



*Volunteer
Handbook*



Volunteer Handbook

Table of Contents

Welcome to Food Bank of Alaska!	3
Mission Statement	4
About FBA.....	4
13 x 13 x 13: A Vision for the Future	4
Get Involved	6
Where do you fit?	9
How to Schedule Volunteer Opportunities	10
Volunteer Policies	10
Rights and Responsibilities of FBA Volunteers.....	12
FBA Food Sorting Guidelines	14
Tips and Ideas for a Successful Food Drive	18
What kind of food does FBA most need?	19

Welcome to Food Bank of Alaska!

Volunteers are FBA's daily bread. The simple truth is that we need volunteers like you to end hunger in Alaska.

FBA relies on generous individuals like you to volunteer your time and talents. Volunteers on our Board provide governance and set FBA's strategy. Volunteers organize food drives that provide hundreds of thousands of pounds of food each year. Volunteers in the warehouse sort, box, and shelve food so it can safely and rapidly reach our neighbors who need it most. Volunteers in the office cheerfully direct our needy neighbors to convenient food pantries.

As an FBA volunteer, your time, your talents, and your commitment are absolutely essential and thoroughly appreciated. Thank you for joining the FBA family and helping us eliminate hunger in Alaska.

Susannah Morgan
Executive Director

As Coordinator of Volunteer Resources, I schedule, orient, and maintain communication with volunteer groups and individuals. My goal is to provide you with a meaningful and productive service experience.

Food Bank of Alaska (FBA) is a busy and dynamic place. There are many opportunities to join with FBA staff and other concerned community members to help feed hungry Alaskans. You can volunteer in the warehouse as an individual or help coordinate a group project or food drive. Members of the FBA Speakers Bureau are available to speak at group events or meetings about volunteer projects or poverty issues in Alaska.

This handbook is designed to provide volunteers with a basic overview of FBA. What do we do here? What are our goals? How will your work as a volunteer help us to fulfil our mission? We welcome your feedback and participation as we work together to provide food to our hungry neighbors.

Thank you for believing, as we do, that no one deserves to be hungry.

Amity Condie
Coordinator of Volunteer Resources
(907)222-3110 Direct
(907)272-3663 Main
acondie@foodbankofalaska.org

Mission Statement

Food Bank of Alaska is dedicated to eliminating hunger in Alaska by obtaining and providing food to partner agencies feeding hungry people and through anti-hunger leadership.

About FBA

Food Bank of Alaska (FBA) was founded by a group of concerned people who were studying the issue of world hunger and learned of the country's first food bank, St. Mary's Food Bank in Phoenix, Arizona. Following that model, FBA was incorporated in August 1979 to accomplish the basic principle of food banks: to collect surplus food from the food industry and the community and then distribute it to food pantries, soup kitchens and other organizations feeding hungry people.

Currently, FBA is a leader and key collaborator in the fight against hunger. FBA collects edible but non-salable food from local manufacturers, food processors, retailers, farmers and fishermen. FBA also conducts local food drives and acquires food through America's Second Harvest – the Nation's Food Bank Network, which solicits food from national companies. In addition, FBA administers and distributes food through two federal food programs: The Emergency Food Assistance Program (TEFAP) and the Commodity Supplemental Food Program (CSFP).

