



AKRON-CANTON REGIONAL

**FOOD  
BANK**

# Virtual Food Drive Checklist

Thank you for coordinating a virtual food & funds drive for your Akron-Canton Regional Foodbank. When every \$1 = 3 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!

