

## DAILY NEWS FOOD DRIVE

### HOW TO: RUN A TRADITIONAL, IN-PERSON FOOD DRIVE

For more than 40 years, City Harvest and the *Daily News* have partnered each fall to host New York City's largest food drive, taking place this year from **Tuesday, October 24, 2023 through Friday, January 12, 2024**. Running a food drive gives kids at your school an opportunity to make a difference and helps City Harvest provide nutritious food for families in need.

Through our *Kids Can Help Competition*, the school in each borough that runs a drive and collects the most food will win a prize from our partners at Macmillan Publishing!

If your school would like to run a traditional, in-person food drive, below are some helpful tips on how to get started.

#### Starting your food drive is easy as 1-2-3!

1. **Select dates for your food drive.** While the *Daily News Food Drive* runs from October 24 through January 12, you can run your drive any time during that period. We recommend running your drive for at least two weeks.
2. **Set up a sturdy collection bin in a high-traffic area and hang flyers** (download additional materials at [cityharvest.org/dailynews](https://cityharvest.org/dailynews)).
3. **Spread the word.** Send the flyer included in your toolkit home to parents or post about the drive on your class or school website. See our "Tips for Running a Successful Food Drive" sheet for ways to engage your students.

#### Important things to know:

- ! Most needed items include: canned fruit, canned vegetables, canned proteins (i.e. tuna or beans), canned soups, peanut butter (plastic jars), macaroni and cheese (packaged), hot and cold cereal (packaged, family-sized), and juice packs. *Note: City Harvest cannot accept unlabeled or dented cans, open packaging, products that need to be refrigerated, homemade foods, or expired products.*
- ! City Harvest will pick up food drive donations of **100 pounds or more** (estimate one can = one pound of food) through January 31. If you collect less than 100 pounds, you can drop off the food at your local firehouse, police station or participating Apple Bank. For a full list of drop off locations, visit [cityharvest.org/dailynews](https://cityharvest.org/dailynews).
- ! When you've collected at least 100 pounds of food, contact City Harvest by calling **646.277.7800** or emailing [fooddrives@cityharvest.org](mailto:fooddrives@cityharvest.org) to schedule a pickup. You must schedule at least seven days in advance of your desired pickup date.



#### Preparing for your Food Drive pickup:

On the day of your pickup, please make sure that:

- ! Your food is packed in sturdy boxes weighing 50 pounds or less.
- ! The boxes must be located on the ground floor, ready for our driver.
- ! See more helpful tips in the "Getting Ready for Your Pickup" document.









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## Getting Ready for your Food Drive Pickup

Thank you for collecting food for the Daily News Food Drive running from Tuesday, October 24, 2023 through Friday, January 12, 2024. Your support will help City Harvest reach our goal of collecting over 700,000 pounds of food for New Yorkers in need.

1. Pack your donations in sturdy boxes weighing no more than 50 lbs. for safe lifting (see below images for reference).
2. On the day of pickup, have your collection boxes at the street level or accessible via elevator with no steps or stairs in the way so our driver can safely maneuver the hand truck.
3. Make sure that you're onsite during the agreed upon pickup window, and feel free to give our driver a hand loading the truck when they arrive.

Thank you again for your support!

### How to pack your donation boxes

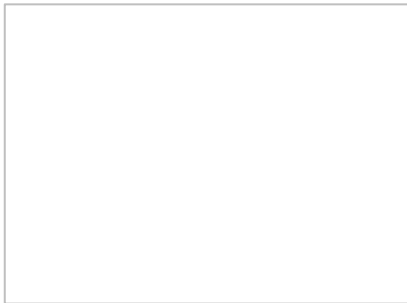


Image 1. Fully packed food drive box.  
Box dimensions: 19x13x11. No more than 50 pounds.

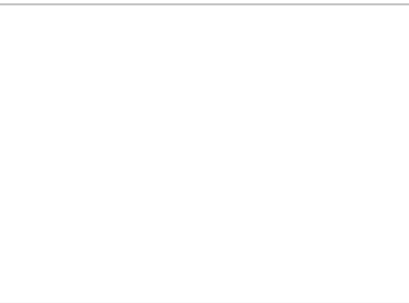
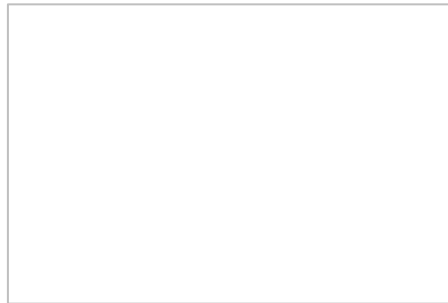


Image 2. The box is filled past the folding flaps, and is ripped, making it likely to break when lifted, and causing the cans to fall out.

