

How to Run a **Food Donation Drive**

1. **Decide on the format for your drive:** a traditional food drive or a CANstruction food drive. If you'd like to run CANstruction food drive, please see our Guidelines for Running a CANstruction Food Drive.

2. **Set a date:** Decide when you will hold your donation drive (start and finish dates).

3. **Register with us:** Visit our [Get in Touch page \(click here\)](#), and fill out the registration form by selecting 'Register for Donation Drive.'

4. **Get your Toolkit.** Visit our website to [download your food donation drive Toolkit](#) and start promoting your donation drive. Please refer to [our list of items we need](#) when requesting donations.

The toolkit contains:

- A poster you can print out or upload to your website to promote your drive. There's a white space at the bottom of the poster to include the collection point or any other instructions you want.
- A graphic image to use with your newsletter and social media posts and a selection of photos if you'd prefer to use those.
- Suggested text for your newsletter, website, or social media to let people know your drive is on. Get the message out as wide as you can!
- A donations list of suggested food to donate. *(Please note that we can only accept non-perishable foods if you do not have a food business license).*
- A Certificate of Appreciation to thank your supporters/donors.
- CANstruction Drive award winner certificates.

5. **Start collecting:** Set up your collection point and start collecting donations!

6. **Deliver donations:** You can drop off your food donations at either our Tuggeranong or Gungahlin Community Centres.

7. **Send us a photo:** We'd love to share your donation drive on our social media and encourage others to do the same.

8. **Thank supporters:** Download a Certificate of Appreciation from our toolkit to thank your key supporters for supporting your drive!

More info: *please contact us through the [Get In Touch button on our website](#).*