

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 helps City Harvest provide nutritious food for families in need. This year, your support is more important than ever: monthly visits to NYC soup kitchens and food pantries are up more than 60% compared to 2019, nearly as high as at any point over the last three years.

If you 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 simple!

- **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.
- **Set up a sturdy collection bin in a high-traffic area and hang flyers** (download additional materials at cityharvest.org/dailynews).
- **Spread the word.** Publicize your food drive using every channel you can! For example, post flyers around the collection bin, send an email to your network, or post on your company's intranet.

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.
- When you've collected at least 100 pounds of food, contact City Harvest by calling **646.277.7800** or emailing fooddrives@cityharvest.org to schedule a pickup. You must schedule at least seven days in advance of your desired pickup date.
- On the day of your pickup, make sure that your food **is packaged in boxes of 50 pounds or less** and is located on the ground floor, ready for our driver.



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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

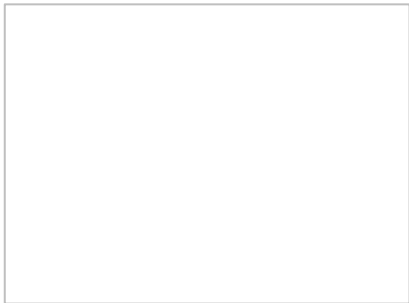


Image 1. Fully packed food drive box.
Box dimensions: 19x13x11. No more than 50 pounds.

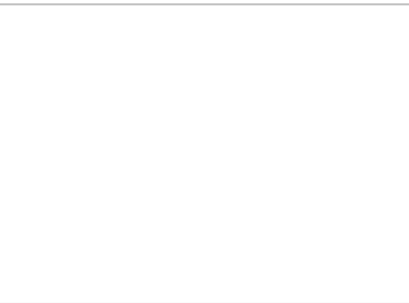
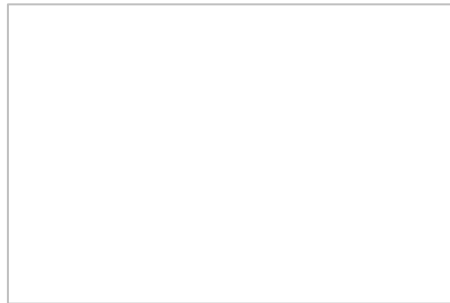


Image 2. The box is filled past the folding flaps, and is ripped, making it likely to break when lifted, and causing the cans to fall out.