

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

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 5 and 6 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. Contact us to schedule a pick-up time by emailing info@valleyoutreachmn.org or calling 651-430-2739.
- ✓ Set up your fund drive through JustGiving at [**justgiving.com/charity/valleyoutreach**](https://www.justgiving.com/charity/valleyoutreach)



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.

GENERAL DONATION GUIDELINES

- Sort through your donations before bringing them to Valley Outreach
- Please bring donations during drive up donation hours.

Monday: 9:30 a.m. – 12:30 p.m.

Tuesday / Thursday: 1:30 – 6:30 p.m.

Please follow the signs and volunteer directions and drive through around the back of our building to our first loading dock. Please assist volunteers with unloading donations as you are able.

- 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.

FOOD DRIVE

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

Top Food Shelf Needs

- **Cash:** Cash donations go a long way in purchasing food through our food bank
- **Spices and Oil:** Salt/pepper, garlic, cumin, cinnamon, salad dressing, condiments, olive oil
- **Canned Proteins:** Tuna, chicken, salmon, sardines
- **Grains:** Pasta, whole grain pasta, rice, quinoa, couscous
- **Shelf Stable Items:** Whole grain, hot or cold, kid-friendly cereal and ready to eat soup
- **Special Diet Items:** Gluten-free, dairy-free, vegan, halal, etc.
- **Hygiene Products:** Soap, shampoo/conditioner, toothpaste, toothbrushes, tampons, and maxi pads.

Donation Guidelines

- 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.
- Do not donate frozen foods or perishables you didn't grow.
- If you would like a total weight for your food drive, please fill out the **Food Weight Form** and hand it to the donation volunteer or staff person directly. If you have multiple deliveries, make sure to note that in the form so a total can be provided after all the deliveries have been dropped off.

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 (new, unworn), 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.

FUND DRIVE

Beyond in-person food and clothing drives, you can set up fund drives, too! Host an online fundraiser through the JustGiving platform.

Online Fundraiser through JustGiving

Fundraisers through the JustGiving platform are an easy way to raise money online. 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.

Use this link or scan the QR code to get started:

[justgiving.com/charity/valleyoutreach](https://www.justgiving.com/charity/valleyoutreach)



Download our Online Fundraising Toolkit for more information

Contact Tori Nelson at tori.nelson@valleyoutreachmn.org or 651-342-5564 if you have questions or need assistance.

PROMOTING YOUR DRIVE

When you host a drive for Valley Outreach, you provide food and other essentials to local individuals and families.

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

Drive Posters

- [Cooking Essentials Drive](#)
- [Snack Drive](#)
- [Gluten Free Foods Drive](#)
- [Personal Care Items Drive](#)
- [Menstrual Products Drive](#)

Clothing Drive Posters

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

Email Template - Pg 10

Social Media Samples - Pg 11

General One-Pager - Pg 12

Infographic - Pg 13

EDUCATIONAL RESOURCES

- Children and adults face hunger in every community across the country. Your neighbor, child's classmate or even coworker may be struggling to get enough to eat. Explore the [Map the Meal Gap interactive tool](#) to learn more about hunger in your community.
- Food security is a federal measure of a household's ability to provide enough food for every person in the household to have an active, healthy life. Food insecurity is one way we can measure the risk of hunger. [Learn more about food insecurity.](#)
- People experiencing food insecurity often have to choose between groceries and other essential expenses like housing, healthcare, or transportation. This struggle goes beyond harming an individual family's future, it can harm us all. [Learn more about the consequences of hunger.](#)
- The last year has brought into sharper focus health and economic inequities within Black, Latino, and Native American communities in the United States. These inequities are generational implications of inadequate access to basic needs such as food, clean water, housing etc. [Learn more.](#)

EMAIL TEMPLATE

Hello (*neighbors, colleagues, friends, team, etc*),

Please help support Valley Outreach by contributing to the (*food, clothing, and/or fund*) drive taking place from (*start date – end date*).

Vally Outreach is a community-powered nonprofit that provides food, clothing, and support to people who need help.

Our goal is to raise (*\$__ dollars, __ pounds of food, __ items of clothing, etc*). In-kind donations can be dropped of at (*insert location / times*) or you can make a donation online at (*insert online fundraising page link*).

Thank you for your support!