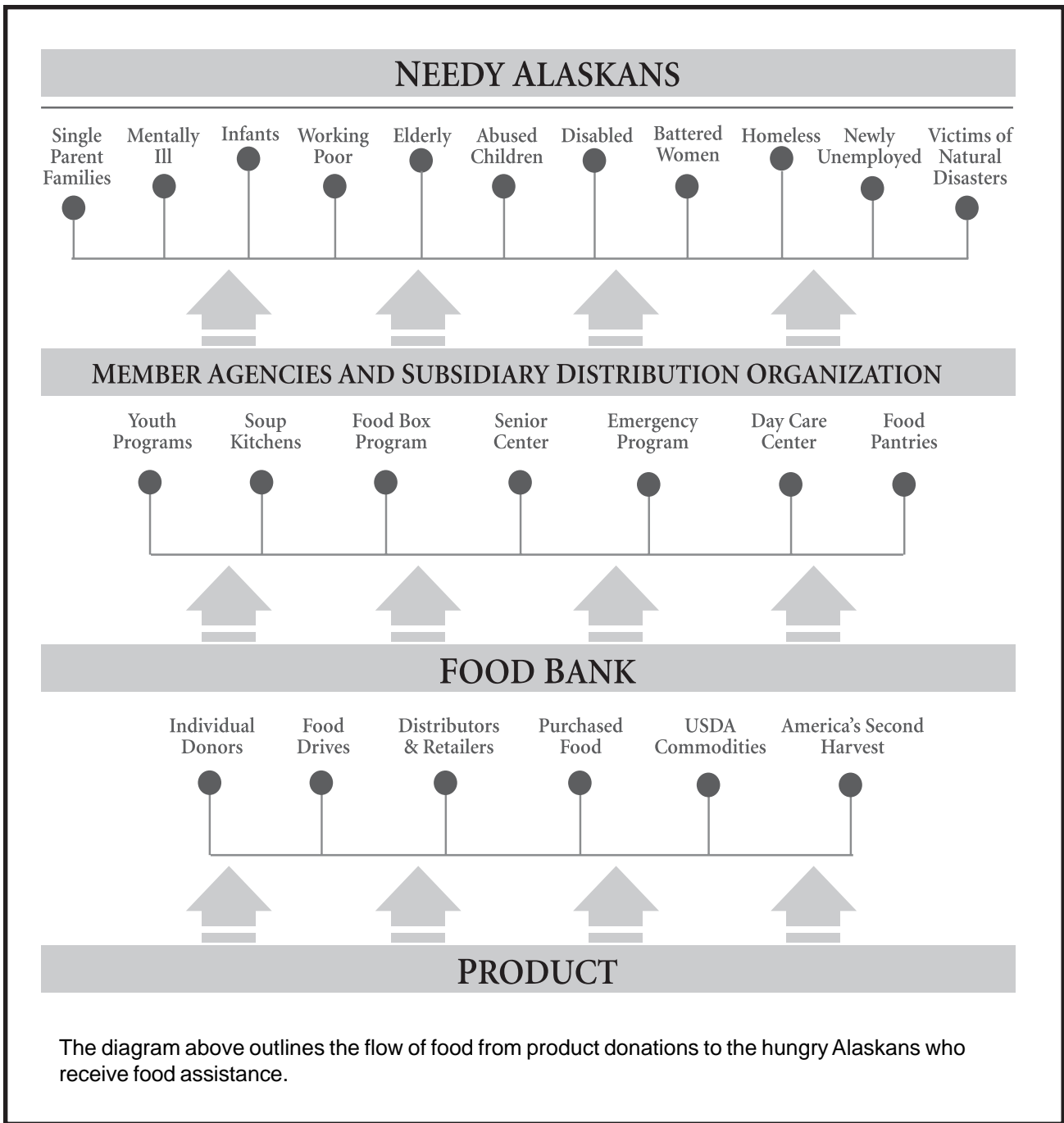
FBA provides the food it collects to nonprofit agencies, which in turn distribute it to individuals. FBA partners with a statewide network of more than 300 nonprofit agencies, native tribes and faith-based organizations which administer a wide variety of programs, including food pantries, domestic violence shelters, soup kitchens, senior centers and day care programs. FBA distributed more than 6 million pounds of food in 2006.

FBA works with community food banks in Fairbanks, Soldotna, Juneau, and Kodiak and partner agencies in 70 communities statewide, from Barrow to Bethel to Atka to Ketchikan. FBA embraces the diversity of programs run by our partners; FBA has a simple set of requirements that our partners must meet in order to receive food from FBA, including food safety training and procedures to assure that food is being distributed to those in need without discrimination.

13 x 13 x 13: A Vision for the Future

The key question facing FBA is: "How can we eliminate hunger in Alaska?" The best research available, conducted by Boston University and the Food Bank Council of Michigan, suggests that in order to end hunger in a community, the charitable food system must distribute 234 pounds of food per person in poverty each year. Applying this equation to Alaska's estimated 59,600 people in need, FBA, community food banks and food pantries in Alaska must collectively distribute 13,946,400 pounds of food annually statewide.

