

A Quick FAQ Sheet About Hunger and Food for Others

Northern Virginia is such a wealthy area. Does hunger and poverty really exist?

Yes. Even though Northern Virginia is considered one of the wealthiest jurisdictions in the country, we still face a poverty rate of 6.6%. This means, based on US Census figures, that 74,210 persons are living in poverty, more than 30% of whom are children.

What is Food for Others?

Food for Others is Northern Virginia's primary safety net for food when an emergency strikes, and for the growing number of working poor who are unable to make ends meet and need to supplement their inadequate food supplies. Food for Others is a non-profit 501(c)(3) food bank and food rescue operation, working to help those in Northern Virginia who are food insecure.

What is food insecurity?

Food insecurity means that individuals or families are so limited in their resources to buy food that they are running out of food, reducing the quality of their food, cutting out meat, feeding their children unbalanced meals, or skipping meals so that their children can eat.

How does Food for Others help?

Our clients range from new immigrants, to the working poor, to professionals who have lost their jobs. We provide emergency food assistance to a growing number of families each year in four ways: through direct assistance in our warehouse; 16 Neighborhood Distribution Sites; providing packs of food for kids to eat over the weekend distributed to 29 elementary schools with an average distribution of 1400 students every week; and by supplying 17 Community Partners with bulk food for shelters, church programs, etc.

How many families does Food for Others help?

In FY 2016 we helped 21,719 families in need.

How does Food for Others Obtain food?

Food for Others obtains much of its food through food rescue operations and food drives. Staff and volunteers pick up good food that would otherwise be thrown away, due to overstocking or close to sell by date on the product, from local grocery stores and other retail food establishments. The food is brought to the warehouse for temporary storage including refrigeration as appropriate. Food drives provide the majority of our non-perishable food.

This sounds like a lot of work. How does Food for Others get it all done?

We get it all done with an enormous amount of help from dedicated volunteers, concerned citizens and a small, but efficient staff. Volunteers are the heart and soul of Food for Others. We simply could not operate without the help of our 500+ per month volunteers. Last year these thousands of volunteers donated nearly 27,727 hours of their time at Food for Others.

How can I learn more about Food for Others?

Visit us on the web at www.foodforothers.org or call us at 703-207-9173.

A Quick FAQ Sheet about Food Drives

Why are food drives so important?

Even though we engage in a number of food rescue operations, the bulk of our non-perishable food items come from food drives. In FY 2016, 333,829 pounds of our total food collection was from food drives.

What times of year is Food for Others in most critical need of P³ donations?

We always have a need for donations and never turn them away. However, for this program the food would be most needed when school is in session September thru June.

What types of food are you collecting?

The shopping lists at the back of this kit contain needed items for P³, specifically. Some general guidelines:

- √ Only donate items that you would eat.
- √ Check that the items are still within the “use before” date, expired items cannot be distributed to kids.
- √ Avoid glass items, which can easily break.
- √ It's ok if the external packaging is damaged, so long as the internal packaging is still intact.
- √ Items an elementary school aged child can prepare, without adult assistance, would be best.
- √ We cannot accept home canned goods.
- √ No Sandwiches

Are you accepting cash donations as well as food donations?

Yes. Financial donations are also greatly needed in order to keep our doors open and keep our warehouse and Neighborhood Distribution Sites functioning. Your contributions also allow us to upgrade our office and warehouse equipment so that we can be more efficient and serve more families. To make a financial gift, fill out a donation form, which is included in this packet. Or use our “Donate Now” button at <http://foodforothers.org/donate>

Can Food for Others pick-up my collected food?

Food for Others has limited staff and vehicles. Most of the time, they are engaged in regular food rescue operations and are not available for extra pick-ups. Your delivery directly to Food for Others helps us maintain efficiency and keep costs down, thereby allowing us to serve an even greater number of families in need. However, please call us if you are unable to deliver yourself.

Where is Food for Others located and when is it open?