SOCIAL MEDIA EXAMPLES

Make sure to like and follow our page before tagging us!

@ValleyOutreach

@StyleXchangeMN



Sample post 1:

Help fight hunger! *(Insert person, company, group, org, etc)* is hosting a *(food, clothing, and/or fund)* drive to support @Valleyoutreach. Our goal is to *(insert goal)* by *(insert end date of drive)*. Your support helps Valley Outreach provide neighbors in need with much needed items.

Sample post 2:

We need your help! *(Insert person, company, group, org, etc)* is hosting a *(food, clothing, and/or fund)* drive to support @Valleyoutreach.

Valley Outreach served more than 31,900 individuals last year! They are on track to assist even more people in the coming year. Please consider donating.



Valley Outreach helps people move their lives forward through basic needs services and personalized support.



We offer food, clothing and help accessing social supports at no cost.

Learn more on our website today.
valleyoutreachmn.org

WE ARE COMMUNITY-POWERED

Valley Outreach can only do this work with the support of generous donors and volunteers like you.



31,900+

people used
our services



In 2025

We distributed food for about **2 million meals.**



We distributed more than **118,000 items of clothing.**



We assisted **289 families** through deeper client support.



811 volunteers donated **27,527 hours** of their time.





Date: _____

Request for Food Donation Drive Total Weight

****Please hand this form to the donation
volunteer or staff person directly****

Allow 1-2 business days after dropping off drive donations for weight to be emailed to you.

Organization Name:

Contact Name: _____

Email: _____

Phone: _____

Address: _____

For Valley Outreach to Complete

Volunteer instructions: Record total weight for this drive and give this form to food program staff.

Food Donation Total Weight:



Menstrual Pads Drive

Benefitting Valley Outreach

Menstrual pads are expensive necessities offered at Valley Outreach. These are high-demand items!



Maxi Pads
All brands and sizes

SCAN THE QR CODE FOR OUR AMAZON WISH LIST

Locations:
Dates/Times:



www.valleyoutreachmn.org



Gluten Free

Food Drive

Benefitting Valley Outreach

- GF chips
- GF protein/snack bars
(Kind bars, Lara bars, etc.)
- GF baking mixes
- GF pasta
- GF crackers

SCAN THE QR CODE FOR OUR AMAZON WISH LIST

Locations:

Dates/Times:



Cooking Essentials Drive

Benefitting Valley Outreach



Flour

All varieties!
White, whole wheat, baking flour
and gluten free

Oils, Vinegars & Sauces

Olive oil, vegetable oil, balsamic
vinegar, apple cider vinegar, soy
sauce, BBQ sauce, salad dressings



Spices & Seasonings

Salt, pepper, garlic, onion,
cumin, paprika, nutmeg, spice
blends, etc.

Sugar

White, brown,
confectioners,
sugar alternatives



Locations:

Dates/Times:

PERSONAL CARE ITEMS DRIVE

BENEFITTING VALLEY OUTREACH



SOAP

Multipacks of bar soap

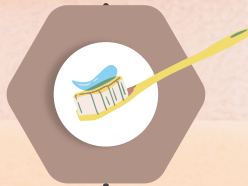


SHAMPOO & CONDITIONER

Full-sized and unopened



TOOTHPASTE & TOOTHBRUSHES



BODY LOTION

Full-sized and unopened



DEODORANT



LOCATIONS:

DATES/TIMES:





FOOD DRIVE SNACKS

BENEFITTING
VALLEY OUTREACH

Snack ideas:

- (Packages of single-servings preferred)
- Applesauce or Fruit & Veggie Pouches
- Dried or Freeze-Dried Fruits
- 100% Juice (Boxes or Pouches)
- Whole Grain and/or Fruit/Nut Granola Bars

SCAN THE QR CODE FOR OUR AMAZON WISH LIST

Locations:

Dates/Times:



SPRING / SUMMER GEAR

Drive

BENEFITTING
VALLEY
OUTREACH

WE NEED NEW AND
GENTLY USED ITEMS
FOR EVERY MEMBER OF
THE FAMILY
IN ALL SIZES



- Shorts
- Sandals and tennis shoes
- Swimsuits
- Tees and polo shirts
- Light jackets
- Summer hats



www.valleyoutreachmn.org

Locations:

Dates/Times:

