

How to Organize Emergency Food Kit Drive

Advertise

Advertise for volunteers to make kits (in newsletters, announcements, etc.)

Get ready

Get boxes from AFAC.

Make copies of list of food needed.

Recruit people to hand out boxes and lists.

Distribute boxes

Hand out boxes and lists (preferably with several distribution times).

Have display table with a sample of contents for food kit.

Hand out 1/3 more boxes than want to get back.

Ask people to bring back boxes unsealed so they can be checked.

Collect kits

Recruit people to check boxes and seal them once they are returned.

Boxes are collected (preferably with several collection times).

Collect boxes near parking lot so people don't have to carry them far.

Volunteers check contents against list, repack if necessary, seal boxes and label them (EFK, month & year).

Pack boxes into cars to drive to AFAC.

Deliver to AFAC

Arrange to have someone open up AFAC.

Weigh one box. Count number of boxes delivered. Fill out donation sheet with totals.

Shelve boxes in EFK room at back of warehouse.

Thanks!!

Emergency Food Kit (EFK)

Breakfast	Quantity
Milk (Dried)	3
Oatmeal (packets)	5
Canned Fruit	4
Lunch	
Tuna Fish	2
Soup	2
Crackers	2
Dinner	
Rice or Pasta	1
Canned Vegetables	2
Meat/Bean Chilli	1
Macaroni & Cheese	1
Meat Ravioli	1
Spaghetti Sauce	1