

## DO THE DRIVE

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Make your plan. Are you organizing a one-time effort or an ongoing collection? Do you need to get approvals or schedule with your school, organization, church, or neighborhood association? Are you doing this alone or putting together a team with assigned roles?

At the pantry, we distribute food, hygiene items, household supplies, diapers and wipes and more. Look over our wish list and also reach out to the pantry staff to find out what is most needed now. Decide if you will do a general drive or concentrate on one kind of item.





Identify your donors and advertise well 6-8 weeks in advance with announcements, social media, signs, and flyers (ask us for a template!). For a one-time event, a personal connection close to the date, is very effective. You could pass out boxes or boxes with instructions about what to give and where and when donations will be picked up or received. Don't forget your contact information!

## Collect your items and then

- Check expiration dates and toss anything that is expired; separate things that will expire within 3 months
- Sort items into categories and bag or box them together
- Schedule a delivery time & location with the food pantry staff.





## **FOOD PANTRY STAFF**

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