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Food and Fund Drive Kit

Kit Includes:

How to Get Started

Tips for Success

Frequently Asked Questions

**Food Drive Registration Form
(please complete)**

List of Most Items Needed

BackPack Program Wish List

Three Square Fact Sheet

Flyer

Three Square
4190 N Pecos Road Las Vegas NV 89115
P: 702-644-3663 F: 702-365-6574
www.threesquare.org

Dear Community Supporter,

Thank you for your interest in supporting Three Square and for coordinating a Food and Fund Drive to help fight hunger in Southern Nevada. Please read through this guide carefully to help you get started and run a smooth and successful food drive.

How to Get Started

1. Register your Food and Fund Drive with Three Square. A registration form can be found at the end of this guide. Upon completing the form, please return it one of three ways:

Mail: Three Square
Attn: Melia Smith
4190 N Pecos Road
Las Vegas NV 89115

Fax: 702-365-6574

Email: msmith@threesquare.org

By registering your event, we can ensure that we will be able to provide the necessary support to make your Food and Fund Drive successful. Once we receive your registration, we will contact you to confirm your drive.

2. Select your date(s) for the Food and Fund Drive. Food drives can be one specific day or you might choose to hold your drive over a period of time, such as a week or a weekend drive.

3. Location, location, location! Location is key for a successful food drive. Think about whether you want to hold the food drive in one location or in many locations. High-traffic locations will allow for more visibility. Be sure to consider safety and security issues when selecting a location.

4. Set a goal. Set a goal for how much food you want to raise and give participants something to work towards or beyond! Setting a goal is a great motivational tool for participants and can create a feeling of accomplishment at the end of the drive. You can set interdepartmental and overall goals so everyone is challenged to contribute in some way.

5. Decide how to collect food. You may choose to use your own boxes or, depending on availability, Three Square may be able to provide you with food receptacles (see photo on page 9). Please check with the Food Drive Coordinator to verify whether any receptacles are available.

6. Consider collecting monetary donations in addition to food donations. Financial donations can be made in the form of cash, credit or check and all donations made to Three Square are tax-deductible. For every dollar donated we can provide 3 meals. Please make all checks payable to Three Square.

7. Arrange pick-up and/or delivery of the food collected during the food drive. At the conclusion of your food drive, either you can arrange to deliver the food collected to Three Square directly or you can contact the Food Drive Coordinator to arrange to have your donations picked-up, providing at least a two-week notice. If possible, please indicate on the food drive registration form the date you'd like pick-up with specific instructions. Once the food arrives back at Three Square, it will be weighed and you will be notified of the total poundage collected with a donation receipt via e-mail.

Tips for Success

1. Plan ahead of time. Get others involved with the drive such as members of your group/organization, family members, friends, etc. Turn in your registration form as soon as possible so we have a better chance at accommodating your requests.

2. Create a theme around your food drive. Get creative with your food drive and give each day or week a theme. Examples include Backpack Program (see Backpack wish list on pg. 8) Peanut Butter and Jelly Drive, MEAT the Need (focusing on canned meat products), Macaroni Monday, Tuna Tuesday, Wheaties Wednesday (variety of cereals), Thirsty Thursday (canned or boxed fruit juices), or Make every Bean Count (focusing on canned or dry beans).

3. Promote your food drive. Place posters or fliers (a flyer is provided to you on the last page) at your office, on community bulletin boards such as at your church or grocery store, send out emails to colleagues, announce it at meetings, etc. Please let the Three Square food drive coordinator know if you'd like your food drive posted to our Facebook and/or website event calendar.

4. Pick a collection location that is central and accessible. Make sure you have your collection boxes and other promotional items visible.

5. Make it fun! Host a kick-off prior to your drive to get participants excited. Educate your group about the issue of hunger and the mission behind Three Square. Please let the Food Drive Coordinator know if you need any media kits on Three Square or if you want, schedule to have a Three Square representative speak to your group.

6. Encourage friendly competition among food drive participants. A little healthy competition never hurt anyone! Give your food drive a competitive edge to encourage participation!

7. Recognition. Food drives are not only integral in helping Three Square provide food, but they also help us spread awareness about hunger issues in our community. Don't forget to let your participants know how much their participation and donations make a difference in our community!

Frequently Asked Questions

1. Where are we located? Three Square is located at 4190 N Pecos Road, Las Vegas, NV 89115.

2. What are the hours for the food bank? Food donations are generally accepted between 8:00 a.m. – 3:00 p.m. Monday through Friday, however, you may also call the Food Drive Coordinator to arrange the drop-off of food at another time.

3. What items are most in need? Items that are high in protein, such as canned meats, tuna, and peanut butter are of particular need. Other items include canned vegetables, canned fruits, personal hygiene products (i.e. toothpaste, soap, deodorant), and paper products. A more complete list can be found on the last page of this document. **No glass containers, perishable items or home canned foods please.**

4. Are monetary donations tax-deductible? All financial donations made payable to Three Square are tax-deductible.

5. How can I help Three Square the most? Monetary donations provide the greatest benefit; **with every \$1 donated, Three Square is able to distribute three meals.** We encourage fund drives for individuals and organizations who want to know the best way they can help Three Square end hunger in Southern Nevada. Even if you have committed to holding a food drive, please consider the option of adding a fund drive. Many individuals would rather write a tax-deductible check rather than picking up extra food at the grocery store for the food drive.

Food and Fund Drive Registration Form

Total Poundage:

TY Card:

Receipt:

Please check all that apply:

- We would like to organize a Food and Fund Drive
- We would like to match every pound raised by our group with \$1.00

Name of Organization/Business: _____

Type of Organization: _____ Dates of Food Drive: _____

Contact Person/People for Food Drive: _____

Phone: _____ Email: _____

Location of food drive, including address and contact information (if multiple locations, please list all locations; may attach extra sheet if necessary):

1. Address (please include zip code):
Contact Person on Site:
Hours of Operation:
Phone number:
Three Square Use Only Donor Number: _____ DOR Number: _____
2. Address (please include zip code):
Contact Person on Site:
Hours of Operation:
Phone number:
Three Square Use Only Donor Number: _____ DOR Number: _____

(continued on next page)

Do you require collection barrels & if so how many? _____

If you need barrels delivered please note that we ask for *at least two weeks'* notice so that we are able to accommodate your request. We strongly encourage you to pick them up if possible. Deliveries are only made on Tuesdays, Wednesdays and Thursdays. We will make every attempt to accommodate your request, but cannot guarantee that all requests will be met. For quick and efficient deliveries, we ask for the drop site to be a loading dock or easy access location. If that is not possible, please provide very specific delivery instructions like where exactly you'd like the barrels dropped and any alternate onsite contacts.

What is your reason for selecting Three Square as a beneficiary?

Do you require the use of the Three Square logo? If so, we will need to approve the usage of our name and logo on any marketing materials for your drive.

Will donations be delivered to Three Square or do you need donations picked-up?

If you need donations picked-up, please note that we ask for *at least two weeks'* notice so that we are able to accommodate your request. We strongly encourage you to deliver your donations if possible. We will make every attempt to accommodate your request, but cannot guarantee that all requests will be met. Pickups are only made on Tuesdays, Wednesdays and Thursdays. For quick and efficient pickups, we ask for the barrel to be stationed at a loading dock or easy access location. If that is not possible, please provide very specific delivery instructions like where exactly you'd like the barrels dropped and any alternate onsite contacts.

After completing this form, please fax it to Melia Smith at 702-365-6574 or email:
msmith@threesquare.org
Best of luck with your food drive!