We accept donations at our Merrifield warehouse Monday - Friday, during normal operating hours, 9:30 am – 5:00 pm. We are conveniently located at 2938 Prosperity Avenue in the Merrifield section of Fairfax County (in between Rt. 50 and Rt. 29, across from the side, truck entrance to the Merrifield Post Office). Call us at 703-207-9173, if you need directions.

Do you accept other items besides food for donation?

Food for Others focuses its efforts on hunger issues. However, we can recommend programs which accept clothes, toys and household items.

Can I volunteer at Food for Others?

Absolutely! For more information on our volunteer programs, please visit us on the web at www.foodforothers.org or call us at 703-207-9173.

Organizing Your Food Drive

1. Get approval from the leadership or management of your organization.

You need these folks to help you promote the food drive and make it a success, and you also need to follow any organizational rules about workplace giving and soliciting of items.

2. Select a food drive committee.

Food drives are fun, but they also require a certain amount of planning in order to be successful. Gather a committee that wants to be an integral part of your drive and assign everyone specific tasks. Some of the duties you may want to assign are as follows:

- Chairman of the committee to oversee all details and answer all questions
- Liaison with management
- Coordinator of advertising/promotion
- Photographer
- Outside public relations/media contact
- Coordinator of food collection boxes
- Chief of food storage
- Coordinator of packing and transportation to Food for Others

3. See if your company will do a matching financial gift.

Many companies are happy to make a matching gift of their employee contributions – even when employees are giving food instead of cash. See if your company will donate a dollar for every pound of food raised.

4. Set your goals.

Determine the amount of food you want to raise. You may want to think in terms of raising so many pounds of food per person and then take an educated guess as to how many boxes of food would be the equivalent. If you held an event previously, advertise your past success and set a goal to better the food total by 25% or more. The posters and shopping lists in the back of this packet have spots for you to mark this information. Issue a challenge; ask them to bring in more food than what their kids weigh!

5. Kick it off!

Bring all your targeted participants together for a kick-off event. Explain the importance of your food drive to the P³ program, educate your participants how area children do not eat or eat very little between the lunch they receive on Friday at school and breakfast Monday and how Food for Others helps to alleviate hunger with the packs, announce goals and any incentives you have for meeting goals, and distribute other details about the food drive. Use our FAQ sheets and other attached forms to help you with promotion.

Also, send out an email to let your targeted participants know the details about child hunger, information about the Food for Others organization and all the details about the P³ food drive. Depending on the length of your food drive, periodically update your coworkers or colleagues on progress toward your goals.

If you are promoting the charitable efforts of your company or organization through internal and/or external media, make sure you invite these folks to your kick-off event. If you need assistance or contact names for external media contacts, please call us at 703-207-9173.

Running the Drive

1. Let Food for Others know when you plan to deliver food

Call us at 703-207-9173 to let us know when you would like to bring the collected food to our warehouse. This will enable us to plan appropriately for your delivery. We can accept food donations during our normal business hours, Monday - Friday, 2:00-5:00.

2. Set-up Collection Points

Place your signs, posters, and collection boxes in high traffic areas. Places such as the lobby and lunchrooms work best. Make sure you have an adequate supply of boxes, not too large that it'll make it harder to carry them when filled with donations, and a place to hold and store food until the drive is over. Posters and box signs are included in the back of this packet.

1. Build Awareness

- Give each participant a shopping bag with a shopping list attached to it. You can find shopping lists in the back of this packet.
- Call us to arrange a tour and volunteer day for those who are interested.
- Provide participants with a progress report toward your goal and a fact about hunger each day via e-mail. For more information, see our www.website [foodforothers.org](http://www.foodforothers.org) or www.secondharvest.org.
- Create a paycheck insert with details of the food drive.

4. Involve everyone and make it competitive.

- Friendly competitions between departments or groups can also help increase the amount of food donated. Offer a prize for the group that brings in the most donations, such as letting the winning department wear casual attire for a day, asking the company to provide them with lunch, or letting them go home an hour early on a Friday.
- Challenge an executive or other person in a leadership position to perform an outrageous activity if your goal is met.
- Hold your own "Canstruction" Contest.
- Create competitions with lots of categories - largest individual donation, most protein, most unusual food or match your weight with pounds of food.

