



Scott  
MISSION  
LOVE IS THE WAY

LOVE TO GIVE

# FOOD DRIVE

GUIDELINES TO HOST  
A FOOD DRIVE

*Thank you for your interest  
in hosting a FOOD DRIVE  
to support the work of  
Scott Mission.*

## INTRODUCTION:

Since 1941, Scott Mission has been responding to the needs of individuals and families who face hunger and homelessness—offering practical, emotional, and spiritual support to love our neighbours across the GTA. It is through generous donations from our community that we can continue to provide for people who need emergency supplies. LOVE IS THE WAY we serve and bring dignity to those who need a helping hand.

## RESOURCES FOR YOUR FOOD DRIVE\*

1. ORGANIZING A FOOD DRIVE: RESOURCE AND GUIDELINES PDF
2. POSTER PDF TO CUSTOMIZE AND PRINT FOR YOUR EVENT
3. PROMOTIONAL LABEL PDF TO PRINT AND AFFIX TO YOUR DONATION BOXES
4. PROMOTIONAL FLYER WITH QR LINK TO MORE INFORMATION ONLINE
5. EMAIL HEADER GRAPHIC TO CUSTOMIZE EMAILS ABOUT THE FOOD DRIVE WITHIN YOUR CHURCH OR ORGANIZATION
6. SOCIAL MEDIA GRAPHICS TO PROMOTE YOUR EVENT (IG, FB)

*\*Digital versions of the guidelines and other promotional items are available at [scottmission.com/fooddrive](http://scottmission.com/fooddrive)*



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By hosting a food drive, you are educating your neighbors, friends, and family about the realities of food insecurity across the GTA, and the importance of working together to make a difference in the lives of those who experience poverty.

## Who should participate?

We recommend that the food drive include people within your organization or customers who may use your service. If you decide to broaden the scope of the food drive to appeal to the community at large, please contact us before proceeding.

## When is the best time?

Scott Mission FOOD BANKS are a resource for hundreds of families who are always in need of supplies, so any time of the year is a good time to host a food drive. To keep people engaged with the drive, we recommend that a food drive not last more than three weeks.

## What should be collected?

It is the goal of Scott Mission Food Banks to provide as much healthy food for our neighbours as we can. We can only accept non-perishable food items, and we ask that the items be within the best before date. If you are a farm or business that would like to donate perishable food items (*i.e. produce or meat*), please contact Ruel at [rquintero@scottmission.com](mailto:rquintero@scottmission.com).

### ITEMS NEEDED INCLUDE:

- CANNED VEGETABLES
- CANNED LEGUMES (*Beans, Chickpeas Etc.*)
- FRUIT CUPS
- CANNED MEAT AND FISH
- CANNED SOUPS AND STEWS
- PASTA
- RICE
- PEANUT BUTTER
- JUICE BOXES
- LUNCH SNACKS
- SPECIAL DIETARY FOODS (*Gluten-Free, Sugar-Free Etc.*)
- DIAPERS
- BABY FOOD AND FORMULA
- TOILETRY ITEMS (*Shampoo, Soap, Deodorant, Toothpaste*)
- TOILET PAPER



## ORGANIZING YOUR FOOD DRIVE

- Step 1:** *Contact* Maureen at [info@scottmission.com](mailto:info@scottmission.com) to advise us of your upcoming food drive.
- Step 2:** *Organize* a group of people within your church/organization who are going to help you conduct the food drive.
- Step 3:** *Prepare* promotional materials and donation boxes (poster and box graphic provided).
- Step 4:** *Determine* locations for your promotional materials and donation boxes, and post promotional materials at least one week prior to the food drive start date.
- Step 5:** *Set-up* donation boxes in designated locations on the day before your food drive event.
- Step 6:** *Maintain* momentum! Update your participants on how much food has been collected, and any funds collected via social media, posters, emails etc.
- Step 7:** *Share* your appreciation with all donors, supporters and volunteers once the event is over.

