

# Crosslines Food Pantry Food Drive Planning Kit



**Council of Churches  
of the Ozarks**  
Crosslines Food Program

# About Crosslines Food Pantry

The primary mission of Crosslines, an outreach program of the Council of Churches of the Ozarks, is to provide food assistance for families and individuals that are in crisis situations living in Greene County.

Crosslines is a leading source of hope for families in crisis situations by providing client-direct emergency food services for families.

Annually, Crosslines provided assistance to more than 70,000 people, through a client-choice pantry, mobile food distributions, and multiple senior food programs, as well as, holiday assistance.

## Services include:

- Pantry food
- Household cleaning supplies
- Laundry detergent
- Personal hygiene items
- Children's vitamins
- Diapers
- Prenatal vitamins
- Mobile Food Pantry
- Senior Food Boxes
- Homebound Shopping Service
- Thanksgiving Food Baskets\*
- Christmas Food Baskets\*
- Christmas Toystore\*

\*Seasonal

## How Your Food Drive Helps

Crosslines operates on private donations. Every can of food makes a difference to your neighbors in need.

Included in this kit are all the tools you'll need to coordinate your food drive. Conducting a food drive is a fun, simple and important way to support the Crosslines Food Pantry and help us provide vital nutrition to individuals and families in need in Greene County.



## Questions?

Call 869.0563 or email  
[staff@ccoarks.org](mailto:staff@ccoarks.org)

# Getting Started

Food drives are easy to organize and are a great way to pull a company team, congregation, student body or any group together to make an impact on our community. As a food drive organizer there are a few things you should think about as you get started with your event.

1. **Get approval** from your company, school or church to hold your food drive.
2. **Advertise your event** via email, flyers, announcements, memos – whatever works for your group. We've included a flyer in this kit which you can use. Place labeled boxes or bins around your office, school or church to collect items. We can provide collection barrels.
3. **Provide specifics** on what types of donations are accepted. Keep reading for a complete list of items and keep this kit on hand in case anyone comes to you with questions.
4. **Let participants know the event will benefit Crosslines!** Make sure your group knows that their donations will be put to work immediately providing vital nourishment to neighbors in need.
5. **Set a deadline** for collections and remind people when it's approaching. This will help motivate people to submit their donations. Challenges are also useful – offer a goal of a certain number of items, participants or pounds collected.
6. **Plan a drop-off** of your collections. Get help from a colleague or friend to pack your car or vehicles with your donations and transport them to Crosslines.



▷▷ **Bring your donations to our facility:** 615 N. Glenstone Ave., Springfield, MO 65802

▷▷ **Flexible drop-off times:** Monday - Friday: 8:00 am – 3:30 pm



# Food Drive FAQ

- **What's the best time of year to host a food drive?**
  - Anytime! Our clients need your help year round.
- **What kinds of food do you accept?**
  - Non-perishable, canned, or boxed items. View a more complete list on page 5.
- **Are there restrictions on the types of items Crosslines accepts?**
  - Yes. All food items must meet our high food safety standards and cannot be damaged or expired. Please, no items packaged in glass containers.
- **Can I collect anything other than food items?**
  - Yes! We accept toiletries such as shampoo, deodorant, soap, toothbrushes and toothpaste. If you're interested in collecting other non-food items, please give us a call at 869.0563 to learn about our immediate needs.
- **What if I receive a monetary donation during the drive?**
  - Fantastic! Try to collect the name and mailing address of those donors so we can send them an acknowledgement letter for their records.
- **Can I just leave my donations outside your building at any time?**
  - No. Please do not leave donations outside. Stop in at our reception desk and make sure your donations make it inside the building.
- **Will I receive an acknowledgement of my contribution?**
  - Yes! As long as you complete the form on page 6 and include it with your collections when you drop it off at Crosslines, we will be sure to send you an acknowledgement letter.



# Items Our Clients Need Most

## **Canned Vegetables**

green beans, corn, carrots, beans, tomatoes, tomato paste. Vegetables that are low-sodium and no sodium are always needed.

## **Canned Fruit**

apricots, pears, peaches, mixed fruit, mandarin oranges. Fruits that are packaged in lite syrup or water are always needed.

## **Canned Soup**

Cream of Chicken, Cream of Mushroom, Chicken Noodle, Vegetable, Potato. Soups that are low-sodium, no sodium and gluten free are always needed.

## **Boxed Items/Cereals**

whole wheat, rice, corn cereals; boxed meals like Hamburger and Tuna Helper; taco shells, macaroni & cheese.

## **Pastas/Beans/Rice**

spaghetti, elbow, rotini, farfalle/bowties, lasagna, mostacholi. Pastas that are whole wheat and gluten free/rice based, rice (boil in a bag), bagged dry beans (all varieties).

## **Pantry Basics**

Spices/salt & pepper, sugar, flour, corn meal, cooking oils, chicken/beef bouillons, chili spice mix, taco spice mix, peanut butter, aluminum foil, plastic wrap, storage bags/sandwich bags.

