2017 Food & Fund Drive Wrap-Up Guide

Thank you again for your participation to help us reach our most ambitious goal, EVER! Your support means everything to us and to those that we serve. Below are some tips on how to wrap –up your Food & Fund Drive. The most important thing is to label your barrels, boxes & cash bags so that we can be sure to give you credit for all of your hard work!

1. **Gather** all food & financial donations in one location on the ground level or near an elevator.

2. **Prepare** food donations
   a. Place items into barrels/boxes only as high as the top of the container. Box flaps must be closed.
   b. **Attach an ID label** to the outside of each barrel or box to be sure to receive credit for your donations.

3. **Prepare financial donations**
   a. Deposit funds directly into Second Harvest’s bank account
      i. Take your cash/coin/checks (payable to Second Harvest) to any Park Bank location.
      ii. Tell the Park Bank employee that you held a Share Your Holidays Food & Fund Drive and your organization’s name and address.
      iii. Park Bank will deposit the funds and donations will be tracked with your drive.
   b. Send money with our drivers
      i. Convert all cash/coin donations to a cashier’s check payable to Second Harvest Foodbank
         1. Be sure to add a memo of your organization name
      ii. Add checks (including the cashier’s check) to the cash bag and seal it. Be sure that your organization name is on the cash bag.

4. **On your assigned pick up day**, please have your donations ready by 8:30am
   a. You will receive an email by November 20th for your assigned pick-up day (if needed)

5. **Don’t need pick-up?** Deliver your collection of food & funds to Second Harvest Foodbank (2802 Dairy Drive) anytime M-F between 8:30am-4:00pm or to the Grand Finale at Alliant Energy Center on December 6th from 6am-7pm!