



## FOOD DRIVE INSTRUCTIONS

**Share of McLean** is a nonprofit, all-volunteer organization whose mission is to address the supplemental and emergency needs of our neighbors and to promote self-sufficiency through food and clothing pantries, financial assistance, and furniture support.

We are extremely grateful that you have chosen Share of McLean as the beneficiary of your charitable food drive. Coordinating and confirming food drive and delivery dates in advance helps ensure a smooth and efficient transfer of supplies from your organization to ours.

If you have any questions, please contact us at [info@shareofmclean.org](mailto:info@shareofmclean.org). Thank you for partnering with us to make this food drive a success!

### Getting started with hosting a food drive

1. Review the food drive checklist below to help you plan and organize your drive.
2. Email [info@shareofmclean.org](mailto:info@shareofmclean.org) with:
  - Your preferred food drive dates.
  - When you are available to deliver donations to Share.
3. A Share volunteer will contact you to confirm delivery details.
  - Small collections: May be dropped off anytime in the two sheds outside Share's main entrance at Door #8, McLean Baptist Church, 1367 Chain Bridge Road.
  - Larger collections: Require a scheduled delivery so a volunteer is available to bring items indoors.
  - Very large drives: Please email us to discuss special pickup options.
4. Helpful tips for collecting donations:
  - Check our Most Needed List (updated monthly):  
[www.shareofmclean.org/food-and-clothing-pantry](http://www.shareofmclean.org/food-and-clothing-pantry)
  - Check expiration dates—**we cannot accept expired items**.
  - Sort items into separate boxes or bags:
    - Canned foods (vegetables, fruit, beans, condiments).
    - Boxed/bagged foods (cereal, rice, pasta, snacks).
    - Toiletries and personal care items.
  - **Reminder:** No glass containers.
  - Keep boxes under 20 lbs for easy lifting.
    - Use sturdy boxes when possible; reusable grocery bags are welcome.
    - Tip: Milk and egg boxes from grocery stores work well.
    - Label boxes with their contents.
5. Deliver donations on the scheduled drop-off date and time provided by the Share volunteer.

# Community Food Drive Setup Checklist

KEY INFORMATION	
<b>Organization Name</b>	Share of McLean // <a href="http://www.shareofmclean.org">www.shareofmclean.org</a>
<b>Share Address</b>	Door #8, 1367 Chain Bridge Road, McLean VA 221201 (in McLean Baptist Church)
<b>Share contact information</b>	<a href="mailto:info@shareofmclean.org">info@shareofmclean.org</a>
<b>Your Contact Information</b>	How can donors with questions reach out to you?
<b>Are you offering an incentive?</b>	e.g., Will you offer a pizza party to the class who brings in the most donations?
<b>What are you collecting?</b>	e.g., food, toiletries, diapers, etc. For our most needed items, go to: <a href="https://www.shareofmclean.org/food-and-clothing-pantry">https://www.shareofmclean.org/food-and-clothing-pantry</a> . A sample flyer is also listed below.

HELPFUL CHECKLIST	
	Choose where you are going to hold the drive (neighborhood collection, church collection, school, etc).
	Select potential dates for the drive
	Get permission from your employer, principal, or head of your organization before advertising the drive and putting out donation bins
	Provide Share ( <a href="mailto:info@shareofmclean.org">info@shareofmclean.org</a> ) 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.)
	Determine how you are going to advertise your food drive (e.g., flyers, email).
	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
	Do you want to keep your donors updated? Consider posting progress reports, or sending emails on how much you have collected.
	At the end of the drive, remove the collection bins and any flyers or signs.
	Check expiration dates since Share cannot accept expired items
	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.
	You may want to count or weigh the food to give a final count to your donors
	Decide how the donations are being moved (car, truck) to Share
	If desired, get a picture taken with your donations to be added to your and Share's social media sites!



**SHARE of  
McLEAN**



[Shareofmclean.org](http://Shareofmclean.org)

## Community Food Drive

# In Support of Share of Mclean

LET'S FILL SHARE'S PANTRY SHELVES TOGETHER



### FOOD ITEMS

- Canned Chicken, or Fish (e.g., Tuna, Salmon, Sardines, etc.)
- Shelf Stable Milk (1 Qt.)
- Canned Fruit (15-20 oz)
- Canned Vegetables (corn, peas, and mixed only) (14-20 oz)
- Canned tomato products (15-30 oz)
- Spaghetti sauce (no glass jars) (24 oz)
- Peanut butter (16 oz.)
- Canned beans (chickpeas, black, kidney, pinto beans) (14-20 oz)
- Pasta (elbow, penne, spaghetti, etc.)
- Healthy snacks
- Condiments (salt, pepper, ketchup)
- Cooking Oil

### TOILETRIES

- Shampoo (full size)
- Bar Soap
- Feminine Hygiene Products
- Toilet Paper
- Paper Towels
- Toothpaste (full size)



### OTHER ITEMS

- Diapers (sizes 1, 5, and 6)
- Baby wipes
- Pull-Ups (4T – 5T)
- New Socks and underwear (kids and adults)
- Gift Cards to Giant, Safeway, Lidl in \$25 increments

Share of McLean is an independent 501(c)(3) nonprofit, powered entirely by volunteers and community support. Share serves more than 1,400 households, including economically distressed families and individuals, seniors living on limited pensions, and neighbors experiencing homelessness. Clients are referred by county social workers, faith communities, and school counselors.

Share receives no government funding—the work is made possible through the generosity of individuals, local businesses, and faith-based organizations.

For more information, visit  
[www.shareofmclean.org](http://www.shareofmclean.org)

## FOOD AND TOILETRY DRIVE

**WHEN:**

**WHERE:**

**SPONSORED BY:**