Accordingly, FBA's Board of Directors has adopted the strategic goal of 13x13x13: 13 million pounds distributed annually by 2013 to all regions of Alaska, including shareholders of the 13



regional Native corporations. FBA faces the challenge of doubling its annual distribution of food while simultaneously expanding its network to under-served areas statewide.

In order to increase distribution to these levels, close to 4 million pounds of food will be handled by volunteers each year. Whether you help to sort food and stock the agency room shelves, assemble CSFP food boxes, or support our office staff, your efforts contribute to the success of our mission. Together we can work to eliminate hunger in Alaska.

Get Involved

In 2006, FBA distributed more than 6 million pounds of food to its partner agencies. About a third of that food was collected, organized, inspected, and packaged for our partner agencies by volunteers. Volunteers donated 14,592 hours – the equivalent of 7 full-time employees. We cannot eliminate hunger in Alaska without you!

Some of the ways volunteers can help at FBA are outlined in the following pages.

Sort Food

When FBA receives donations from community food drives or local businesses, it must be inspected and sorted by hand to insure that we do not distribute food that could make someone sick. Once the food is sorted it can be made available to our partner agencies.



In 2006, volunteers inspected and sorted more than 720,000 pounds of donated food. Become a food inspector and join in this essential daily task. Together we will fill our agency room shelves so our partners can help their clients fill empty cupboards and plates.

At left, volunteers put sorting labels on cans as they inspect donated food items.

Repackage Frozen Food

FBA receives 1,500 pound totes of frozen food from our sister food bank, Food Lifeline, in Seattle, Washington. These giant boxes of frozen carrots, potatoes, corn, wax beans and pasta must be repackaged into family-sized portions before the food can be distributed to hungry Alaskans. Dig in and scoop, bag and box this food for distribution.

Assemble CSFP Food Boxes

FBA administers the Commodity Supplemental Food Program (CSFP), a federal program that provides supplemental food to seniors, pregnant and postpartum women, and children under 6 who need food assistance. Volunteers pack 1,500 supplemental food boxes each month with cereal, juice, canned fruits, vegetables, milk and meat, rice or pasta, and peanut butter. Join our assembly line and help provide food boxes to hungry community members throughout the state.

Deliver CSFP Food Boxes

FBA coordinates the CSFP delivery volunteers for The Salvation Army Older Alaskan Program (SA OAP). We are seeking volunteers to deliver CSFP boxes to home-bound seniors in the Anchorage area. Drive your own car, pick up food boxes and cheese each month and deliver them to seniors who are unable to pick up their own boxes at our distribution sites. Take advantage of this opportunity to meet some incredible people while meeting their needs.

Lend a Hand at Special Events

FBA participates in several fundraising programs and special events throughout the year. Support the annual Anchorage Thanksgiving Blessing and GIFT programs during the winter holidays, dress up and enjoy Secrets of the Chefs in November, or join us for United Way's Day of Caring food drive. Do you have ideas for an event with your school or organization? Let us know!

Organize a Food Drive

Did you know that FBA distributed more than 240,000 pounds of food that was collected by Anchorage area community members in 2006? We rely on people like you to sponsor a food drives throughout the year to benefit your neighbors in need. Food drives can be organized in your neighborhood, at work, school, or at club functions.

The Coordinator of Volunteer Resources can assist you with ideas, shopping lists, and logistics planning. Red FBA food barrels can be provided at your request. For more information on Food Drives, see pages 14-15 of this publication.

At right, volunteers collect food at United Way's 2006 Day of Caring Food Drive.



Nourish

Donate food to FBA. Are you planning on planting a garden this year? Plant a row for your hungry neighbors. FBA is happy to receive and distribute fresh, locally grown produce in any quantity.

Help in the Office

FBA receives calls daily from individuals in the community who need food assistance. Our dynamic office team helps direct them to the nearest food pantry or distribution site. Do you have administrative experience? Do you like spreadsheets and shredding paper? Develop or sharpen your skills on the phone, entering data, filing, and other daily tasks. Individual opportunities may vary depending on current FBA needs and your specific skills and talents. If you are interested in other projects, please contact the Coordinator of Volunteer Resources.

Advocate

FBA's Advocacy Program Manager sends out weekly Advocacy Alerts designed to help you get involved in the fight against hunger in Alaska. Each alert outlines easy ways you can help affect public policy change for those in need. Learn about current legislation that will effect Alaska's anti-hunger network. Write a letter to your representative. Provide Food Stamp outreach or training on other public assistance programs to our partner agencies. For more information on FBA's advocacy efforts or to receive Advocacy Alert emails, contact Shawn Powers at (907) 222-3116 or spowers@foodbankofalaska.org.

Sort for the K.I.D.S. Program

FBA serves as the state-wide distribution center for the Kids In Distressed Situations (K.I.D.S.) Program. This program provides new clothing and supplies to children in need throughout the state of Alaska. Shipments arrive at FBA from the Lower 48 four to six times a year. Help inventory and divide these items for distribution to Juneau, Bethel, Nome, Fairbanks, and Anchorage.

Serve on the Board of Directors

FBA's Board of Directors includes members of our community from varied backgrounds who offer a variety of skills to help steer FBA in the right direction. If you are interested in joining the Board, please email Executive Director, Susannah Morgan, at smorgan@foodbankofalaska.org.

Learn

FBA provides opportunities for community members to tour the facilities and learn about our partner agencies and anti-hunger programs. Ask questions, visit our website at www.foodbankofalaska.org. Request a copy of our current publications: *Potlatch*, our newsletter, or annual report. Invite a staff member or volunteer to come speak to your work, school, church or civic group. Incorporate Service Learning into your course work, or ask about opportunities to participate in research projects or initiatives.

Educate

Join FBA's Speakers Bureau! We are looking for outgoing individuals to become ambassadors for FBA and to speak to groups about hunger issues and the anti-hunger network in Alaska. Contact our Communications Manager, Amy Stevens, at (907) 222-3112 or astevens@foodbankofalaska.org for more information.

Donate Funds

Become a financial donor and help support FBA's anti-hunger programs. FBA is funded through the generosity of individuals, foundations and corporations in the community. In addition, FBA contracts with the state to distribute USDA products. FBA raises funds through several activities:

- Direct Mail Appeals
- Special events
- Foundation and corporate grants
- Personally solicited individual and corporate contributions
- Solicitation of in-kind donations

Did you know?

For every \$1 donated, FBA can secure 5 pounds of food which equals about 3.5 meals.

Use Your Imagination

Do you have an idea of how to make FBA run more smoothly or better meet the needs of our partner agencies? Do you have special skills or interests that can help to build FBA's anti-hunger network? Contact the Coordinator of Volunteer Resources with feedback and ideas. We cannot eliminate hunger without your help!

Where do you fit?

Now that you have reviewed a few of the ways to join FBA in the fight against hunger, how do you decide which of these activities to choose?

While each listed project helps us accomplish our mission to end hunger in Alaska, your personal interests, time constraints, skills, and FBA's current volunteer needs will all influence your placement.

To help find the best project match, think about these questions and discuss them with the Coordinator of Volunteer Resources:

Why are you interested in volunteering at Food Bank of Alaska?

How often would you like to volunteer? When are you available?

Are you looking for a service opportunity for a large group, a family with small children, or an individual?

Do you have any physical or mental limitations you would like us to accommodate?

Do you have any skills, interests or experience related to the projects listed in the previous section?

Is there anything related to our mission or programs that you would like to learn more about?

How would you like to be recognized for your contribution to FBA's anti-hunger efforts?
Will you need documentation of your service hours?

How to Schedule Volunteer Opportunities

The Coordinator of Volunteer Resources (CVR) schedules all volunteer activities at FBA. Each month, she works with FBA staff to develop a volunteer project schedule which includes any opportunities for large group projects. Individuals may schedule time to work in the FBA warehouse, office or Mat-Su Branch. Whether you are available during daytime hours, on the weekend or in the evenings, the CVR can assist you in matching your skills and talents with volunteer opportunities.

The Coordinator of Volunteer Resources sends out an e-mail update each month that outlines upcoming volunteer events and projects. If you would like to receive monthly email updates, please contact Amity:

Amity Condie

Coordinator of Volunteer Resources
acondie@foodbankofalaska.org

(907) 222-3110 Direct Line
(907) 272-3663 Main Line
(907) 277-7368 Fax Line

Volunteer Policies

For your safety, FBA requires that all volunteers act in accordance with the following policies.

Age requirements

FBA is a working warehouse with forklifts, pallet jacks and other equipment. For this reason, volunteers under the age of 18 must be accompanied by an adult. For every 4 volunteers under the age of 18, at least 1 adult supervisor is required. No one under the age of 6 is allowed in the warehouse due to safety considerations.

Contact the Coordinator of Volunteer Resources to discuss your specific group needs. Further age restrictions may apply to certain projects or tasks.



A loaded forklift brings donated food from the "Stuff the Bus" food drive into the warehouse.

Food

All of the food in the warehouse is donated by individuals and organizations for distribution to our partner agencies and their clients. Anyone who takes food from the warehouse will be immediately asked to leave and will not be invited to return.

FBA may provide some food for volunteers to snack on during a shift. This food is located in the break room and in the “volunteer refrigerator.” You may help yourself to food or drinks in the volunteer refrigerator or on the counter, but it must be consumed in the break room and cannot be taken off-site. No food or drink can be brought into the warehouse.

Clothing

You will most likely be working in the warehouse around heavy machinery and where food is handled and stored. Please wear appropriate attire. No open-toed shoes or tank tops are allowed in the warehouse at any time. Dress in comfortable clothing and wear comfortable shoes (the concrete floors are hard on your feet). The warehouse is not cold, but you may want to dress in layers to meet your individual needs. Coats and jackets should be left in the break room, not draped on racking or pallets in the work areas. Tie back long hair and don't wear dangling jewelry.

Valuables

Volunteers are solely responsible for items brought to Food Bank of Alaska. FBA is not responsible for any lost or stolen items. Please lock any valuables you may have inside your car and out of sight.

Parking

FBA provides limited parking for staff, volunteers and partner agency shoppers. If you are coordinating a group, please car pool. Please do not block loading docks or roadways. If the FBA parking lot is full, you may park across the street at Puget Sound Plumbing and Pipe, or next door at West Coast Paper. Please be aware that several homeless people inhabit the industrial area surrounding the FBA warehouse.

Smoking

Smoking is not permitted anywhere inside FBA facilities.

Harassment

Harassment is taken very seriously by FBA. Volunteers need to work in a safe and welcoming atmosphere. If you experience or detect any instances of harassment, sexual or otherwise, please report it immediately to your assigned volunteer supervisor. If you are the alleged perpetrator of such behavior, you and the complainant will be asked to leave and an investigation into the grievance will be conducted.

Staff Instructions

All FBA staff are trained in and required to comply with a detailed set of safety procedures. Staff will provide you with safety instructions pertinent to your volunteer task. While you are volunteering at FBA, please follow all staff instructions and ask a staff member for guidance if you have safety concerns.

Rights and Responsibilities of FBA Volunteers

You have the right:

- **To know as much about the organization as possible.** FBA has many policies, partners and programs. Take this opportunity to learn more about how we are working together to eliminate hunger in Alaska. If you have a question - about anything - just ask!
- **To be given meaningful work to do.** Every volunteer activity at FBA helps to accomplish our mission. If you have questions about how your assignment is helping to eliminate hunger, please talk to your assigned supervisor. If you would like to work on a different project or in a different capacity, let us know. There are always many daily tasks to be accomplished.
- **To be heard.** Please share your concerns and suggestions to make our collective activities more efficient.
- **To understand exactly how to do your assigned tasks safely and correctly.** You should receive a general orientation to FBA and guidance and direction for each specific project you perform. If you aren't sure what to do, please ask for clarification or further instructions.
- **To be treated with respect by FBA staff, partner agencies and other volunteers.** We are all here for the same reason: to help feed hungry people. You are an essential part of these efforts, and we hope you will feel valued, respected and appreciated for all you do. If you encounter an uncomfortable situation you are always free to leave, but please let us know what caused your discomfort so that we can address any problems or shortcomings.

