



Food Drive Instructions



Schedule a Tour or a Guest Speaker

Jump start your food drive by scheduling a tour of the Senior Center and food pantries or have a guest speaker come share many impactful stories about the programs at CASC. Schedule one today! Please contact our Development Director, Tracey Erwin at 843.722.4127 or traceye@charlestonareaseniors.com for more details.



Choose a Coordinator

This person will be responsible for communications with CASC's staff, promoting the food drive and coordinating the actual collection. You may have many people involved, but it would be helpful to have one contact person from your food drive to keep everyone organized.



Secure Support

Make sure your corporation, church, school or organization's top management has endorsed your food drive and will do everything they can to help promote, organize and run it.



Select Your Dates

The perfect time for your food drive is NOW! We have families coming to us daily seeking food. Select a start date which gives you plenty of time for planning and organizing - as well as a realistic end date which gives you enough time to market your food drive. A successful, well organized food drive can easily be held in one week.



Register Your Food Drive

Use the attached Food Drive Registration Form and return to us in one of the following ways. Please make sure your food drive is registered with our Development Director.

Fax: 843.722.4127

E-Mail: traceye@charlestonareaseniors.com

Mail: Attn: Tracey Erwin
Charleston Area Senior Citizens
259 Meeting Street
Charleston, SC 29401



Print our Wish List

Attached is our Wish List. Non-perishable food donations are always needed, but we also have specific lists targeted to the seniors we serve which might be of interest when your team is collecting. If you would like to consider other ideas, then please feel free to think outside the box!



Plan Your Collection

Where will you collect the food? What type of collection containers will you use? If yours is a large organization, you may want to have several collection points with at least one container at each location. A smaller organization should have one large, visible collection point in a high traffic area. Your collection point serves as constant publicity for your drive. Set up a secure cashbox for cash donations and checks. Checks can be made out to CASC.



Set Your Goal and Have Fun!

Everyone likes to shoot for a goal...so don't be afraid to think **BIG!** Decide how many pounds of food, or how many items you want to collect. Consider competitions between departments, neighbors or grades. Take pictures as people are dropping off their donations – we'd love to see them!!



Spread the Word

Promote your food drive via e-mails, blasts, posters, flyers and announcements. Put notices in your local newspaper, bulletin, and other publications. Put collection boxes out early and decorate containers to get them noticed.



Collect the Food

Check collection areas for overflow and box up items as you go. Continue to promote and inspire more giving!



Deliver the Food

Have transportation lined up to deliver your donations to CASC. No appointment is necessary. If you need us to schedule a pick up, please give us a week's notice to coordinate with our staff. Please drop off items at:

**Charleston Area Senior Citizens
259 Meeting Street
Charleston, SC 29401
9:00 a.m. until 5:00 p.m.**



Celebrate!

Thank you for supporting CASC and Meals on Wheels of Charleston, and for helping to put an end to senior hunger in our community! Please send us pictures of your efforts for our website and e-newsletters. Be sure to include names of those in the photos. **Thank you – Thank you!!**