



**Desert Mission**

FOOD BANK

***Food Drive***  
***Information Packet***

**“I am only one, but I  
am one. I cannot do  
everything, but I can  
do something. And  
I will not let what I  
cannot do interfere  
with what I can do.”**

*~Edward Everett Hale*

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# Welcome

Thank you for your interest in hosting a drive for Desert Mission Food Bank!

Desert Mission Food Bank offers help to the hungry and those in need of nutritional support. Food Bank services and programs assist our most vulnerable neighbors.

Our mission is to provide emergency food assistance in a dignified and respectful manner to all individuals and families within our community.

This book contains resources to help you plan your food drive as well as information about Desert Mission and statistics about hunger in Arizona.

We appreciate your partnership in this critical work!

## **Location and Contact Information**

### **Desert Mission Food Bank**

9229 N. Fourth St.  
Phoenix, AZ 85020

**602-870-6062**

**JCL.com/foodbank**

### **Hours of Operation**

8:30 a.m. to 4:30 p.m. Mondays, Tuesdays & Thursdays

8:30 a.m. to 5:30 p.m. Wednesdays

8:30 a.m. to 2 p.m. Fridays

Donations can be dropped off in the loading zone at the back of the Food Bank warehouse just north of the building.



4th Street Market at Desert Mission Food Bank

## **Contacts**

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Manager, Development  
John C. Lincoln Health Foundation  
and Desert Mission Programs  
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Contact Mallory with questions relating to funding, food drive planning and volunteer/corporate engagement.

### **Marcelle Friendt**

Director, Donor Services  
John C. Lincoln Health Foundation  
**(P) 602-331-7853**  
**marcelle.friendt@JCL.com**

Contact Marcelle with questions relating to monetary and in-kind donations reporting and receipts.

### **Jaynette Espinola**

Manager, Food Bank Warehouse  
Desert Mission Programs  
**(P) 602-870-6062, ext. 1235**  
**jaynette.espinola@JCL.com**

Contact Jaynette with questions relating to donation pick-up and drop-off logistics.



# Hunger Statistics for Arizona

- ▶ Currently **1 in 4 children** and 1 in 5 adults in Arizona live in poverty.
- ▶ **1 in 6 Arizonans** are food insecure, meaning they do not know where their next meal will come from.
- ▶ Nearly **2 million Arizonans** are considered working poor, living at or below 100 percent of the Federal Poverty Level (FPL). This equates to an annual household income of \$22,350 or less for a family of four.
- ▶ Food insufficiency in Arizona is a direct result of an inadequate living wage:
  - ▶ **74 percent** of emergency food clients live at or below 100% of poverty level.
- ▶ **43 percent** of clients were forced to choose between paying for food or paying for shelter.



A full-time demonstration chef at the Food Bank helps families make nutritional meals and provides recipes to clients.

# About Desert Mission

Desert Mission was founded in 1927 to meet the physical and social needs of new community members who had moved here to cure their tuberculosis, asthma and other respiratory illnesses and who were without means for care.

For more than 80 years, Desert Mission has grown and continued its legacy of caring by providing a true safety net of services to our under-resourced neighbors through its programs: Food Bank, Community Health Center, Children's Dental Clinic, Neighborhood Renewal, Lincoln Learning Center, Marley House Behavioral Health Clinic and Adult Day Health Care.

Together, these programs help clients access the resources they need to be successful and reach their optimum level of health on the path toward self-sufficiency.

Desert Mission's primary service area encompasses 17 ZIP Codes, 150 square miles and a population of more than 500,000 in Phoenix.

At our Food Bank, clients can seek emergency food services and also utilize our food security programs, which include shopping for discounted frozen foods, pantry staples and fresh produce in the 4th Street Market.

In the past three years, we have seen a 55 percent increase in food needs. In 2011, 30,000 unique individuals used the services of the Food Bank. Because clients can visit and receive services multiple times, last year we had more than 110,000 visits to the Food Bank.

In an average year, Desert Mission Food Bank provides the following:

- ▶ **2.2 million pounds of food** to the community, including more than 739,072 pounds of fresh, seasonal produce.
- ▶ **40,752 emergency food boxes**, which contain three days' worth of food for a family of four. That is equivalent to giving out a meal every 2.5 minutes around the clock.
- ▶ **40,352 Snack Pacs** to ensure children at risk of going hungry over the weekend have access to nutritious and kid-friendly food.
- ▶ **8,000 meat and pantry bargain baskets**, bought with the Food Bank's purchasing power to help clients stretch their food budgets.

In the 4th Street Market, volunteers share nutrition information about the food we eat. ▶







# Top 5 Most Needed Food Drive Items

These staples are most needed at the Food Bank:

- ▶ **Canned Vegetables/Fruit**
- ▶ **Canned Soups/Stews**
- ▶ **Pasta/Rice**
- ▶ **Peanut Butter**
- ▶ **Canned Tuna/Meat**

No glass, please.

## Snack Pacs

Each Friday, emergency food is distributed at area schools to children identified as at risk for going hungry over the weekend. These are the menu items for Snack Pacs:

- ▶ **Canned Fruit or Applesauce (low sugar)**
- ▶ **Canned Soup and Ramen Noodles**
- ▶ **Small Crackers**
- ▶ **Canned Fish, Chicken or Vienna Sausage**
- ▶ **Cereal (individual packages)**
- ▶ **Granola Bars**
- ▶ **Juice (small plastic bottles, low sugar)**
- ▶ **Seasonal Fresh Fruit**

◀ Snack Pacs are instrumental in making sure a child doesn't go hungry over the weekend.

# Food Drive Ideas for your Team

When setting up food drives, we ask groups a few key questions:

- ▶ **How long will the drive be?**
- ▶ **How many people or different groups will be participating?**
- ▶ **Will the drive take place at one location or in multiple locations?**

The next step is to come up with ideas for the food drive. Here are examples of strategies that have proven successful:

**The Competition:** No matter what other strategies you use, a competition always is a motivator for colleagues to get involved. Small incentives never hurt, but often the bragging rights alone are enough.

**Daily/Weekly Themes:** Review the most needed items list and see how you can incorporate certain essentials into a daily or weekly theme, such as Tuna Tuesdays or Protein Week.

A visible calendar will help people identify what the needs are and will remind them what they need to bring on each day of drive. For example:

- ▶ **Week 1 Protein: Peanut Butter**
- ▶ **Week 2 Protein: Tuna**
- ▶ **Week 3 Protein: Beans**
- ▶ **Week 4 Protein: Canned Chili**

**A Can A Day:** If you have a lot of employees and are hosting a longer drive, the “one can a day” concept is an easy one for employees to remember.

**Bulk Drive:** This works really well for smaller groups or groups doing a drive lasting less than two weeks. Instead of having people donate a can here or there, they are encouraged to visit their local wholesale store and purchase an item from the most needed list in bulk. For example, warehouse stores sell a 12 or 24 case of canned tuna.

**Fill the Bank/Backpack:** Using a large piggy bank or a few of our Snack Pac Backpacks, encourage your team members to fill it with cash donations, from quarters to large bills. This is a great competition strategy among different, smaller teams who are interested in doing a fund drive.

One in four children will go to bed hungry tonight. ▶





## Materials and Resources

Whether this is your organization's first drive or 50th, these tools can help you reach your food drive goal. Desert Mission Food Bank has gathered commonly utilized materials and resources that have supported other groups in the past, and we encourage you to take advantage of what they can offer!

Please check any that you think will be of interest to you:

### **Tour of Desert Mission, specifically the Food Bank (30 minutes to 1 hour)**

- ▶ We encourage you, as the captain, to see our programs in action so that you can share firsthand with your team about how their efforts will impact the community.
- ▶ Invite other important or interested team members to take a tour as well so they can experience how they are helping change a life.
- ▶ This also can include a presentation to your team at an off-site location.

