a leadership team to help you plan your strategy and conduct the drive. Schedule a tour of the ASF Pantry for your team so they can see first hand how their efforts will help.
- Decide if you will raise food, money or both.
- Set a goal. Decide how many pounds you want to collect. How many potential contributors do you have? How much can you reasonably expect to collect?
- Determine the length of the drive: one day, subsequent weeks, monthly, etc. For on-site drives, we recommend two to three weeks.

Advance Preparation

- Contact Marc Marger, Director of Support Services, to discuss your drive. (949.809.5770)
- Contact the manager of your local grocery market to discuss the possibility of doing a "store front" food drive.
- Set dates: Consider what time of year you want to hold your drive. When setting the date(s) allow plenty of time to prepare and get the word out, and also to coordinate with our staff.
- Develop a Collection System: Determine how and where food will be collected.
- You can use boxes, barrels or bins. Small to medium-size boxes (copy paper boxes or smaller) work well for food drives. They aren't too heavy when full and they are easier to transport after your food drive is completed. Place the boxes in convenient and visible areas. Arrange to store them during the drive.

Publicity

The success of your drive will depend on how well you get the word out. Here are some tips to make it easier.

- Come up with a fun slogan and theme for your drive: "Gifts From the Heart," "Feed the Need," or plant a "garden" with canned vegetables.
- Develop appropriate materials: Design a bulletin flier for on-site drives. Design a flier to distribute at store front drives. Posters, banners, articles for your newsletter, memos, phone messages, e-mails, public service announcements and press releases all support your efforts.
- Distribute a fact about HIV/AIDS or hunger for each day of the drive. ASF has fact sheets available upon request.
- Make sure to include the following information in your publicity materials: Theme of the Food Drive, Dates of the drive, Location of collection sites, Types of food needed (see attached list), Name and brief description of AIDS Services Foundation.
- Sponsor competitions between teams, classes or departments or plan a special event to encourage giving.
- Kick off your drive with opening day festivities. Be wacky, informational or inspirational. Structure the event around your Food Drive theme. You may want to arrange a Hunger Awareness Day at the start of or during your drive.

During Your Food Drive

- Update participants on the amount of food and funds you've collected through a sign in a high traffic area, announcements in meetings and newsletters, or e-mail. Create a giant thermometer or can to measure progress toward your goal. Place the thermometer or can in a highly visible location.
- Send out creative messages to keep people excited about reaching the goals.
- If you are delivering the food to the ASF Pantry, coordinate volunteers to pack food properly at the end of the drive, load and transport it to ASF. Whenever possible sorting food before delivering it to the ASF Pantry is recommended.

When The Drive Is Over

- When possible plan to bring your group to the ASF Pantry to help stock shelves with the food you collect.
- Send the Food and Fund Drive Report Form with your contact information.
- Call Marc Marger, Director of Support Services, to schedule delivery or pick-up of your donated food. (949.809.5770)
- Share drive results with all participants. Send thank-you letters.
- AIDS Services Foundation will send you a letter listing the total amount of food and money raised during your event.
- Keep notes for your next drive.

Creating Energy and Excitement For Your Food and Fund Drives

- Foster competition
- Pit classroom against classroom, team against team. Friendly competition adds energy to a drive and helps people remember to donate.
- Offer rewards to top donors (for example: pizza parties, gift certificates donated by local businesses, a front-row parking space for a month).
- Encourage cash donations. A dollar goes a long way to bring food to people in need. Through our buying power ASF is able to purchase food valued at over \$2.00 for every dollar donated.

Why Both Food And Funds Matter

Food drives help provide life sustaining support to people in our community. Food donations also provide a direct connection between donors and people who are hungry.

ASF is able to purchase \$52.00 worth of groceries and fresh produce, for only \$25. We accomplish this by:

1. Purchasing in bulk;
2. Purchasing from wholesale distributors;
3. Receiving donated food items from local merchants;
4. Purchasing from regional food banks that are only available to organizations in the nonprofit section that have staff certified for the process.