For Three Square's Use Only

- Spreadsheet

- CERES

- Logistical Report

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WISH LIST 2010

Meat and High Protein Group

Canned meat, canned tuna, canned ham, canned salmon, canned stew, canned spam, macaroni and cheese, canned soups, peanut butter, rice, beans

Dairy Group

Canned milk and powdered milk

Breads and Cereals

Bisquick, baking mixes, boxed cereal, oatmeal, flour, sugar

Personal Hygiene Products

Toothbrushes, toothpaste, shampoo, bar soap, deodorant, shaving products

Baby Products

Diapers, baby wipes

Paper and Cleaning Products

Toilet paper, paper towels, plastic storage bags, i.e. baggies/Ziploc bags

Things to remember:

Please no homemade canned or homemade goods. Food must be in original packaging with proper labels for distribution. No perishables please (i.e. potatoes, bread, and meat).



Three Square “BackPack for Kids” Program Wish List

The following is a sample of items that are included in the Backpacks. Please keep in mind that all items need to be kid-friendly, pop-top items, requiring no refrigeration and/or preparation (i.e. microwave or oven).

Menu Items

Entrée Items**

BBQ chicken, 7.5 oz., pop-top

Pasta Twirls & Beef, 7.5 oz., pop-top

Beans and franks, 7.5 oz., pop-top

Vienna Sausage, 5 oz.

Cereal boxes, single-serving

Shelf-stable milk, 8 oz., 2%
chocolate milk

100% Juice box, 6.75 oz.

Fruit cups, 4 oz.

Pudding cups

Granola/breakfast bars

Cracker packs or cookies

Sunflower seed packet

Fruit snack packet

Cutlery pack

Plastic Bag

****Please note that entrée items are most in need for the Backpack Program, especially those items that are high in protein.****

Three Square Fact Sheet

Three Square is:

A non-profit organization working to end hunger in Southern Nevada. Three Square is the hunger solution for Southern Nevada, an efficient resource for collecting and providing fresh and non-perishable food to charitable organizations that serve the hungry.

Three Square provides:

Food Banking

Canned and packaged food that is collected through local partners, Feeding America, bulk food providers, as well as community food drives.

Food Rescue

Food that is rescued from local retail and grocery stores like Albertson's, Smith's, Wal-Mart, and Fresh & Easy. Each weekday drivers visit local stores to gather donated fresh fruits, vegetables, meat, and dairy products.

Meals

Three Square added a meal component to its food offering in early 2010. The prepared meal program will be a nutritional balance between prepared and fresh food products.

Childhood Nutrition

BackPack for Kids Program: Thousands of children's backpacks are filled every Friday with nutritious and non-perishable food for the weekend.

Summer Food Service Program: Provides children with freshly prepared meals during the summer when they are not in school. The program began in summer of 2009.

Kids Cafe: Added in October 2009, Three Square provides meals for kids involved in after school enrichment programs.

Senior Nutrition

Three Square is committed to becoming a center of excellence in the area of senior hunger, within Feeding America's national network of over 200 member food banks. A model pilot program is currently being explored; full program build out is expected by the close of 2010.

SNAP

Three Square is working with community partners to help people in need apply for Supplemental Nutrition Assistance Program (SNAP). Nevada currently ranks among the lowest states in food assistance participation.

Community Engagement

A warm, friendly place for people to meet, volunteer and engage to be a part of the hunger solution.

Research and Advocacy

Three Square investigates how to better serve low-income residents of Southern Nevada by working with research teams and leaders at the city, county, state and federal level to build creative partnerships and strengthen social safety net.



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A member of
**FEEDING™
AMERICA**

Photo of Food Drive Barrel:



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Food Drive

What is Three Square: Three Square is a non-profit organization whose mission is to provide wholesome food to hungry people, while passionately pursuing a hunger-free community. Three Square is working hard to serve as the “hunger solution” for Southern Nevada by providing a central food hub for the efficient collection and distribution of fresh and non-perishable food to charitable organizations that serve the hungry.

Wish List

Canned Meat	BBQ Chicken	Beans
Canned Tuna	Pasta Swirls & Beef (pop top)	Bisquick
Canned Ham	Beans & Franks (pop top)	Oatmeal
Canned Salmon	Vienna Sausage, 5 Oz	Sugar
Canned Stew	Cereal Boxes (single –serving)	Flour

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🌐 www.threesquare.org

☎ 702 644 • FOOD

📠 702 365 • 6574



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