

FOOD DRIVE GUIDE

We have time. Let's make a difference!



IN THIS PACKET

Letter from our CEO to Food Drive Hosts

RESOURCES TO GET STARTED

Tips for a Successful Food Drive

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TO SHARE

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Feeding people. Changing lives.

FOOD PANTRY
MOBILE MARKET
COMMUNITY MEALS
THRIFT STORE

Dear Friends,

This is not just another holiday season. This is not just another year.

And this is not just another ask from us for help.

This is a rallying cry: Can you help make a real difference when our neighbors need us most? *There is still time.*

Cuts to the federal safety net signed into law this July will have real ramifications right here in Essex County in the coming year. There are a handful of ways to help this holiday season and beyond:

- DONATE at FOODPANTRY.org/donate
- Host a collection site for the Thanksgiving Food Drive (November 1-22) at your workplace, place of worship, or school. Help keep our pantry shelves full as we prepare to send Holiday Baskets home to local people. With your support, we can make sure none of our neighbors are hungry for the holidays and beyond.
 - Donation collections can be dropped off or scheduled for Nov 24, 25, or 26 (first come-first served). Sign-up today at FOODPANTRY.org/fooddrive
- DONATE shelf-stable food to one of our SIX food drive collection sites on Saturday 11/22 (more information coming soon at FOODPANTRY.org)
- VOLUNTEER at FOODPANTRY.org/volunteer

Last year, The Open Door distributed 2.35 MILLION pounds of food (1.96 million meals) to 11,893 people during 100,775 visits to our pantries, Mobile Markets, and meal programs.

In this packet you will find everything you need to host a successful food drive! Printed copies of this packet are available at our Gloucester location (28 Emerson Avenue, Gloucester Massachusetts).

You can also donate food at Thanksgiving Food Drive collection sites on Saturday, November 22 (visit FOODPANTRY.org for more info).

Thank you for helping to feed our neighbors this holiday season!

Sincerely,

Julie LaFontaine
President and CEO



FOOD DRIVE CHECKLIST

■ ESTABLISH A FOOD DRIVE PLANNING COMMITTEE

- Select a coordinator to lead the drive
- Appoint team captains to take charge of promoting your food drive

■ SET A GOAL

- Aim high! Many groups set a goal of 15 pounds of food per employee, student or family.
 - The Open Door has a scale and will be happy to weigh your total food donation!

■ GET THE WORD OUT

- Display posters in high traffic areas
- Publicize the drive in your publications/bulletins.
- Send e-mail reminders
- Distribute the sample letter included in this packet to your network early
- Make announcements at meetings
- Invite The Open Door to make a virtual presentation
- Distribute food collection bags, flyers and donations envelopes

■ CREATE INCENTIVES

- Give prizes or sponsor a party for the department, grade, or family that collects the most food
- Add fun categories! Encourage your stakeholders to compete to collect the most peanut butter, spaghetti sauce or tuna

■ HAVE FUN!

- Email volunteer@foodpantry.org to bring a group to volunteer at The Open Door
- Build momentum with daily updates on your progress
- Challenge other departments or competing corporations



THANK YOU!
Your help puts
food on the table
for our neighbors
through the
holiday season
and beyond!



Follow us on Facebook and Instagram @theopendoorma
(and tag us with photos of your food drive progress!)

COPY ONTO YOUR LETTERHEAD

SAMPLE LETTER TO SEND TO YOUR NETWORK

October 2025

Greetings!

With the holidays on the horizon, we're going to hold a food drive to support the mission of The Open Door, the area's leading hunger-relief organization.

Our food collection site will benefit people right here in our community!

Last year, The Open Door distributed 2.35 MILLION pounds of food (1.96 million meals) to 11,893 people during 100,775 visits to our pantries, Mobile Markets, and meal programs.

The Open Door serves people in Gloucester, Rockport, Manchester, Essex, Ipswich, Topsfield, Rowley, Boxford, Hamilton, Wenham, and Georgetown with mobile sites in Danvers and Lynn. Thousands of local people rely on their programs to help make ends meet. This holiday season, you can help The Open Door serve our neighbors by sending a bag of food to our collection site.

To find out more about what they do and the many wrap-around nutrition programs The Open Door provides, visit FOODPANTRY.org

Our goal is to collect: _____ pounds of food.

WHERE: _____ DATE: _____

ITEMS MOST NEEDED:

Cereal, coffee, tea, granola bars, pancake mix, waffle mix, maple syrup, oatmeal, and 100% real fruit juice.

NO GLASS PLEASE!

[Your logo here]

We're hosting a

FOOD DRIVE

TO BENEFIT THE OPEN DOOR

WHEN

[PLACEHOLDER FOR WHEN]

WHERE

[PLACEHOLDER FOR WHERE]

MOST NEEDED ITEMS:

- Cereal
- Coffee & Tea
- Granola Bars
- Oatmeal
- Pancake/Waffle Mix
- Maple Syrup
- 100% Fruit Juice

NO GLASS PLEASE!



Why breakfast foods?

When children are home for holiday breaks, families need to put breakfast on the table. When school is in session, those meals are available to kids at the cafeteria. Help stock the shelves to keep local families well fed over the holidays and beyond. Thank you!

THE
Open
Door

*Thank
you!*

HOW TO GIVE

Holiday Baskets



Help provide food for local people during the holidays and beyond to keep family traditions alive.

What's in a Holiday Basket?

- Turkey (14-16 lbs) or Ham
- Gravy
- Corn Muffin Mix
- Stuffing Mix
- Cranberries
- Apples
- Carrots
- Squash
- Potatoes
- Pumpkin (Can)



GIVE ONLINE
at **FOODPANTRY.org**



OR MAKE CHECKS PAYABLE TO:

The Open Door
28 Emerson Avenue
Gloucester, MA 01930



Just **\$35** provides a Holiday Basket for a family

for residents of Gloucester, Rockport, Ipswich, Essex, Manchester, Rowley, Topsfield, Boxford, Hamilton, Wenham, and Georgetown.

Thank you!

Learn more at [FOODPANTRY.org](https://www.foodpantry.org)



Pantry Scavenger Hunt

KINDNESS CALENDAR

DONATE an item a day to help feed local people. Days marked with a green t-shirt share ideas for donations to Second Glance, thrift store of The Open Door. Days marked with an orange place setting share ideas for donations for our Food Pantries. Thank you!

 Kitchen Items	 Canned Chicken & Turkey	 High Quality Clothing	 Puzzles & Board Games	 Breakfast Cereal	 Spaghetti Sauce
 Canned Vegetables	 Noodles & Pasta	 Lamps & Lighting	 Macaroni & Cheese	 Rice	 Backpacks & Handbags
 100% Juice & Juice Boxes	 Books	 Healthy Snacks	 Canned Fruit	 Shoes	 Hearty Soups
 Pancake Mix	 Home Decor	 Peanut Butter	 DVDs & CDs	 Canned Tuna	 Cake & Muffin Mix
 Shelf stable foods for The Open Door. Please, NO GLASS!		THANK YOU! <i>Happy Holidays!</i>		 Clean, gently used donations for Second Glance raise revenue for hunger-relief programs of The Open Door.	



PANTRY SCAVENGER HUNT

Help stock the shelves with breakfast items while children are home for the holidays!

Most needed items:

- Cereal
- Coffee & Tea
- Granola Bars
- Oatmeal
- Pancake/Waffle Mix
- Maple Syrup
- 100% Fruit Juice



NO GLASS PLEASE!

FOODPANTRY.org