



FOOD DRIVE INSTRUCTIONS

Share of McLean is a non-profit, all-volunteer organization whose mission is to help address the emergency needs of the less fortunate and to promote self-sufficiency through food and clothing pantries, family assistance, and furniture. We are extremely grateful that you have chosen us to be the beneficiary of your charitable food drive. Gaining agreement between all parties for the food drive and delivery dates will help ensure a smooth transition of supplies from your organization to ours. If you have any questions, please contact info@shareofmclean.org. Thank you for working with us to make the drive a success!

Getting started with hosting a food drive

1. Review the food drive checklist provided below to help you organize and manage your food drive.
2. Send an email to info@shareofmclean.org with your desired food drive dates, and when you are available to deliver your donated items to Share.
3. A Share volunteer will contact you about a date when you can deliver the items to Share.
 - a. Small food collections can be left at any time in the two sheds outside Share's main entrance. at Door #8 of the McLean Baptist Church, 1367 Chain Bridge Road.
 - b. Larger food collections require a coordinated delivery date to ensure a volunteer is available to bring the items indoors.
 - c. For very large-scale food collection drives, please contact info@shareofmclean.org to arrange special pickup options.
4. Helpful tips for collecting and transferring food to Share:
 - a. Check our **Most Needed List** on our webpage which changes monthly: www.shareofmclean.org/food-and-clothing-pantry
 - b. Check expiration dates on cans since Share cannot accept expired items.
 - c. Sort donations by type, and separate in different boxes/bags by the following categories: canned food (veggies, fruit, beans, condiments), boxed/bagged food (i.e. cereal, rice, pasta, snacks), and toiletries/personal care items. Reminder: No glass bottles of any kind.
 - d. Fill boxes with no more than 20 lbs. for ease in carrying. If possible, minimize plastic or paper bags as they can rip. Reusable grocery bags are welcome. Hint: Contact your local Giant as they typically have milk and egg boxes which are the perfect size. Boxes from VA's ABC stores are good choices as well.
 - e. Label boxes with their contents.
5. Deliver the boxes on the scheduled drop off day/time provided by the Share volunteer.

Community Food Drive Setup Checklist

KEY INFORMATION	
Organization Name	Share of McLean // www.shareofmclean.org
Share Address	1367 Chain Bridge Road, McLean VA 221201 (in McLean Baptist Church)
Share contact information	703-229-1414 // info@shareofmclean.org
Your Contact Information	How can donors with questions reach out to you?
Are you offering an incentive?	e.g., Will you give out tickets to a performance in exchange for x amount of donations?
What are you collecting?	e.g., food, toiletries, diapers, etc. For our most needed items, go to: https://www.shareofmclean.org/food-and-clothing-pantry

HELPFUL CHECKLIST		
	Choose where you are going to hold the drive (neighborhood collection, church collection, school, etc).	Location:
	Select potential dates for the drive	Start Date: End Date:
	Get permission from your employer, principal, or head of your organization before advertising the drive and putting out donation bins	Their Name: Their contact info:
	Provide Share (info@shareofmclean.org) with your collection dates. (Note: you must confirm your date and time for delivery with Share so we can be sure to have someone available to receive your donations.)	Responsible Party: Delivery date/time:
	Determine how you are going to advertise your food drive (e.g., flyers, email).	Responsible Party:
	Put collection bins in a visible location, and set aside strong boxes and bags to transport donations to Share Tip: If your donations are in a public space, you may want to remove the donations at the end of each day and store them in a secure location (see below for labels to use on the collection bins)	Responsible Party:
	Do you want to keep your donors updated? Consider posting progress pictures, or sending emails on how much you have collected.	Responsible Party:
	At the end of the drive, remove the collection bins and any flyers or signs.	Responsible Party:
	Check expiration dates since Share cannot accept expired items	Responsible Party:
	Sort donations by type, and separate in different boxes by the following categories: canned food (veggies, fruit, beans, condiments), boxed/bagged food (i.e., cereal, rice, pasta, snacks), and toiletries/personal care items. Reminder: No glass bottles of any kind.	Responsible Party:
	You may want to count or weigh the food to give a final count to your donors	Responsible Party:
	Decide how the donations are being moved (car, truck) to Share	Transport: Car/ Truck / Other Responsible Party:
	If desired, get a picture taken with your donations to be added to your and Share's social media sites!	Responsible Party:



**SHARE of
McLEAN**

HELPING OUR NEIGHBORS IN NEED



FOOD DRIVE IN SUPPORT OF SHARE OF MCLEAN

Mailing Address

Share Inc.
Box 210
McLean, VA 22101

Food Pantry and Clothing Room

McLean Baptist Church,
Door #8,
1367 Chain Bridge Road,
McLean, VA 22101