

NEIGHBOURHOOD FOOD DRIVE

DETAILED INSTRUCTIONS FOR A NEIGHBOURHOOD FOOD DRIVE

Here are the steps to make it happen.

1. Register to participate in a Neighbourhood Food Drive.

- a. You can do this in person (after any church service from **April 21 to May 19**) or online at compasspointbc.com/food-drive
- b. You may have done this already, but if not, you'll need:
 1. Basic contact info
 2. The streets you are planning to include in your drive
 3. The number of bags you want in increments of 10.
NOTE: An adult can drop off 50 bags/hr. in a neighbourhood of detached homes.
- c. Questions about registering? Contact Margaret at margaret.sayers@icloud.com

2. Pick up your supplies at the church.

- a. Get these in the church lobby any Sunday after service starting **April 21 (thru May 19)**

NOTE: If these times don't work, you can come into the church office Mon-Thurs 9:00 am-4:00 pm, in the same time frame.

- b. Supplies will be bundled in packages of 10. Pick up as many bundles as you like. Each bundle will include:
 - c. 10 Paper bags with a sheet attached with suggested items to donate
 - d. 10 generic fill-in-the-blank letters
 - e. A copy of this instruction sheet
 - f. 5 Thank You cards.

3. Prepare the letters to attach to the bags.

- a. **For a Small Food Drive:** (less than 50 homes) Use the pre-printed letters in your bundle, with blanks left for you to fill in. You'll need to fill in the date that you will pick up food on people's porches. Include your name, address, and contact info for those who have questions.

Here is an example →

NEIGHBOURHOOD FOOD DRIVE

Dear Friends and Neighbours,
If you've been to a grocery store recently you know exactly why more and more families are struggling to put food on the table. Are you able to help?

Will you help re-stock the bare shelves at our local food bank?
If you CAN'T help...
We get it. Many of us just don't have the financial capacity right now. No worries.
BUT if you CAN help, there are two options...

OPTION ONE
Give Food
STEP 1 Fill this bag with non-perishable foods/supplies
While we appreciate all donations, we have compiled a list of the items and sizes that are most needed. Please see list of suggested items on the back of this sheet.
STEP 2 Put the filled bag on your porch by
on _____ (Time) _____ (Date)
STEP 3 We'll pick it up shortly after that & take it to our local Food Bank.

OPTION TWO
Give Money
If you'd like to help, but can't fill a bag, consider making a financial donation.
Please send cheques to:
The Food Market, 1500 Xenia Rd, Burlington ON, L7R 3A7
Make cheques out to Compass Point Bible Church, indicating "Food Insecurity" on memo line.
Or give online at:
www.compasspointbc.com and direct your gift to "Food Insecurity"

We welcome you to contact us if you have any questions, concerns, or comments.

Sincerely, insert your family/team names here
Address: insert address here

- b. **For a Large Food Drive** (more than 50 homes): You can customize your letter, so you don't have to fill in blanks on every letter). A template letter can be downloaded from the Compass Point website (compasspointbc.com/food-drive). You can then use this to customize your letter and print it at your place (or contact the church to copy it for you). This will save you a lot of time, with just a little more effort.

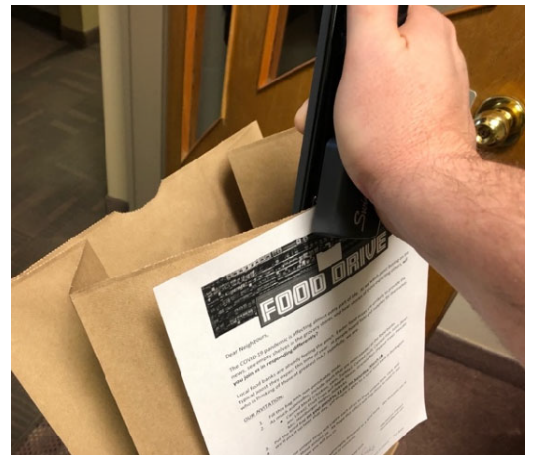
Either way:

5. **Try to personalize it.** Perhaps have all the people in your family sign it, add a handwritten note, or use a coloured pen. Do anything that differentiates it from a form letter.
6. **Be sure** to include your name, address, and contact info. People will forget to put out their bags and instead drop them on your porch in the days after collection. People will want to say thank you or make a cash donation or do something similar themselves. This is a great way to meet your neighbours.

4. Prepare the bags for distribution.

- a. Staple the letters to the bags. Don't staple the bag shut, just staple it to one side of the bag.
- b. Determine and/or communicate your route. Don't forget to involve your kids and youth. This is a great thing to do as a family unit.
- c. Divide bags amongst family members (if applicable)

Staple like this →



5. Distribute bags into mailboxes (or between doors, under mats, in mail slots, etc.)



- a. If possible, drop off the bag with the letter hanging out of the mailbox.

← **Perhaps like this**

- b. The way it flaps around in the wind will allow people to see it clearly without having to open their mailbox.
- c. **NOTE:** If you run out of bags, or decide you'd like to do more homes, please complete the **ONLINE** registration form again, or pick up more bags the following Sunday.

6. Collect the bags.

- a. At your agreed pick-up time, drive around the route, gathering any bags that people have left on their porches. Don't knock on doors. Just pick up the bags.
- b. When you pick up a bag, slip a 'thank you card' into their mailbox. This way they know that their bag was picked up by the right person and that their donation is appreciated.



- c. **NOTE:** Be careful lifting them. Heavy bags can break if you aren't careful.

7. Count the bags and take a picture.

- a. We'll need to know the number of bags collected when you drop off the food. Collected bags will likely be between 35 - 50% of the number you dropped off.
- b. Take a picture of all the bags you collected, and those who participated.
- c. If you are willing, send a couple of these to the church at communications@compasspointbc.com. We'd love to see your pictures.

8. Drop the bags of food off at the church.

- a. Come to the church from **Mon -Thurs 9 - 4 pm** and check in with someone at the office. They will gather some info and direct you to where to drop off the bags.
- b. **NOTE:** Bags are not just dropped off at the main entrance...they are being gathered in a specific room downstairs.
 1. **NOTE:** If you can't drop off during these hours, please email margaret.sayers@icloudcom to make alternate arrangements (like have someone meet you at the church for unloading.)
- c. Follow the signs and process when dropping off your food:
 1. **STEP 1:** Sign in - provide the date, your name, the number of bags you are dropping off, and any comments you have.
 2. **STEP 2:** Deposit cash/card/notes - into the basket, container, or box labelled accordingly.
 3. **STEP 3:** Drop your bags of food in the marked area. **Please don't empty or sort them** onto the smaller tables by type of item, as other volunteers will do this following Food Market policies and protocols.

9. We'll sort the food and get it to the people who need it.

- a. Our Food Market volunteers will sort the food, check expiry dates, etc. before distributing it to our Food Market clients.
- b. If you would like to help sort the donations please contact **foodmarket@compasspointbc.com**

We'd love to hear any stories you have to share or see any pictures you have taken.
Please email stories or pictures to **communications@compasspointbc.com**

