

HOSTING A DRIVE FOR VALLEY OUTREACH TOOL KIT





HOSTING A DRIVE

Thank you for considering a food, clothing, and/or fund drive to support Valley Outreach!

Valley Outreach welcomes anyone who comes to us in need of food, clothing and support navigating resources. Through generous donations, we can offer these services free of charge to anyone who walks through our doors.

READY...



Decide what type(s) of drive you are hosting. Pick one, two, or all three!

- Food drive
- Clothing drive
- Fund drive



Decide who will be involved (select all that apply).

- Just me
- A group – Friends, co-workers, etc
- Adults
- Children



If doing a group drive, decide who will serve as the team leader/liaison and point of contact.



Set a goal!



Set a start and end date.



Consider a theme and amplify it with some friendly competition or a challenge.



Read through the donation guidelines and top needed items on pages 4 and 5 to help ensure your drive is successful and meeting our guidelines.

SET...



Start planning your promotional campaign – how will you get the word out? Emails, social media, or a kickoff party ... the ideas are endless! Use our promotional materials.



Get the collection areas set. You can pick up a collection bin to use for your drive at Valley Outreach - just contact us to schedule a pick-up time by emailing info@valleyoutreachmn.org or calling 651-430-2739.



Set up your online fundraising page on <https://www.givemn.org/organization/Valley-Outreach>.

GO!



Tag @ValleyOutreach on social media so we can see updates on your drive and share them on our channel.



Sort through donations as they come in to put like items together.



Plan to drop off in-kind donations during donation hours once the drive is complete. Check our website / social media for current donation hours.

FOOD DRIVE

Valley Outreach welcomes donations of non-perishable, unopened food, personal care items and household paper products for the food shelf.

Top Food Shelf Needs

- Cash: \$25 cash donation goes a long way in purchasing food. For every dollar we receive, we can purchase \$8 to \$10 worth of food
- Spices and Oil: Salt/pepper, garlic, cumin, cinnamon, salad dressing, condiments, olive oil
- Canned Meats: Tuna, chicken, salmon, sardines
- Grains: Pasta, whole grain pasta, rice, quinoa, couscous
- Household Paper Items: Paper towels, toilet paper
- Shelf Stable Items: Whole grain, hot or cold, kid-friendly cereal and ready to eat soup
- Hygiene Products: Soap, shampoo/conditioner, toothpaste, toothbrushes, diapers (sizes 5&6), tampons, maxi pads

Donation Guidelines

- Sort through your donations before bringing them to Valley Outreach; do not donate open items or expired food items.
- Donate your cleaned and sorted garden gleaned produce; if you grew it, we can accept it as a donation. Bring your extra squash, peppers, zucchinis, and tomatoes our way!
- Do not donate frozen foods or perishable items you didn't grow yourself.
- Please bring donations during drive up donation hours.

CLOTHING DRIVE

Valley Outreach welcomes donations of new and gently-used, in-season clothing for everyone in the family. Clients shop for high-quality clothing, free of charge, through our clothing program, StyleXchange.

Top Clothing Needs

- **April - September:** Shorts, sandals, swimsuits, tees, light jackets, tennis shoes, summer hats, polo shirts
- **October – March:** Warm coats, sweaters, snow pants/suits, snow boots, waterproof gloves & mittens, hats and scarves

Donation Guidelines

- Sort clothing donations in containers such as bags, boxes, or totes that you don't need back. We cannot accept loose items, or items on hangers.
- Pre-sort donations so that like items are together. I.e., women's clothing in one container and children's clothing in another.
- Remove any garage sale stickers or tags.
- Recycle or throw away rags and unwearable items.
- Please bring donations during drive up donation hours.
- Please wait in your car – a donation attendant will come to assist you. Do not come into the warehouse.
- The donation attendant may do a brief inspection of your items before accepting them.
- We reserve the right to refuse donations that do not meet our guidelines.

FUND DRIVE

Beyond in-person food and clothing drives, you can set up online fundraisers, too! Fundraisers through the GiveMN platform are the easiest way to raise money online.

All you need to do is set up the fundraiser for Valley Outreach and customize it to your heart's content. Then, you can share with your friends, family, and networks.

Visit www.givemn.org/organization/Valley-Outreach and click on "fundraise" to set up your own fundraiser.

PROMOTING YOUR DRIVE

When you host a drive for Valley Outreach, you help feed hungry people and provide other necessities to individuals and families.

Whether you are hosting an individual drive or a group drive or if it's adults or children, picking a theme can help facilitate the process. Use our materials to help promote your drive!

Food Drive Posters

- [Cooking essentials drive](#)
- [Baking Ingredients Drive](#)
- [Household paper goods drive](#)
- [Personal care items drive](#)
- [Feminine hygiene products drive](#)

Clothing Drive Posters

- April - September: [Spring / Summer Gear Clothing Drive](#)
- October – March : [Winter Weather Clothing Drive](#)

Email Template

Social Media Samples

General One-Pager

Activities for Kids