## **Canned Meats**

chicken, salmon, tuna, beef ravioli.

## Questions?

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[staff@ccozaarks.org](mailto:staff@ccozaarks.org)





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## Food Drive Donation Form

*Submit this form with your donations when you bring them to Crosslines.*

1. **Date Donations Dropped-Off:** \_\_\_\_\_
2. **Contact Information:**  
**Organizer's Name:** Mr. Mrs. Ms. \_\_\_\_\_  
**Company/Organization:** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**City, State & Zip:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_  
**Email:** \_\_\_\_\_
3. **Description of Donation: (number of boxes/bags; types of items; total cash donations; etc.)**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. **Is this donation related to a specific event in honor/memory of someone? (please circle) Yes No**  
  
**Name and Address of Honoree:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. **Notes: Any additional information regarding this donation?**  
\_\_\_\_\_  
\_\_\_\_\_  
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# Food Drive to Benefit



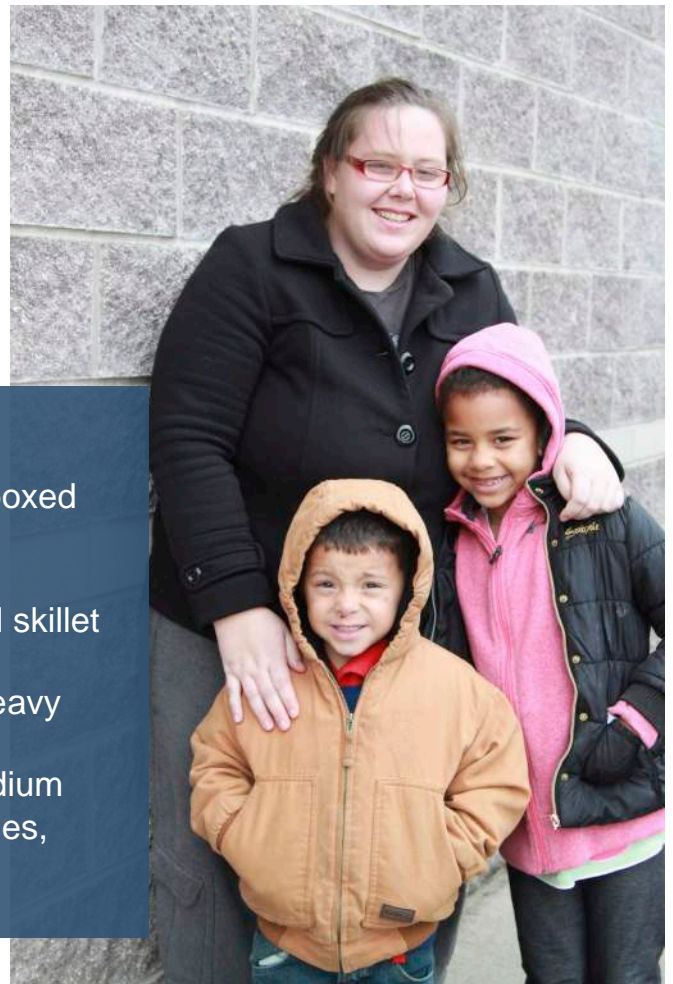
## Council of Churches of the Ozarks Crossline Food Services

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### What We're Collecting:

- Clean, dust-free, non-dented canned and boxed food items
- Items not past their expiration date
- "Quick meals" such as low sodium chili and skillet dinners
- Canned fruits in juice or light syrup – not heavy syrup
- Canned veggies – no salt added or low-sodium
- Packaged toiletry items such as toothbrushes, shampoo and soap
- **No food in glass containers please!**



### Please Donate Your Items By:

Food Drive Coordinator:

Call/email coordinator with questions at:



**1 in 6 U.S. households don't know where their next meal is coming from. You can do something about this.**  
**We've put together a list of food drive ideas for you.**

1. Ask a local grocery store if you can setup a drive at the store. Have friends give out information about the collection as people go in. On the way out, collect the donations.
2. Setup a competition between grades or departments in your school, church or business to see who can collect the most food.
3. Host a movie night and charge a food item as the admission price. Take it a step further: ask a local movie theater to host it. Now you can get hundreds of people and cans of food.
4. Have a pajama/dress down day. Set a goal like, if half of the participants bring in food, you get to dress down.
5. Create a raffle and get great prizes donated. Price of a raffle ticket? An item of food.
6. Make a theme for each day of the week and tell people to bring in cans that fit the theme, like Protein Monday or Carb Friday.
7. Create a display board to show hunger statistics, track progress, etc.
8. Schedule a fun kick-off event to create interest in the food drive. For example, hold an office party in which admission is a food or cash donation to the drive.
9. Do lunch time/lunch room games. Build a canned castle, a cereal maze, etc. from food collected by employees.
10. Create a "jail cell" area within your building, complete with a volunteer sheriff and for a small donation, employees could have an "arrest warrant" issued for an alleged good-doer. Once rounded up by the sheriff, the good-doer could do their time, by providing a charitable gift to the food and funds drive.



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