



**SHARE of
McLEAN**

We are extremely grateful that you have chosen Share of McLean to be the beneficiary of your charitable food drive. Share is run solely by volunteers, and we rely on organizations like yours to help ensure that we have supplies for our clients. Gaining agreement between all parties for the food drive and delivery dates will help ensure a smooth transition of food and personal supplies from your organization to ours. If you have any questions, please contact info@shareofmclean.org. Thank you for working with us to make the drive a success!

Getting started with hosting a food drive

1. Review the food drive checklist provided below to help you organize and manage your food drive.
2. Send an email to info@shareofmclean.org with your desired food drive dates, and when you are available to deliver your donated items.
3. Within 10 days, you will receive an email confirmation or a call from a Share representative confirming the date for your food drive, including a date when you can drop off the food to Share.
 - a. Please note that your food drive is **not** confirmed until you receive confirmation from Share
 - b. The confirmation email will include the dates of your approved scheduled food drive and an assigned donation drop off date*
4. Helpful tips to help your donation transfer to Share go smoothly. Please:
 - a. Check expiration dates since Share cannot accept expired items.
 - b. Sort donations by type, and separate in different boxes by the following categories: canned food (veggies, fruit, beans, condiments), boxed/bagged food (i.e. cereal, rice, pasta, snacks), and toiletries/personal care items. Reminder: No glass bottles of any kind.
 - c. Fill boxes with no more than 20 lbs. for ease in carrying. If possible, minimize plastic or paper bags as they can rip. Reusable grocery bags are welcome. Hint: Contact your local Giant as they typically have milk and egg boxes which are the perfect size. Boxes from VA's ABC stores are good choices as well.
 - d. It is helpful to label boxes with their contents.
5. Deliver the boxes on the scheduled drop off day/time provided by the Share representative.

* Typically, a donation drop off is scheduled on a Friday, Saturday, or Sunday afternoon. Under special circumstances arrangements can be made for an alternative drop off time or a Share truck can be scheduled to pick up donations (if the donation size warrants it). These special arrangements must be confirmed by a Share representative. Alternative delivery times are based on the availability of a volunteer to supervise the delivery during non-Share hours. Truck availability is limited based on the availability of volunteer truck drivers.

Share is a non-profit, all-volunteer organization whose mission is to help address the emergency needs of the less fortunate and to promote self-sufficiency through food and clothing pantries, family assistance, and furniture and technology programs.

Community Food Drive Setup Checklist

KEY INFORMATION	
Organization Name	Share of McLean // www.shareofmclean.org
Share Address	1367 Chain Bridge Road, McLean VA 221201 (in McLean Baptist Church)
Share contact information	703-229-1414 // info@shareofmclean.org
Your Contact Information	How can donors with questions reach out to you?
Are you offering an incentive?	e.g., Will you give out tickets to a performance in exchange for x amount of donations?
What are you collecting?	e.g., food, toiletries, diapers, etc. For our most needed items, go to: https://www.shareofmclean.org/food-and-clothing-pantry

HELPFUL CHECKLIST	
Choose where you are going to hold the drive (neighborhood collection, church collection, school, etc).	Location:
Select potential dates for the drive	Start Date: End Date:
Get permission from your employer, principal, or head of your organization before advertising the drive and putting out donation bins	Their Name: Their contact info:
Provide Share (info@shareofmclean.org) with your collection dates. (Note: you must confirm your date and time for delivery with Share so we can be sure to have someone available to receive your donations.)	Responsible Party: Delivery date/time:
Determine how you are going to advertise your food drive (e.g., flyers, email)	Responsible Party:
Put collection bins in a visible location, and set aside strong boxes and bags to transport donations to Share Tip: If your donations are in a public space, you may want to remove the donations at the end of each day and store them in a secure location	Responsible Party:
Do you want to keep your donors updated? Consider posting progress pictures, or sending emails on how much you have collected.	Responsible Party:
At the end of the drive, remove the collection bins and any flyers or signs.	Responsible Party:
Check expiration dates since Share cannot accept expired items	Responsible Party:
Sort donations by type, and separate in different boxes by the following categories: canned food (veggies, fruit, beans, condiments), boxed/bagged food (i.e., cereal, rice, pasta, snacks), and toiletries/personal care items. Reminder: No glass bottles of any kind.	Responsible Party:
You may want to count or weigh the food to give a final count to your donors	Responsible Party:
Decide how the donations are being moved (car, truck) to Share	Transport: Car/ Truck / Other Responsible Party:
If desired, get a picture taken with your donations to be added to your and Share's social media sites!	Responsible Party: