



Meals on Wheels of Greenville, Inc.
15 Oregon Street
Greenville, SC 29605
Phone 864-233-6565
Fax 864-235-1264

FIVE STEPS TO A SUCCESSFUL FOOD DRIVE

1. Plan Ahead

- Select a leadership committee to plan the food drive
- Determine the dates, times & collection locations for the food drive
- Determine what type of food donations you want to collect

2. Set Goals

- Determine goal for pounds of food or number of cans to be collected
- For companies, consider holding a competition between departments or a matching program where the company matches in dollars or food the amount collected
- If you've done a drive before, set goals above previous year's goal

3. Identify and consider your needs

- Determine number of boxes or barrels needed for collecting food
- Hang posters and/or send e-mails for generating awareness of the food drive
- Make donation envelopes available for participants who may also want to make a financial donation

4. Get company management involved

- Garner support of company executives to set a standard for participation and motivate employees
- Consider a "matching program" in which your company will provide a financial match for each pound of food or number of cans collected
- Incorporate a volunteer component in which company leadership and employees volunteer their time at Meals on Wheels to package prepared food collected from the food drive
- Approach management about making the food drive an annual event

5. Promote your food drive

- Consider a kick-off event at your company to announce the food drive (ask a Meals on Wheels staff member or volunteer to come speak to your group)
- Use printed materials to promote your event (available from Meals on Wheels upon request)
- Install an tracking system to keep participants updated about the food drive's progress
- Work with Meals on Wheels to get included in our newsletter and other outreach efforts



Meals on Wheels of Greenville, Inc.
15 Oregon Street
Greenville, SC 29605
Phone 864-233-6565
Fax 864-235-1264

FOOD DRIVE DONATION GUIDELINES

MOST NEEDED FOODS

Foods collected from food drives help provide nearly 350,000 hot, nutritious meals annually to people in Greenville County. Meals on Wheels uses a variety of canned, packaged and nonperishable items to feed our clients.

All donated items must be:

- In their original and unopened package
- Within the expiration date on the package
- In plastic jars, cans or containers (no glass please)

The "MOST WANTED" foods include:

- Canned fruit (unsweetened or in natural juice)
- Canned vegetables (any kind)
- Canned beans (any kind)
- Canned tuna, chicken, stew, chili
- Meaty soups
- Boxed items such as spaghetti, macaroni & cheese and rice
- Hot cereal such as grits and oatmeal
- Large cans are preferred

Items we are unable to use or accept:

- Home canned goods
- Baby formula
- Baking mixes
- Canned SPAM, Vienna Sausage
- Cold breakfast cereals