You have the responsibility:

- **To record your time.** Thank you for giving the gift of your time to FBA. Please record your hours faithfully so that we can share some facts with community about how important you are. Sign-in sheets are located in the break room, at the warehouse workstation, and in the Coordinator of Volunteer Resources' office. Every hour you contribute makes a difference in the life of a hungry person.
- **To let us know if you can't come.** If your prior arrangement to volunteer is no longer feasible, please let the Coordinator of Volunteer Resources know as soon as possible. We count on volunteers to make it possible for us to move food quickly to partner agencies feeding hungry Alaskans. We understand that emergencies happen and conflicts arise. Cancelling your volunteer shift will give us time to ensure that the project can still be accomplished as planned.

- **To maintain appropriate confidentiality.** Volunteers are expected to respect and maintain the confidentiality of any person they may encounter while on FBA premises including staff, agency volunteers, fellow volunteers, and visitors. From time to time, news organizations run stories on Food Bank of Alaska projects. If you do not want your photo to appear on the news or in other publications (like this handbook), please let your supervisor know and submit a written request to the Coordinator of Volunteer Resources.
- **To be aware of your environment when you are in the warehouse.** This is a working warehouse. There will be forklifts operating, trucks arriving and being unloaded, and partner agency vehicles pulling in and out of the loading bay. Please be mindful of your surroundings at all times. Please do not run in the warehouse or play on any equipment or racks. Concrete is hard if you fall! We want you to be able to hear the equipment around you, so no earphones can be worn in the warehouse.
- **To remain clear-headed while at FBA.** Your safety and the safety of those around you depends on your ability to interpret and respond to your surroundings. Anyone under the influence of drugs or alcohol will be asked to leave.
- **To know what to do in case of an emergency.** In the event of an emergency, look for the volunteer supervisor or another FBA staff member for instruction. Once the emergency is past, an incident report will need to be completed. You may be asked for details even if you simply witnessed the incident.

Injury - There is a first aid kit available for minor emergencies. Please report the injury to your assigned supervisor and that person will help you. For major injuries, follow your assigned supervisor's instructions and **DO NOT MOVE THE INJURED PERSON.**

Power Failure - If the power goes out, safety lights will automatically turn on. Your assigned supervisor will assist you and guide you from the building if needed.

Fire Safety - In case of fire, your volunteer supervisor will lead you to FBA's check-in location in front of the warehouse between the two driveways. Please proceed in an orderly fashion if you hear the alarm. FBA conducts periodic fire.

- **To know your limitations.** There are many different volunteer projects at FBA. In the warehouse, you may be asked to sweep, lift boxes or use repetitive motions. If you have physical restrictions, mental disabilities, or if you feel uncomfortable performing a certain task, please let your supervisor know. We would be happy to find a job that better fits your abilities or interests.

FBA Food Sorting Guidelines

All of the food that is donated to FBA from food drives, individual donors, grocery stores and food distributors must be inspected, labeled with an FBA sorting sticker, sorted and stocked on agency room shelves.

1. Inspect Donated Food

You will sort out unsafe food to limit the incidence of food-borne illness. (We don't want our partner agencies to distribute food that could make somebody sick).



Discard Bloated Cans

Discard any cans that have puffed or bloated ends. Any can that easily gives in to pressure, makes noises when you press on the ends, or looks bloated may have dangerous anaerobic bacteria growing inside. This is a serious health risk. Throw it away.



Discard Unlabeled & Home Canned Items

Discard any items that do not have labels.

All food items must be professionally processed and be in their original containers. Do not distribute repackaged or home canned food including jams, preserves, salmon, or soup mixes.



Discard Leaky Cans

Discard any cans with pit marks, leaks, water damage, holes, or fractures. If an item has been leaked on by another can but appears intact, you may wash it with warm soapy water. If you don't have time to wash it, please throw it away. Do not leave nasty cans in the sink for someone else to clean up unless you are instructed to do so by your supervisor.



Discard Rusted Cans & Water Damage

Discard any cans with rust spots that do not easily rub off. These cans have been exposed to water and could have corroded through the airtight seal.

For dry items, if you can see water lines or stains, throw it away.



