



Virtual Food Drive Checklist

Thank you for coordinating a virtual food & funds drive for your Akron-Canton Regional Foodbank. When every \$1 = 4 meals, you can make a significant impact for families facing hunger.



Thank you for all your hard work! You helped your neighbors facing hunger!



Get Started

- Plan ahead:** Recruit a team, select start and end dates, set a financial goal
- Identify Leaders:** If multiple teams are competing within your organization, appoint team leaders.
- Have Fun:** Choose a theme that represents your organization, a holiday or the season. In addition to collecting funds, coordinate fun activities to engage your organization in giving. [Creative ideas](#) can be found here.
- Create Fundraising Page:** Create an [online fundraising page](#) to collect financial donations. Share the link through email and on social media.

Promote Your Drive

- Kick-off Event:** Host a Foodbank speaker so your team can learn how important their fundraising efforts are or create a video letting your team and constituents know about your drive.
- Spread the News:** Share your fundraising page link on social media and via email; sample verbiage can be found [here](#). Hang the provided posters in your breakroom and congregation spaces.
- Get Creative:** Think outside the box when sharing news about your drive. Add drive details to community calendars, newsletters, phone messages, email signatures, etc.
- Share Progress:** Celebrate milestones along the way when working toward your financial goal.



Celebrate Your Success!

- Gratitude:** Thank your supporters with personalized emails or cards, letting them know how successful the drive was. And thank your team for all their planning and promotional efforts!
- Review:** Reflect on your drive to evaluate what went well and what can be tweaked for next time.
- Plan Ahead:** Set a date for your next drive!

