

# 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

Food Donation Box Sign

Sample Letter to Send to your Network

## TO SHARE

Food Drive Poster

Kindness Countdown Calendar

Pantry Scavenger Hunt



Feeding people. Changing lives.

FOOD PANTRY  
MOBILE MARKET  
COMMUNITY MEALS  
THRIFT STORE

Dear Friends,

**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 will have real ramifications right here in Essex County. There are a handful of ways to help:

- DONATE at [FOODPANTRY.org/donate](https://FOODPANTRY.org/donate)
- Host a FOOD DRIVE! Help keep our pantry shelves full for local people.
- VOLUNTEER at [FOODPANTRY.org/volunteer](https://FOODPANTRY.org/volunteer)

In 2025, The Open Door distributed 2.48 MILLION pounds of food (2.06 million meals) to 12,780 people during 136,851 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).

Thank you for helping to feed our neighbors!

Sincerely,

A handwritten signature in black ink, appearing to read 'Julie LaFontaine'.

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](mailto: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.



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

INSERT DATE

Greetings!

With food insecurity on the rise, 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!

In 2025, The Open Door distributed 2.48 MILLION pounds of food (2.06 million meals) to 12,780 people during 136,851 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. 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](http://FOODPANTRY.org)

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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**

**WHERE**

## **MOST NEEDED ITEMS:**

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

**NO GLASS PLEASE!**

*THE*  
*Open*  
Door

*Thank  
you!*





# 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!

<p><b>1</b> Kitchen Items</p>	<p><b>2</b> Canned Chicken &amp; Turkey</p>	<p><b>3</b> High Quality Clothing</p>	<p><b>4</b> Puzzles &amp; Board Games</p>	<p><b>5</b> Breakfast Cereal</p>	<p><b>6</b> Spaghetti Sauce</p>
<p><b>7</b> Canned Vegetables</p>	<p><b>8</b> Noodles &amp; Pasta</p>	<p><b>9</b> Lamps &amp; Lighting</p>	<p><b>10</b> Macaroni &amp; Cheese</p>	<p><b>11</b> Rice</p>	<p><b>12</b> Backpacks &amp; Handbags</p>
<p><b>13</b> 100% Juice &amp; Juice Boxes</p>	<p><b>14</b> Books</p>	<p><b>15</b> Healthy Snacks</p>	<p><b>16</b> Canned Fruit</p>	<p><b>17</b> Shoes</p>	<p><b>18</b> Hearty Soups</p>
<p><b>19</b> Pancake Mix</p>	<p><b>20</b> Home Decor</p>	<p><b>21</b> Peanut Butter</p>	<p><b>22</b> DVDs &amp; CDs</p>	<p><b>23</b> Canned Tuna</p>	<p><b>24</b> Cake &amp; Muffin Mix</p>
<p>Shelf stable foods for The Open Door. Please, <b>NO GLASS!</b></p>		<p><b>THANK YOU!</b></p>		<p>Clean, gently used donations for Second Glance raise revenue for hunger-relief programs of The Open Door.</p>	

THE  
*Open*  
Door



# PANTRY SCAVENGER HUNT

**Help stock the shelves with breakfast items while children are home for holiday breaks!**

*Most needed items:*

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



**NO GLASS PLEASE!**

**FOODPANTRY.org**