5. Create some themes for fun.

- Make each day of the week a designated food day for example: Mac and Cheese cup Monday, Tuna salad kit Tuesday, Welch's fruit snack Wednesday, Thirsty Thursday (shelf stable milk, 100% juice boxes) Free for all Friday (any foods from our P3 food list)
- Have various departments or groups responsible for collecting different items. For example, have one group bring in Mac and Cheese cups; another brings in shelf stable milk and 100% fruit juice boxes, etc.
- Provide the food (from our list) and put together Power Packs as a group.
- Hold a virtual food drive (use Food for Others "Donate Now" button on www.foodforothers.org/action/donate). Please let your food drive coordinator know about your donation
- Select Food for Others at Amazon Smile (smile.amazon.com) to support us. Donate through our wish list at www.amazon.com by simply entering Food for Others in the wish list search box or choosing individual donations at Emergency Referral Program - <https://goo.gl/q8gTQs>, Power Pack program - <https://goo.gl/Y9KLyv>, Thanksgiving - <https://goo.gl/jOzu7S>
- Create friendly competition between departments or groups for the most Power Packs created.
- Pack your donations at Food for Others as a team building exercise.
- Think "Inside the Pack" to create your own food drive.

6. The P³ Pack and its assembly.

When putting packs together stick to using 1 gallon size Ziploc bags (this helps to control the weight of the pack for the child to carry), making sure to include items that are kid-friendly and single-serving sized.

Each pack must include the following:

- 2 breakfast items
- 2 lunch items
- 2 dinner items
- 2 snacks

- 2 drinks

Suggested Foods

For Breakfast:

- Individual Oatmeal packets in all flavors
 - Apples & Cinnamon Maple & Brown Sugar
- Cereal - individual serving size boxes (0.75oz-1.2oz)
 - Froot Loops, Pops, Raisin Brand, Apple Jacks, Frosted Flakes, Rice Krispie, etc.
- Granola Bars
 - Milk 'n Cereal Bars
 - Nutri Grain Bars

For Lunch and/or Dinner:

- Chili cups
- Mac & Cheese cups
 - Velveeta and Kraft
- Tuna Salad & Chicken Salad Kits w/ crackers
 - Bumble Bee
 - Starkist
- Hormel "Compleats for Kids" Meals
- Chef Boyardi: Beefaroni, Ravioli, Spaghetti & Meatballs, chicken and rice etc. in single/kid serving sizes

For Snacks:

- Fruit cups (in their own juice)
- Cheese & crackers
- Applesauce Squeeze packets (all flavors)
- Fruit Snacks (i.e. Welch's)
- Chewy Bars (i.e. Quakers)
- Granola Bars (i.e. Nature's Valley)
- Raisins
- Goldfish crackers

For Drinks:

- 100% Fruit juice boxes
- Capri Sun juices packets
- Shelf stable milk (Horizon/YooHoo have boxes in chocolate/strawberry/vanilla/regular)

• **Sample Power Pack**



When Preparing Packs:

- Think Variety, Try to Avoid Repetition!
- These are suggestions and guidelines; the brand of food does not matter.
- Items should contain no more than 12 grams of sugar per serving

DO NOT USE food list:

- Please try to avoid items with peanuts or peanut butter
- Candy – VERY tempting, but try to stick with items that have some nutritional value
- No perishable foods!
- Pop Tarts – they can get too crumbly in the pack for the kids to eat
- Potted Meat or Vienna Sausages –kids don't eat them.
- Applesauce cups with foil lids-lids break open
- Family sized cans or boxes – too large for a child to eat alone and/or too heavy for them to carry home. ☹
- No glass containers, please!
- Rather than bottled water select 100% juice or shelf stable milk.

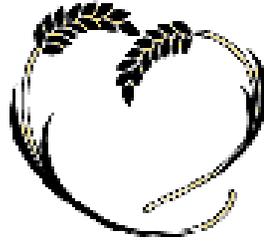
7. Food delivery to Food for Others and event coverage.