## PROMOTE YOUR FOOD DRIVE

- **SOCIAL MEDIA:** Promote your event on your social media channels—and don't forget to tag Scott Mission so we can share/retweet: [Facebook.ca/scottmission](https://www.facebook.ca/scottmission) or [@thescottmission](https://twitter.com/thescottmission) on Twitter and Instagram
- **PRINT COMMUNICATION:** Share the event with volunteers and participants via your newsletter or church bulletin.
- **EMAIL/INTRANET:** Promote the event through digital communication to your organization/church.
- **POST UPDATES:** Provide regular updates of the event via social media or your church/organization's website.
- **SHARE PHOTOS:** Share the experience with your network before, during, and after your food drive.

## AFTER THE FOOD DRIVE

Please have canned and jarred foods organized in boxes. Please use clear or light blue plastic bags for all other items.

*Kindly take your Food Bank donations to **one** of the following locations between 8:00 a.m. and 2:30 p.m. Monday to Friday:*

5 MCLACHLAN DRIVE, ETOBICOKE • 502 SPADINA AVENUE, TORONTO • 1550 O'CONNOR DRIVE, TORONTO

**NOTE:** If you have a large quantity of donations that will not fit into a minivan, please contact Ruel at [rquintero@scottmission.com](mailto:rquintero@scottmission.com) to arrange for a pickup by Scott Mission.

**IF YOU ARE A FARM OR BUSINESS** that would like to donate perishable food items (i.e. produce or meat) OR if you would like to donate clothing and supplies, visit [scottmission.com/GIK](https://scottmission.com/GIK).

## Frequently asked questions:

### • WHEN IS THE BEST TIME TO ORGANIZE A FOOD DRIVE?

You can organize a food drive at any time that is convenient for your organization. Scott Mission Food Banks are open five days a week, and we can always use non-perishable food items to help supplement the fresh produce and meat that we share with individuals and families across the GTA.

### • HOW LONG SHOULD THE FOOD DRIVE LAST?

We recommend that your food drive last two to three weeks. Longer periods typically cause people to lose interest in the event.

### • CAN THE FOOD BANK ACCEPT PERISHABLE ITEMS?

We only accept non-perishable items through food drives. If you are a farm or business that would like to donate perishable food items (*i.e. produce or meat*), please contact Ruel at [rquintero@scottmission.com](mailto:rquintero@scottmission.com) for additional information.

### • CAN WE ACCEPT MONETARY DONATIONS ON BEHALF OF THE FOOD BANK?

Yes, we accept monetary donations for the Food Bank and can issue tax receipts for any amount donated. Please encourage anyone who wants to make a monetary donation to visit [www.scottmission.com](http://www.scottmission.com). All monetary donations will be receipted.

### • CAN WE RECEIVE A TAX RECEIPT FOR FOOD DONATIONS TO THE FOOD BANK?

Please visit [www.scottmission.com/GIK](http://www.scottmission.com/GIK) for more information about receiving a tax receipt.

### • WHO RECEIVES THE DONATED FOOD?

Scott Mission Food Banks distribute emergency food supplies to approximately 900 individuals each month. Of the more than 10,000 individuals assisted in the past year, 36% of them are children and seniors.

### • WHO SHOULD WE CONTACT WITH ANY QUESTIONS ABOUT CONDUCTING A FOOD DRIVE?

Contact Maureen at [info@scottmission.com](mailto:info@scottmission.com) with any questions.

### • CAN OUR GROUP VISIT THE SCOTT MISSION FOOD BANK?

Yes, you can request a group tour and inquire about various volunteer opportunities. Please visit [www.scottmission.com/volunteer](http://www.scottmission.com/volunteer).

Thank you for your generosity and kindness to help Scott Mission continue to serve those who are experiencing hunger and homelessness across the GTA. To learn more visit: [www.scottmission.com](http://www.scottmission.com).



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