AIDS Services Foundation Orange County

Food and Fund Drive Report Form

Organization Name: _____

Contact Name: _____

Street: _____

City/State/Zip: _____

Phone: _____ E-mail: _____

Did you collect food? Yes _____ No _____

 If yes, how many grocery bags/boxes? _____

Did you collect money too? Yes _____ No _____

 If yes, please note:

 Cash (coin & bills): \$ _____

 Check/Credit card: \$ _____

 Total \$ _____

Please submit this form to:
Marc Marger, Director of Support Services
AIDS Services Foundation
17982 Sky Park Circle, Suite J, Irvine, CA 92614
Phone 949.809.5770
Fax 949.809.5779
mmarger@ocasf.org



AIDS Services Foundation Orange County

Pantry Fact Sheet

The ASF Food Pantry has been in operation since the agency was founded in 1985. It provides free groceries, vitamins & nutritional supplements to clients who meet low income and HIV disability criteria. In our 2008-2009 fiscal year, we provided over 5,000 food orders to approximately 575 unduplicated clients.

ASF's clients are increasingly diverse, but a common factor is poverty. The pantry's goals are: 1) to prevent hunger and the suffering it causes; 2) to provide a reliable source of nutritionally rich foods that promote wellness, in the belief that aggressive nutritional care is critically important, even in early HIV infection; 3) to serve as a gateway to other support services that promote autonomy and self-care, and prevent the spread of HIV. In a recent survey, over twenty percent of our pantry clients told us that their pantry is their only source of food.

Low-income clients can receive up to 24 orders of groceries per year. Clients choose from a shopping list that includes fresh produce and easy-to-prepare highly nutritious foods. Approximately 50 volunteers donate over 5,800 hours annually to the program preparing orders and making deliveries to homebound clients. Clients also have access to information about healthier eating habits, and proper food handling and preparation.

The Nutrition Services Program also provides clients with nutritional supplements. When clients become very ill, they may be unable to tolerate their medications. However, many people have found they can tolerate the medications when taken with a nutritional supplement. Other clients have on-going difficulty maintaining their weight. This is a condition experienced by people living with HIV/AIDS called wasting, where individuals get thinner and thinner, losing muscle tissue at a dangerous rate. Sometimes the only way they can maintain their weight is to consume 2-4 cans of nutritional supplements per day along with their food.

We are calling on community and religious organizations, social groups, local businesses and schools to help bridge the gap enabling men, women, children and families in Orange County affected and infected by HIV/AIDS to continue to have a sound source of nutrition. You can help by making a financial donation to the ASF Food Pantry or conducting a Food Drive to help keep the shelves stocked.

Here is a sample list of items we stock: Peanut Butter (18 oz.), Beef Stew (19 oz.), Canned Ravioli (15 oz.), Chili (15 oz.), Tuna in Water (6 oz.), Fruit Cocktail (15 oz.), Canned Peaches, Pears (15 oz.), Pasta Sauce (26 oz.), Canned Corn (15 oz.), Canned Green Beans (15 oz.), Chicken Noodle Soup (10.75 oz.), Mushroom Soup (10.75 oz.).

ASF is able to purchase over \$50.00 worth of groceries and fresh produce, for only \$25. We accomplish this by: 1) Purchasing in bulk; 2) Purchasing from wholesale distributors; 3) Receiving donated food items from local merchants; 4) Purchasing from regional food banks that are only available to organizations in the nonprofit section that have staff certified for the process. We can purchase Ensure Plus for less than half of grocery store prices.

A financial gift of:

- \$50.00 provides forty-four client meals.
- \$100.00 supplies a medically fragile client with Nutritional Supplements for one month.
- \$1,000.00 fills pantry orders for a client for one year.