Acceptable Dented Cans

Flat dents if the can is not squishy are acceptable. As long as your can doesn't have sharp corners resulting from a major dent, and you would be able to open it with a can opener (no significant dents on the rim) it is okay to keep.



Discard Creased Cans

Discard creased or smashed cans, cans that are dented and won't stack, or cans with sharp dents on the sealed end where the top meets the side of the can or upturned seals. These dents can break the air barrier in the can and allow contaminants in.



Discard Large Dents

Discard cans with large dents that will not stack well. Use your judgment. It is better to throw a can away than to risk food borne illness from a pantry client. Cans that will not stack well can also be a safety hazard in the agency room.



Check for Mold and Discoloration

If you can see that there is mold growing in a jar, or if the product is discolored, discard the product. Do not attempt to clean off cans or jars with mold. Moldy items or spills with fruit flies should be brought to the attention of the supervisor and put in the dumpster ASAP.

Some products separate naturally, like some peanut butters and dressings. Apple sauce should be yellow, not brown. Ketchup should be red. If it looks bad, throw it away.



Check Screw-on Lids and Pop Seals

Check the pop seal on jams, baby food, etc. If a seal is "popped" you will be able to press it and it will move in and out.

Open all screw on lids that do not have a pop seal to make sure the inner seal is intact. This includes peanut butter, spices, cooking oil, etc.



Vermin Signs

Discard any items with evidence of mouse gnawing, droppings, or insects. Keep all food at least 6 inches off the ground, on pallets or shelves. Clean up spills as you work and sweep at the end of your shift to decrease the incentives for pests.



Stained or Contaminated Packaging

Discard paper packages with water stains or other contamination. Paper and cardboard do not protect package contents from contamination, and bacteria thrive in moist environments.



Discard Opened Packages

Any open, torn, taped or leaking packages should be discarded. FBA cannot distribute any items that have been opened, even if they come to us from the grocery stores.

If there is an intact inner lining, see below.



Acceptable Individually Wrapped Items

Keep open boxes if the inner bag is intact. Cereal, crackers, instant oatmeal etc. can be distributed as long as the inner seal is okay. If a box is punctured, open it to check the inner bag.

While we require most food to be labeled with ingredients, it is okay to bag individually wrapped candy and tea bags, instant oatmeal, Easy Mac, granola bars, etc. in ziplock bags. You may put one FBA sorting sticker on the outside of the bag. It is not necessary to put a sticker on each small item.

If there are rips in the wrappers or signs of contamination, discard the items.



Expired Food

Food banks often receive food that is past its “sell by,” “use by” or “best by” date. These dates are meant to indicate top product quality, but the food may still be safe to eat after the date has passed.

If the food has gone bad there are usually outward signs (bulging, discoloration, etc.) In general, you do not need to check the expiration dates unless the packaging looks old or faded. If you notice any food that expired over 5 years ago, throw it out. One important exception is Baby Food.



Discard Expired Baby Food

Because infants are more susceptible to food bourn illness than adults, FBA does not distribute any expired baby food or formula. All baby food must have complete ingredient information, original packaging and be free of any signs of damage.

2. What to do with BAD FOOD

Place all food for discard in the Bad Food Cart or in milk crates as directed by the volunteer supervisor. Do not throw it in the trash cans. All food that comes in to FBA to be sorted comes in by weight, so everything that goes out—even to the trash—needs to be weighed too. FBA staff will go through the discarded items to double check, so **IF IN DOUBT, THROW IT OUT!**



All bad food is double checked, weighed and transferred out of inventory by FBA staff. Each night we bring our dumpster inside the warehouse to prevent people from accessing or eating food that has been discarded.

3. What to do with Good Food

All good food should get an FBA sorting sticker. These stickers are your “seal of approval” and show that the food has been inspected and that it comes from FBA.



Place the sorting sticker over the bar code of the item, making sure not to cover up ingredients or expiration information.

If the item does not have a bar code, make sure that it has been professionally processed and that it is not expired. We put the stickers on the bar code to discourage clients from taking the food back to grocery stores for credit (it is VERY uncommon for that to happen, but it makes the grocery stores happy, so we do it).