Please deliver donations between 2pm to 5pm, Monday thru Friday. However, due to the increase in client traffic during the months of November and December, please call us first for a delivery time 703-207-9173. If you are promoting the charitable efforts of your company or organization through internal and/or external media, make sure an event photographer is on hand at your delivery.

8. Announce your results and celebrate success!

Food for Others will send an acknowledgement of your donation of food. Individual financial donors will also receive acknowledgments. Make sure to thank everyone for their participation. Reiterate that every bit of help, small or large, helps us in fight against hunger in Northern Virginia.

Make sure your event has been covered in your company or organizational newsletter. If you did not contact outside media to cover your charitable efforts, consider sending a press release to local newspapers to advertise your efforts and success.



FOOD *for* OTHERS

Power Pack Program (P³) Food Collection Box

Help us collect non-perishable food for our child neighbors. All donations will be delivered to Food for Others on

-----, and will be put towards the P³ program to feed hungry children in our area.



FOOD *for* OTHERS

Help us collect non-perishable food for our child neighbors. All donations will be delivered to Food for Others on _____, and will be put towards the P³ program to feed hungry children in our area.

Our Goal is _____ P³ packs!

Suggested Foods:

For Breakfast:

- Individual Oatmeal packets in all flavors
 - Apples & Cinnamon Maple & Brown Sugar
- Cereal - individual serving size boxes (0.75oz-1.2oz)
 - Froot Loops, Pops, Raisin Brand, Apple Jacks, Frosted Flakes, Rice Krispie, etc.
- Granola Bars
 - Milk 'n Cereal Bars
 - Nutri Grain Bars

For Lunch and/or Dinner:

- Chili cups
- Mac & Cheese cups
 - Velveeta and Kraft
- Tuna Salad & Chicken Salad Kits with crackers
 - Bumble Bee
- Hormel "Compleats for Kids" Meals
- Chef Boyardi: Beefaroni, Ravioli, Spaghetti & Meatballs, chicken and rice etc. in single/kid serving sizes

For Snacks:

- Fruit cups
- Cheese & crackers
- Pretzel packets
- Applesauce Squeeze packets (all flavors)
- Fruit Snacks (i.e. Welch's)
- Chewy Bars (i.e. Quakers)
- Granola Bars (i.e. Nature's Valley)
- Raisins
- Goldfish crackers

For Drinks:

- 100% Fruit juice boxes
- Capri Sun juices packets
- Shelf stable milk (Horizon and YooHoo have individual boxes in chocolate, strawberry, vanilla & regular)
- No glass containers, please!

Sample Letter/Email to Targeted Participants

Our organization is holding a food drive on [DATES] to benefit Food for Others, a local non-profit food bank and food rescue operation serving Fairfax and Arlington Counties. This is a great opportunity to help feed the hungry in Northern Virginia and I encourage you to join in our efforts.

All food and funds raised will help Food for Others to supply elementary school children with a pack of food for them to eat on the weekends through their Power Pack Program (P³). Food for Others is working hard to serve our community and help a growing number of families who are food insecure. Food insecure families are so limited in their resources to buy food that they are running out of food, reducing the quality of their food, cutting out meat, fresh fruits and vegetables.

Here are some startling statistics about hunger in Northern Virginia:

- Poverty and hunger exists in Northern Virginia. Even though Northern Virginia is considered one of the wealthiest jurisdictions in the country, we still face a poverty rate of 6.6%. This means, based on US Census figures, that 74,210 persons are living in poverty, more than 30% of whom are children.
- To be above the poverty line in Fairfax County, the average family (two adults and two children) needs an income thrice the minimum wage.
- In Fairfax County, 29.16% of the enrolled student body qualifies for free or reduced lunch programs. In Arlington County, the percentage is even greater at 30.13%.

The goal of Food for Others is to provide free food to those in need, while working to eliminate hunger and food insecurity in Northern Virginia.

