



St. John's Food for the Poor Program

at
ST. FRANCIS
XAVIER CENTER

How to Sponsor a Food Drive



You should know:

- St. John's Food for the Poor Program serves up to **700** hot nutritious meals per day, five days a week, totalling over **180,000** meals per year. Sadly, the number of hungry neighbors is increasing.
- Our on-site food pantry provides over **10,000** to-go food boxes for homeless people, seniors, working poor, families with children, and anyone in need.
- St. John's Food for the Poor Program is blessed with over **900** volunteers from all walks of life including students from high schools and colleges.



Please Help! No man, woman, or child should ever be hungry.

How to Organize Your Food Drive

Community food drives are a terrific resource for St. John's Food for the Poor Program. They are a great opportunity for average people to help their hungry neighbors in a tangible way. Food drives can be organized by individuals, families, or groups such as colleges, hospitals, businesses, schools, big box food stores and religious organizations. Many people run a food drive in conjunction with another event, to promote hunger awareness while helping those in need.

Where to start?

1. Register

Register your food drive with St. John's Food for the Poor Program. Complete the **Registration Form**

- Fax it to **(508) 770-0528** or
- Email it to info@stjohnsfoodforthe poor.org

2. Set Your Goals

A target will focus your efforts and make your drive more effective. Do you want to collect all types of food, or choose a theme such as Italian Feast, Cinco de Mayo, or your own theme. Decide on a realistic amount per participant based on past drives or perhaps to set a new record?

3. Promote, Promote, Promote!

On page 4 you will find examples of promotional posters with several theme suggestions — or invent your own. *Get creative!* In addition to posters, you might consider sandwich boards, flyers, advertisements in local media, bulletin boards, emails, Facebook postings, etc.

4. Visit the Center

If you are working with a company human resources executive or other key person, invite them to visit St. John's Food for the Poor Program at the St. Francis Xavier Center, located at 20 Temple Street adjacent to St. John's Church. Our new building looks like a modern restaurant. Meals are served Monday through Friday from 7:00 a.m. to 11:00 a.m. The best time to visit the soup kitchen is Wednesday mornings with Fr. John Madden.

Ideas for a Fun, Creative and Successful Food Drive

• Recruit an Angel

Ask a prominent figure in your group, company or community to champion your cause by making the first food donation and a personal appeal to participants. Leadership is key.

List of Current Needs

Below is a list of the items that are needed most. Thanks for your help!

Food

Grocery Store Gift Certificates
Baked Beans
Cereal
Cheese
Chef Boyardee
Chicken
Coffee
Eggs
Fruit (canned)
Iced Tea Mix
Jelly
Ketchup
Mac n' Cheese
Pancake Mix
Parmesan Cheese
Peanut Butter

Pepper
Potatoes (boxed mashed)
Rice
Salt
Seasonings
Spaghetti Sauce
Soup (any kind)
Sugar
Syrup
Tuna Fish
Vegetables (canned)

Supplies

Office Supply Store Gift Cards
Home Improvement Store Gift Cards
Trash Bags (30- and 55-gallon)

Aluminum Foil
Plastic Wrap
Parchment Paper
Disposable gloves
8-ounce Cups (styrofoam)

Paper Products

Paper Towels
Napkins
Toilet Paper

Cleaning Supplies

Laundry Detergent
Bleach
Cleanser
Bathroom Cleaner
Glass Cleaner
Stainless Steel Cleaner

Bulk Items are also Welcome!

St. John's Food for the Poor Program soup kitchen prepares food in large quantities. A donation of ten 6-oz. cans of tuna can serve as many guests as one 4-lb. can, though it is more labor-intensive for our volunteers to open ten cans rather than one.

• **Fuel that Competitive Spirit**

If you are working for a large company with more than one floor or department, encourage contests between floors or departments.

• **Communicate Clearly**

Publicize your goals, and be clear about how participants can help to meet them. Distribute lists of most-needed items on pocket-sized cards that can be tucked in a handy place until shopping day. Remind participants of deadlines and/or update them on the progress of the drive via email or postcards.

• **Remember to Have Fun**

Set up contests between sub-groups, and award prizes to generate excitement. Have a leader volunteer to do

something a little crazy if an incremental goal is met (like dye or shave their hair, get a cream pie in the face, dress in costume for a day, etc.). Find a sponsor to donate a prize or two, and hold a raffle. If your food drive is not tied to another event, consider holding a kickoff party or other gathering to get more people involved.