### **Food Drive Strategy Session with Development/Food Bank Staff (1 hour)**

- ▶ If this is your first drive or you want to make it even bigger and better than last year, we suggest a planning session to help flesh out ideas and walk through the food drive worksheet together.

### **Co-branded Food Drive Fliers and Posters**

- ▶ Desert Mission has fliers that can be customized to include our logo, your specific drive information (dates, team leaders, themes, etc.) and your corporate/organization logo.
- ▶ This piece also can be used to share externally with your vendors and posted to your website to demonstrate your organization's commitment to the community.

### **Collection Materials**

- ▶ We can supply either boxes or bins for your drive to collect the donations.
- ▶ Boxes hold about 100 pounds of food and are the size of a typical plastic trash barrel.
- ▶ Bins hold about 1,200 pounds of food and look like a large cardboard box. Those requesting bins should plan on scheduling a site visit of their location to help the Food Bank with logistics for drop off and pick up of donations.
- ▶ You also are welcome to create and use your own collection materials for your drive.

### **Top 5 Needed Items Adhesive**

- ▶ These can be affixed to the collection materials so people are reminded of what is to be collected and so boxes are not mistaken for trash receptacles.

### **In-kind/Monetary Donation Forms**

- ▶ Some people, especially those who make a sizable monetary or food donation, may want a receipt for tax purposes.
- ▶ Our carbon copy form allows the employee to indicate his or her name, contact information and the gift on the spot and leave with a tax receipt.
- ▶ One copy should be saved and returned to Desert Mission at the end of the drive for our records.



# My Food Drive Information Worksheet

Please choose one. My organization will hold a:  **Food Drive**  **Fund Drive**  **Food and Fund Drive**

## Organization Information:

Name: \_\_\_\_\_ # of employees \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Food Drive Captain: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Alternate Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

## Food Drive Information:

Dates of Drive: \_\_\_\_\_ through \_\_\_\_\_

*(Please note, we ask all food drives be held for at least two weeks in order to maximum time and resources of all participants.)*

My organization will need:

_____ Co-branded fliers/posters	_____ Weekly donation reports
_____ <input type="checkbox"/> Bins <input type="checkbox"/> Boxes (check one)	_____ Online donation options (fund drives only)
_____ In-kind/monetary donation forms	_____ Top 5 Needed Items Adhesive

## Engagement Strategies (we suggest one for each week that you host the drive):

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

**My organization's goal is to raise \_\_\_\_\_ pounds of food!**

**Form continues on reverse side. ►**

**Please choose one:**

My organization will pick up supplies from the Food Bank on \_\_\_\_\_.

My organization requests delivery of supplies (3 sites max.). Desert Mission will deliver on \_\_\_\_\_.

Delivery Address 1: \_\_\_\_\_

Site Contact Name and Number: \_\_\_\_\_

Delivery Address 2: \_\_\_\_\_

Site Contact Name and Number: \_\_\_\_\_

Delivery Address 3: \_\_\_\_\_

Site Contact Name and Number: \_\_\_\_\_

**Please choose one:**

My organization will deliver the collected food to the Food Bank on \_\_\_\_\_.

My organization requests pickup of collected food (3 sites max). Desert Mission will pick up on \_\_\_\_\_.

Delivery Address 1: \_\_\_\_\_

Site Contact Name and Number: \_\_\_\_\_

Delivery Address 2: \_\_\_\_\_

Site Contact Name and Number: \_\_\_\_\_

Delivery Address 3: \_\_\_\_\_

Site Contact Name and Number: \_\_\_\_\_

Please feel free to contact us if you have any questions or would like to make changes to your food drive logistics. We encourage you to keep a copy of this worksheet for your records.

\_\_\_\_\_

Food Drive Captain Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Desert Mission Representative Signature

\_\_\_\_\_

Date

**Thank you so much for holding this drive to benefit those served by Desert Mission Food Bank. We greatly appreciate your support.**

