



Field and Fork Pantry Food Drive Resource Guide

Thank you for your support for the University of Florida Field and Fork Pantry. See below for information about hosting your food drive, and ideas to help you in designing how you want to program your drive.

General Information

Pantry Location: 564 Newell Drive, Building 476, adjacent to Food Science & Human Nutrition and McCarty D

Hours of Operation: visit our website for current hours, <http://fieldandfork.ufl.edu/the-pantry/>

Where can items be donated?

- Items can be donated at The Pantry during the hours listed above. For large donations, please e-mail fieldandfork@ufl.edu to coordinate options for drop off.

Collaborating with the Pantry

Once you decide to host a food drive, please contact us at fieldandfork@ufl.edu or fill out a Food Drive Intent Form. The Pantry staff will do their best to support your efforts and help make your event a success.

Food Drive Logistics

- Identify a contact person who will coordinate the details for the drive and collaborate with The Pantry staff. It will be important to share the details of your drive as early as possible and to coordinate the delivery to The Pantry after your drive is finished.
- Determine the type of food drive that makes most sense for your department, office, or building (see four types listed on this document, below).
- Set a goal (pounds or monetary donations) that your department, office, or building wants to accomplish with the drive. This will help motivate individuals to donate and assist in reaching the overall goal.
- While The Pantry will accept any donations, please know that protein and grain foods are always most in demand (peanut butter, beans, canned tuna, canned chicken, pasta, rice, popcorn, granola bars, etc.),
- Consider having a “Specific Item Drive”, where your drive is specific for one type of food (i.e. Peanut Butter Drive or Tuna Drive). Communicate with The Pantry staff if this type of drive interests you and the staff can help identify which item(s) would be best for this type of drive.
- It is possible that your drive may coincide with the drive of another department, organization, or building and that you could combine your efforts for an even greater impact. If this is the case, The Pantry staff will share this possible collaboration opportunity with you.

Four Types of Food Drives:

1. Single Site Drop-Off Drive

Donors bring donations to one location during a set timeframe.

- Identify the location for the drop-off with your department, office, or building. The location should be easily accessible and visible to donors but in an area that won't impede the normal business or traffic within your office/building. In communicating about your drive, be sure to specify the start and end date of your drive.

2. Extended Food Drive

Donors bring donations over an extended period of time – this style is conducive to a competition-based drive.

- If your department, office, or building is considering doing an extended food drive that spans over multiple weeks or even months, please communicate that with The Pantry staff.



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- Feel free to conduct multiple drop-offs at the Pantry, depending on the success of your drive and the viability of space where you are collecting items.
- If you are interested in making your food drive competition based, contact us and we will put you in touch with one of our campus partners. There are many campus partners who have had successful competitive drives among their staff or between departments/organizations. We would be happy to put you in touch with one of those individuals to learn more about ways to implement something similar at your office, department, or organization.

3. Event-Related Food Drive

Donors bring donations to an event not necessarily related to The Pantry. Donations might be used as “admission” to the event.

- If you are interested in conducting a food drive at a campus, department, or organization event, please contact The Pantry staff and we will be happy to assist in any coordination and planning.

4. Virtual Food Drive

Donors make monetary donations to the Food Pantry Foundation Account.

- There is also an option of hosting a virtual food drive. Individuals can go to our website and make a monetary donation.
- Monetary donations are particularly helpful as The Pantry will use these funds towards the handling fee when getting items from Bread of the Mighty Food Bank.

Thank you for your support of our campus community. Together, we hope to end food insecurity on campus and provide the resources necessary for student, faculty and staff success.