

National Member Food Drive

Food Drive Scavenger Hunt Kit

(Modeled from the Idaho Food Bank Food Drive Scavenger Hunt Kit)

This activity combines the benefit of a food drive with the fun of a scavenger hunt! Members and participants will participate in an organized canned food scavenger hunt with a meaningful purpose – to help poor and hungry individuals and families in their communities.

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STEPS FOR PLANNING/SETUP:

1. Establish a Food Drive Scavenger Hunt Committee.

2. Review the information provided in this kit and decide on a date and time best suited for your event.

3. Call your local Food Bank or Food Program to inform them of your drive. Ask them if they have the capability of weighing the donated food upon delivery. **If not, you will need to also tally the total number of pounds of food collected for reporting purposes.** Depending upon the size of your group you may also need to **plan for a storage location for the food collected** until you can deliver the food during business hours of the food bank facility benefiting from your event.

4. Consider the following in your planning and event:

- **Recruit** members and participants to participate in the event.
- **Organize your members or participants into teams** depending on how many adults or youth and adult leaders you have; **2-4 adults or 4-6 kids with an adult driver is a workable team.**
- Based upon the number of teams, **map out the neighborhoods for your collection.** With a number of groups competing in the food drive scavenger hunt you may have different or adjacent neighborhoods.
- **Select a central location for all groups to meet** up afterwards to tally the collection.
- **Publicize your event** in the local paper, especially any newsletter or newspaper specific to the neighborhoods you have selected for the scavenger hunt so that residents are aware of your event.
- Provide two sturdy medium-sized **containers** per team for the food collection.
- Arrange for a **car or van** and a responsible adult driver for each team.
- Get appropriate **prizes** for winners and all participants.
- Provide two copies of the **Food Drive Team Tally sheet** for each team (attached).
- Provide **cards or flyers** explaining to residents who your group is, what you're doing, and why. It's the perfect opportunity to promote your camp/lodge or Woodmen of the World/Assured Life Association.
- Get **current literature** from your local food bank including statistics on utilization and area covered to educate members and participants and to give to residents.
- Get **Name tags** for use by members and participants (first names only).
- Recruit a **food drive leader** who stays at the central meeting location with a **watch or stopwatch** and records the time and tallies the totals for each team. You may want to consider a couple of adults to assist the food drive leader if you need to total up the weight of food collected. **Provide calculators** in this event.

- Determine a **time limit** for the activity (one hour collection time is good). Instruct members and participants that points will be deducted for every minute they are late.
- Groups traveling to the farthest location depart first, and so on in order. All groups must return at a specific time (one hour time-frame is good).
- Once in their assigned neighborhood, team members split up to **cover both sides of the street**. One person carries the box, another carries the score sheet, and the other carries the introduction/information cards or flyers.
- Each team uses the **tally sheet provided to keep track** of the food they gather, but instruct them not to count up the total points while they are out. That is done upon returning to the central meeting location.
- Team members knock or ring the doorbell, greeting the resident politely. Introduce themselves i.e.: “Hello! We are from [name of your organization]; we are collecting food items for the [name of the food bank or food pantry]. Do you have any non-perishable food you wish to donate? We are doing this activity as a scavenger hunt with certain food items worth more points than others. You are free to donate any pantry items you wish! But this list might give you an idea of what items the food bank really needs.” (Most folks will like the theme and purpose of this activity and will want to see how many items on your list they can provide).
- The driver should keep a watchful eye on both teams to assist when the food boxes become too heavy to carry.
- All teams must **return to the central meeting location at the specified time**. The food drive leader should mark the time on each Team Tally sheet and on the Team Tally Summary sheet.
- When all teams have returned, they should unpack their collected goods, tally them on the Food Bank Team Tally sheet, and report their total to the food drive leader, who records it on the Team Tally Summary sheet.
- Deduct or add points, as appropriate, for team arrival times, if desired.
- Leaders should **celebrate** each team’s contributions as final team points are announced.
- Give appropriate awards to each winning team, as desired, but be sure to **recognize the contribution of the group as a whole**.

5. Report the results of your event to the home office on our National Member Food Drive reporting form (attached). You can also report online at: <http://www.denverwoodmen.com/volunteerism/fooddrive.asp>.

NOTE: Depending upon the food bank or food pantry, the facility may or may not weigh the amount of food donated. If not, you will also have to tally the weight of the food you have collected for reporting purposes.

CELEBRATE A JOB WELL DONE!!