**For more information please call
St. John's 508-756-7165,
or
Frank Carroll 800-343-0939, Ext. 0110**

Food Drive Registration Form

Thank You for Your Assistance!

Name (Individual, Group, or Organization) _____

Street _____

City _____ State _____ Zip _____

Coordinator's Name _____ Title _____
(if different than above) (if applicable)

Coordinator's Phone Number _____ Alternate Phone Number _____

Coordinator's Email Address _____

Food Drive Start Date _____

Food Drive End Date _____

Food Delivery Date _____

Food Drive Coordinator's Checklist

- Obtain approval if necessary, from a supervisor, from your company's human resources, or community relations department.
- Set dates to begin and end your Food Drive, and a date to deliver your collected items to St. John's Food for the Poor Program.
- Register your Food Drive: submit a Food Drive Registration Form to St. John's Food for the Poor Program.
- Arrange well-marked, convenient containers for food donations.
- Prepare promotional materials and decide where to put them.
- Promote your Food Drive!
- Plan to collect food from containers as they fill up, and have some place to store it.
- Deliver donations to St. John's Food for the Poor Program at the St. Francis Xavier Center, 20 Temple Street, Worcester, MA adjacent to St. John's Church after your drive has ended. You may want to **call ahead (Bill Riley, (508) 371-7329) and let us know if you will need assistance delivering a large amount of food.**
- Thank the participants for their support and generosity.

**Thank you for organizing a Food Drive.
Your kindness and generosity is greatly appreciated.**

Example Food Drive Promotions

To: All Employees From: Kevin Carroll/St. John's Food Committee Date: January 6, 2012

Bring on the Soup!

Fill the shelves at St. John's Food Pantry with canned soups, stews and crackers!

Where: Main Street Cafeteria and High Street Lobby
 When: **Monday, January 9** through **Friday, January 20**

Thanks for your continued support! Kevin Carroll/St. John's Food Committee

To: All Employees From: Kevin F. Carroll/St. John's Food Committee Date: March 1, 2013

Purchase a green carnation for the St. Patrick's Day "Wearin' o' the Green" Starting at 8:00 a.m. on Friday, March 15

Dress Up! Enjoy the fun

Members of the Kevin F. Carroll/St. John's Food Committee will be selling green carnations in the Main Street and High Street Lobbies for **\$1.00** each.

Also available!

BUD VASES \$5.00
 Advance reservations by **March 12th**. Vases contain **three green carnations** & baby's breath tied with a festive ribbon. **Take one home for the family!**
 Managers! Makes a great gift for your staff!
(make checks payable to St. John's Food for the Poor Program)

To reserve, call Committee Members:

Main Street:
 1st Floor – Nancy Amorello, x0215
 2nd Floor – Matt Carroll, x0260
 3rd Floor – Mary Army, x0442; Donna Polewaczyk, x0205
 4th Floor – Lori Killian, x0223; Kinga Rodriguez, x0162
 5th Floor – Corinne Green, x0126

High Street:
 Anne Moquin, x0280

Your donation will be used to fund the purchase of food for the Food Pantry at St. John's Church.

Thanks for your continued support! Kevin F. Carroll/St. John's Food Committee

To: All Employees From: Kevin Carroll/St. John's Food Committee Date: October 2013

It's Apple Picking Time Again!
 We'll do the picking on **October 25th** and will provide our neighbors with apples fresh from the orchard.

OCTOBER 4th - 25th

STOP BY ANNE MOQUIN'S DESK, SBIA 1st floor
THERE WILL BE A DONATION BOX.
EVERY DOLLAR WILL HELP.

Or

you can bring in any apple food product, if you prefer!

Thanks for your continued support! Kevin Carroll/St. John's Food Committee

To: All Employees From: Kevin Carroll/St. John's Food Committee Date: December 3, 2012

SHOP FOR SOCKS AND MITTENS

Neighbors Helping Neighbors

Instead of a Food drive this December, we are hosting a Mittens and Socks Giving Tree now through Monday, December 17.

Please look for the **Giving Trees** in both Cafeterias Drop your items in the **boxes** provided.

Children's and adult sizes are needed. Anything else you can spare, including food items, will be appreciated!

Thank You!
 Kevin F. Carroll/St. John's Food Committee Members

Thanks for your continued support! Kevin Carroll/St. John's Food Committee