Fund & Food Drive Planning Guide

More Than a Food Bank
At Community Food Share, we’re more than a food bank — we're a neighbor and a friend who’s been part of the fabric of Boulder and Broomfield Counties for decades. So when it comes to fighting hunger, we focus on where we see it firsthand: our own backyard.

Donation Information

Monetary donations go further.
We encourage you to collect monetary donations, because they allow us to purchase the fresh foods that our participants need. They also provide the resources necessary to distribute groceries and meals through our in-house programs and our network of 40 Partner Agencies.

Donate online at www.communityfoodshare.org/give.
We strongly encourage you to use our online donation platform. The minimum online donation amount is $5.00. To ensure that all online donations are attributed to your drive, please remind your contributors to indicate your company’s or group’s name in the “Company Affiliation” field. All online donors receive a receipt automatically.

Checks should be made payable to “Community Food Share”.

If a donor would like a receipt for their cash or check donation, they must fill out the contact information section of the donation envelope (request these from your team lead). Donors must include: amount of donation, name, address, city, state, zip, phone, email address, and company/group name.

Donations that are delivered as a lump sum will require you to fill out a cash/check reconciliation form and submitted in a sealed envelope. If there is a discrepancy between the total dollar amount that you report and the amount that Community Food Share staff reports, we will notify you directly.
Food Delivery Procedures

Our warehouse receiving hours are Monday-Friday, 8:00 AM-3:00 PM. Our office is located at 650 S. Taylor Avenue, Louisville, CO. Barrels are available for pick-up and drop-off during our warehouse receiving hours. Please inform your team lead prior to delivering food donations so that we have staff available to unload and weigh your food.

Please note that we aren’t able to pick up food donations under 700 pounds. If you anticipate that you will collect at least 700 pounds, coordinate directly with your team lead.

Deliver food donations at Dock Door 3, located at the rear of our building. Ring the buzzer, and someone will help you unload and provide a donation receipt. Please give all monetary donations to the staff member who assists you at Dock Door 3.

If you’d like your food donations to be weighed by individual departments or teams, please mark it, and load it into your vehicle(s) accordingly. Be sure to inform our staff members that the loads need to be weighed and tracked separately.

Meet the Team

Once you register, your team lead will reach out to assist in planning your drive.

Your lead will help you plan, set goals, execute, and wrap up your drive. Kat or Blair will be your team lead and will connect you with Dana for operations-related aspects of your drive.

Katriñe Arnedo  
Strategic Partnerships Coordinator  
(303) 652-3663 ext. 209  
karnedo@communityfoodshare.org

Blair Middleton  
Community Outreach Coordinator  
(303) 652-3663 ext. 219  
bmiddleton@communityfoodshare.org

Development Jack-of-all-Trades

If Kat and Blair aren’t available, you can always ask Kim — she works on the development team.

Kim Price  
Development Administrative Specialist  
(303) 652-3663  
kprice@communityfoodshare.org

The Logistics Whiz

Dana, part of our operations team, is here to support the food collection aspect of your drive.

Dana Van Daele  
Food Resource Coordinator  
(303) 652-3663 ext. 233  
dvandaele@communityfoodshare.org

Volunteer Superstar

You will be connected to our volunteer manager, Katy, if you are interested in scheduling a team volunteer project.

Katy Voldrich  
Volunteer Manager  
(303) 652-3663 ext. 202  
kvoldrich@communityfoodshare.org
Running Your Drive

Community Food Share staff members are here to help run your fund and food drive. Your initial step will be to fill out the registration form, and a staff member will reach out to chat with you about planning your drive.

#1 Build a team.

Don’t go at it alone.
Recruit other dedicated, compassionate, and excited team members to plan the best holiday drive possible.

#2 Lock it down.

Finalize your timeline.
Keep it short and goal-oriented. The most effective drives run 2-4 weeks.
Inform your team of your drive dates and communicate your plans to Community Food Share staff.
Start Date: ____________  End Date: ____________
Pick-Ups: ____________  Drop-Offs: ____________

#3 Plan activities.

Activities provide fun, team-building opportunities.
The events and activities that your team plans around your drive are an opportunity to have fun while connecting to the mission.

Schedule a team volunteer project.
Volunteering in our warehouse is a great team-building opportunity, but plan ahead — holiday volunteer projects fill up fast!

Host an education event.
We love talking about what we do. Invite Community Food Share staff in for an interactive presentation to your team.

Schedule events and fundraisers.
Your team lead will help you brainstorm fun event ideas for your team!

#4 Set your goal.

Keep it challenging, yet obtainable.
Your team will love the feeling of reaching a defined goal.

Review your progress during previous drives, and challenge your team to a 15% increase — Create incentives for your team to reach your goal!

Communicate your progress to your team throughout the drive, and ask whether your company has a donation match program!

Our goal is: ____________ Dollars  ____________ Pounds
#5 Activate your leaders.
From the bottom-up and the top-down.
Teams are inspired by leaders who care.

Get your leadership team involved in your drive: have them send out a personal letter to the team; involve them in internal events; and coordinate with your lead to take a tour of Community Food Share.

#6 Spread the word.
Don't reinvent the wheel; our resources are made to help.
We’re here for you! We want your team to know what we do and why we do it.

Communicate your participation with your team by sending out a calendar of events, setting up educational opportunities, and using our digital resources.

Access digital resources:
www.communityfoodshare.org/fooddrive

#7 Wrap it up.
Communicate your final results to Community Food Share and your team.
Schedule an end date, and make sure your team knows when the final push is coming.

Let your Community Food Share lead know the final results of your drive, and drop off any cash, check, or food donations.

Communicate your results to your team!

#8 Stay in touch.
Community Food Share is your partner in Corporate Social Responsibility.
Your engagement with Community Food Share doesn’t end here. We have year-round opportunities for your team to be involved with our work.

Your team lead will stay in touch about upcoming activities!