Tips and Ideas for a Successful Food Drive

Food Bank of Alaska thanks you for joining us in our fight against hunger by hosting a food drive. Here are a few tips and ideas on planning a successful event:

- Find the current Registration Form and information on our website at www.foodbankofalaska.org. Fill out our registration form and email it to acondie@foodbankofalaska.org or fax it to (907) 277-7368.
- Have a food drive coordinator and committee to help plan the drive and to work with Food Bank of Alaska staff.
- Food drives have succeeded in the past without a lot of planning, but you will bring in a great deal more food if you give yourself adequate time to plan and publicize your drive.
- Make sure everyone knows about the food drive. Use flyers, posters, newsletters, email, faxes, press releases, Public Service Announcements, collection bags, signs, attractive collection sites, etc. to keep your drive visible to your target donors. Food Bank of Alaska staff can work with you to publicize your food drive.
- Try to involve people in your food drive and the fight against hunger. Give them information about hunger, invite key leaders to join you on a warehouse tour or invite a member of Food Bank of Alaska's Speakers Bureau to talk to your group.
- Pick a theme! Some ideas include: Peanut Butter and Jelly, Kid Friendly Breakfast (cereal, powdered milk, sugar, canned fruit), One Pot Family Meals (macaroni and cheese, canned meat, hamburger helper), Pasta and Sauce (any type of pasta and jars or cans of sauce).
- Organizers of successful food drives usually do something special to remind people to bring their food donations to the collection bins such as: reduce an event's admission price, host a potluck or special lunch, start a competition or ask a leader to issue a challenge for most cans brought in. Be creative and make your food drive entertaining and fun!
- Set a goal for the number of cans or pounds of food you would like to collect and give frequent updates to everyone involved.
- To make collection and transportation easier, gather small boxes that will hold about 24 cans. Remember even a small box of cans can be heavy. Decorate the boxes and put your organization's name on them. If you plan to collect more than 300 pounds of food, arrange to pick up a red FBA food drive barrel. These barrels are difficult to move when they are overfilled. Always use proper lifting techniques when moving heavy food items!

- Designate one specific location for your food drive. Publicize your drop-off location and times. Food drives are more successful when they are located near grocery stores or provide some sort of incentive for participation. For example, if you get permission from Carrs to ask customers to donate food on their way in and out of the store, you will get donations than you would if you set up a collection point at a bank or library.
- Locate volunteers to load and transport your food to Food Bank of Alaska. Please deliver during business hours:

In Anchorage, Monday-Friday, 8 a.m. to 4:30 p.m. or Saturday 9:00 a.m. to 4:00 p.m.

In Mat-Su Valley, call (907) 222-3110 to set up a time for drop off, Monday-Friday.

- Collect nonperishable food in unopened cans or packages. If you are using barrels or large boxes, try to separate the cans, glass jars, and boxed items to prevent damage. Broken bottles are messy and dangerous. Piles of cans will crush boxes and other dry food and we cannot distribute open packages of food.

For more information on food drives, please contact the Coordinator of Volunteer Resources at (907) 222-3110.

What kind of food does FBA most need?

Most Requested Items:

Peanut Butter
 Jams & Jellies
 Macaroni & Cheese
 Canned soups
 Pop-top canned meals
 Canned fruit
 Top Ramen
 Dry cereal
 Coffee
 Canned meat and fish
 Canned chicken

Other Great Items:

Jerkeys
 Pasta
 Rice
 Spaghetti sauces
 Canned tomatoes
 Dry beans
 Canned beans
 Refried beans
 Meal helpers
 Boxed side-dishes
 Cup-o-Soups

Canned vegetables
 Raisins
 Pancake mix & syrup
 Oatmeal
 Cornmeal
 Baking mixes
 Flour/sugar/salt
 Canned juice
 Boxed juices
 Fruit snacks
 Crackers

Items Food Bank of Alaska is not able to distribute:

Home-canned or jarred products
 Home-processed fish or game
 Opened products or products exposed to the air

Food Bank of Alaska
2121 Spar Avenue
Anchorage, AK 99501

Main Phone (907) 272-3663
Fax (907) 277-7368
www.foodbankofalaska.org

June 2007