Here's how you can help:

- Donate Funds. For an official Financial Donation Form, please e-mail or see [FOOD DRIVE COORDINATOR'S NAME AND EMAIL ADDRESS], or visit www.foodforothers.org. For every dollar raised, 94¢ goes directly to programs.
- Donate non-perishable foods in the marked boxes at collection points in our location during the drive. Food for Others is in serious need of the following items for the P³ packs:

For Breakfast:

- Individual Oatmeal packets in all flavors: Apples & Cinnamon Maple & Brown Sugar
- Cereal - individual serving size boxes (0.75oz-1.2oz): Froot Loops, Pops, Raisin Brand, etc.
- Granola Bars – Milk 'n Cereal bars, Nutri Grain bars

For Lunch and/or Dinner:

- Mac & Cheese cups: Velveeta and Kraft
- Tuna Salad & Chicken Salad Kits with crackers: Bumble Bee
- Hormel "Compleats for Kids" Meals
- Chef Boyardi: Beefaroni, Ravioli, Spaghetti & Meatballs, chicken and rice etc. in single/kid serving sizes

For Snacks:

- Fruit cups (in their own juice)
- Cheese & crackers, Goldfish crackers
- Applesauce Squeeze packets (all flavors)
- Fruit Snacks (i.e. Welch's)
- Granola Bars (i.e. Nature's Valley) & Chewy Bars (i.e. Quakers)
- Raisins

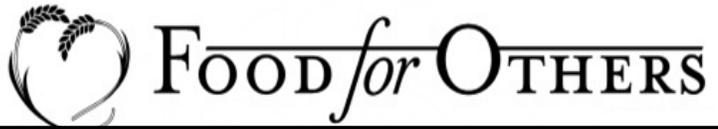
For Drinks:

- 100% Fruit juice boxes
- Capri Sun juices packets
- Shelf stable milk (Horizon and YooHoo have individual boxes in chocolate, strawberry, vanilla & regular)
- No glass containers, please!

Thank you for your help!

[FOOD DRIVE COORDINATOR, ORGANIZATION LEADER, COMPANY EXECUTIVE NAME]

Financial Donation Form



Yes- I want to partner with Food for Others in the fight against hunger in Northern Virginia. Here is my tax-deductible gift.

Please fill in the form below and fax or send it to:

Food for Others
2938 Prosperity Avenue
Fairfax, VA 22031
Fax: 703-207-9204
Phone-703-207-9173

My Gift: \$25 \$50 \$75 \$100 Other: \$ _____

Contact Information:

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Payment Options:

Enclosed is my check or money order made payable to Food for Others.

I wish to donate by credit card. Below is my credit card information.

Visa MasterCard

Card number (16 digits): _____ Expiration (mm/yy): _____

3 digit security code: _____ Cardholder Name: _____

Cardholder signature: _____

My employer has a Matching Gift Program. Enclosed with my donation is my company's form.

The gift is (please check one):

In honor of: _____

In memory of: _____

Please notify:

Name: _____

Address: _____

City/State/Zip: _____

Privacy Policy: Food for Others respects the privacy of our donors and we will not sell or trade a donor's personal information to any other entity without the express permission of the donor.



FOOD *for* OTHERS

Join the Fight Against Hunger
in Northern Virginia.

Don't forget to bring non-perishable food
donations for our Power Pack Program (P³) food drive.

Our food drive dates are:

Foods needed for the P3 program are:

- Oatmeal packets of any flavor
- Individual serving sized cereal boxes
- Mac & Cheese cups
- Tuna/chicken Salad kits with crackers
- Pasta cups- i.e. Chef Boyardee microwave cups etc.
- Fruit cups- i.e. mixed fruit cups in their own juice, etc.
- Cheese and Cracker snack sized packages & Goldfish crackers
- Fruit snacks
- Snack bars
- 100% Fruit juice boxes
- Capri Sun juice pouches
- Shelf stable milk

No Glass Containers, please!

Food for Others
2938 Prosperity Drive • Fairfax, Virginia 22031
Phone 703-207-9173 • Fax 703-207-9204
Web www.foodforothers.org



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- Cheese and Cracker snack sized packages & Goldfish crackers
- Fruit snacks
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No Glass Containers, please!

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