The mission of AIDS Services Foundation is to prevent the spread of HIV and improve the lives of men, women and children affected by HIV/AIDS in Orange County. Since 1985 ASF has grown from a grassroots organization with a staff of two, into the largest and most comprehensive nonprofit HIV/AIDS service agency in Orange County. Over 500 volunteers donate more than 16,000 hours a year – the equivalent of 8 full-time employees. These diverse individuals include people living with HIV/AIDS who further enhance ASF's ability to serve its clients.

ASF services are available in English and Spanish at no charge to anyone living with HIV/AIDS in Orange County. Our expert and caring staff, augmented by hundreds of volunteers, have worked with each individual to provide services that relieve suffering, improve quality of life, increase self-sufficiency, promote well being, and prevent the spread of HIV/AIDS.

Our work is supported by several organizations, social groups and religious congregations who conduct food drives in support of the ASF Pantry.

Please contact Marc Marger, Director of Support Services at 949.809.5770 if you can participate in a food drive so I can supply you with a complete list of items needed for the pantry. I also have a flier that can be adapted for your local group or business. If you are unable to participate at this time, there is an on-going need for food drives throughout the year. Some organizations take up a weekly collection and others conduct monthly or quarterly food drives.

Can we count on you to join us in our fight against HIV/AIDS?



For additional information on conducting a Food Drive, making a financial contribution to the ASF Food Pantry or becoming a Pantry Volunteer, please contact:

Marc Marger, Director of Support Services

17982 Sky Park Circle • Suite J • Irvine, CA 92614 • 949.809.5770 • mmarger@ocasf.org

www.ocasf.org

ASF is a 501(c) (3) tax-exempt nonprofit organization, Federal Tax ID # 33-0126481

List of ASF Pantry Items

Chicken Broth	14 oz*	Chiles (jalapeños)	32 oz
Chicken Noodle Soup	10 oz	Green Beans	15 oz
Chicken Bouillon Cubes	3.5 oz	Corn	15 oz
Mushroom Soup	10 oz	Mixed Vegetables	15 oz
Tomato Soup	10 oz	Refried Beans	16 oz
Vegetable Soup	10 oz	Peas	15 oz
Clam Chowder	14 oz	Tomatoes	15 oz
Macaroni & Cheese	7.25 oz	Fruit Cocktail	15 oz
Rice	1 lb	Peaches	15 oz
Spaghetti	1 lb	Apple Sauce	15 oz
Dry Pinto Beans	1 lb	Pineapple	20 oz
Tuna in Water	6 oz	Pears	15 oz
Canned Ravioli	15 oz	Apricot Halves	15 oz
Beef Stew	15 oz	Apple Juice	64 oz
Chili with beans	15 oz	Orange Juice	64 oz
Pork and Beans	16 oz	Cranberry Juice	64 oz
Canned Luncheon Meat	15 oz	Grape Juice	64 oz
Corn Flakes	18 oz	Peanut butter	18 oz
Rice Krispies	18 oz	Jam	18 oz
Raisin Bran	20 oz	Enchilada Sauce	28 oz
Oatmeal	18 oz	Pasta Sauce	26 oz
Sugar	1 lb	BBQ Sauce	18 oz
Evaporated Milk	12 oz	Ketchup	14 oz
Cake Mix	18oz	Mustard	16 oz
Pancake Mix	32 oz	Mayo	16 oz
Jell-O Mix	3 oz	Pancake Syrup	16 oz
Microwave Popcorn	1 box	Tomato Sauce	8 oz
Snack Bars	1 box	Soy Milk	32 oz
Black Beans	15 oz	Hot Chocolate Packets	1 box
Carrots	15 oz	Regular/Green Tea Bags	1 box

**These are approximate sizes which may vary depending on product brand.*

To ensure food safety, the ASF Pantry cannot use:

- Expired rusty or unlabeled cans
- perishable items
- homemade items
- noncommercial canned or packaged items
- alcoholic beverages, mixes or soda
- open or used items

PLEASE NOTE: If you donate glass products, please box or bag them separately and label the box or bag "GLASS" on all sides.

