



GROUP VOLUNTEERING MADE EASY!



FOOD FOR NEIGHBORS®

www.FoodForNeighbors.org



FOOD FOR NEIGHBORS®

Group Volunteering *Made Easy!*

Thank you for your interest in supporting Food For Neighbors! We're tackling teen food insecurity by raising awareness, mobilizing communities, and partnering with Northern Virginia middle and high schools to connect supplemental food, toiletries, and grocery store gift cards with students in need.

We invite community members to join us! Individuals, families, school groups, organizations, and businesses enjoy participating in our massive Red Bag Events, where we collect and sort thousands of pounds of food and toiletries and then deliver them to our partnering schools all in one morning! As many also often ask about other ways they can support our mission, we've pulled together some of our most popular opportunities in this document. You'll find information about:

**Volunteering at a Red Bag Event together,
Holding a food and toiletry drive,
Building our signature Red Bags,
Contributing financially in creative ways, and
Hosting a food packing project at your meeting or business space.**

These are wonderful ways to make a difference together—and do some fun team building at the same time! Feel free to use the marketing information at the end of this document to publicize your hard work. Depending on your level of support, you may be eligible for **special recognition** as a Neighborhood Ally or Community Partner. Your Food For Neighbors contact is happy to provide you with any guidance you may need. If you're not already working with someone, send an email to contact@foodforneighbors.org.

To learn more about our mission, visit www.FoodForNeighbors.org.

Thank you for your support!



FOOD FOR NEIGHBORS®

Red Bag Events

The heart of Food For Neighbors (FFN) is our [Red Bag Program](#), which mobilizes individuals five times a year to shop for nonperishable food and toiletries and to set them on their doorsteps. Volunteers organized by neighborhoods collect the donations and bring them to one of several locations for sorting and then delivery to nearby partnering schools. At the schools, social workers, counselors, and/or parent liaisons identify students in need and connect them with the resources.

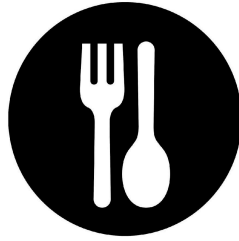
Signing up your group is easy!

- Identify someone to serve as your team leader and have them [register](#) on our website as a volunteer *sorter* before our upcoming event. We'll add your team leader to the SignUpGenius (SUG) database for the donation collection and sorting site *nearest their home*. As a result, we recommend choosing someone who is centrally located among those who want to participate.
- When your team leader receives the SUG via email at approximately 8:00 a.m. *on the Saturday two weeks before the event*, they should sign up your team immediately (maximum five people per signup). *Volunteer positions fill quickly, so act fast!* Note: In the comments, they should include your business or organization name, so our volunteer leaders know you're participating as a team.
- If you have additional team members who would like to participate, the team leader simply forwards the same SUG link to them. This ensures everyone is signing up to participate at the same location.

Bring a water bottle and sport your organization spirit wear or a red shirt, which are great for any photos or video we may take. Make sure your clothing and closed-toe shoes are comfortable and appropriate for the weather. Children ages nine and over may participate, and those ages nine through thirteen must come with adult supervision, with a ratio of at least one adult for every four children. All present must have a volunteer position, sign in upon arrival, accept our volunteer waiver, and abide by health and safety procedures. Remember to tag Food For Neighbors in your LinkedIn, Facebook, and Instagram posts. We'll be sure to share them!

To learn more about our mission, visit www.FoodForNeighbors.org.

Thank you for your support!



FOOD FOR NEIGHBORS®

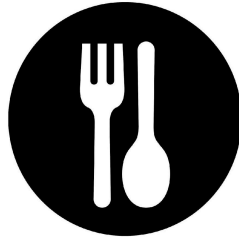
Food and Toiletry Drives

Food and toiletry drives are a fun and easy way for groups to make a difference together. Plan your drive before one of our massive Red Bag Events, where we'll have volunteers ready to receive and sort your donations for delivery to our partnering schools.

- Determine the **date** of the Red Bag Event you would like to support.
- Review our **grocery list** to ensure these are items that your food drive will collect. *(We developed our grocery list with nutrition and student preferences in mind. We request shelf-stable food that is single-serve and requires no added ingredients except water. This enables all of the students we serve to enjoy the food, even if they lack access to extra ingredients, cookware, or large appliances. In general, we're unable to accept family-sized foods.)*
- Complete our **Food Drive Inquiry Form**, so that we know to expect you. We'll contact you to see if you have any questions and to give you the address of the donation collection and sorting site nearest you. We'll also send you our Food Drive Toolkit, which includes our printable grocery list, signs, and other helpful information to make your food drive a success.
- Deliver your donations in regular grocery bags to your assigned location at 9:15 a.m. to 9:30 a.m. on your selected Red Bag Event date. (The bags make it easier for us to weigh donations.) You will receive an in-kind gift letter within a week.
- Take some photos, share them on your social media, and tag Food For Neighbors. If we see you on LinkedIn, Facebook, or Instagram, we'll be sure to give you a shoutout thanking you for all of your hard work!

To learn more about our mission, visit www.FoodForNeighbors.org.

Thank you for your support!



FOOD FOR NEIGHBORS®

Red Bag Assembly

Our reusable red bags and associated tags noting our grocery list and collection dates are key to collecting thousands of pounds of food and toiletries. Our [Red Bag Donors](#) use the grocery list and red bags to shop for their food and toiletry donations and, on the noted dates, place their red bags with donations on their doorsteps for collection. Assembling red bags is easy and very helpful, and we'll provide all of the materials. To learn more, send an email to your Food For Neighbors contact. If you don't have one, use our contact@foodforneighbors.org email address.

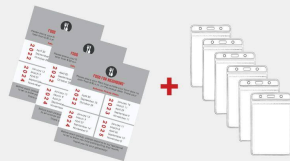


How to Build a Red Bag



1

Put one bag tag into a plastic sleeve.



2

Attach the tag to the bag handle with a zip tie.



3

Fold the bag in half, tuck in the handle/tag, and add it to the box.

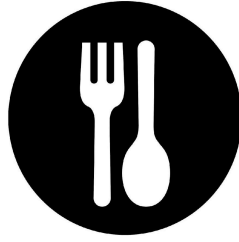


Each box gets 50 folded bags.

Now your bag is complete!

To learn more about our mission, visit www.FoodForNeighbors.org.

Thank you for your support!



FOOD FOR NEIGHBORS®

Creative Giving

We love helping businesses and other organizations meet their philanthropy goals. Here are some great ways you may spread your brand awareness and make a difference at the same time! To learn more, send an email to your Food For Neighbors contact. If you don't have one, use our contact@foodforneighbors.org email address.

- **Put the “Fun” in Your Fundraiser!**

For businesses and organizations wanting an easy way to raise funds for Food For Neighbors, we offer a dedicated page on our website, a tailored PayPal page, and a custom flyer and QR code. We love sharing about creative fundraisers on our social media!

- **Become a Matching Donor!**

Another way to make a big impact is by matching gifts made during our fundraisers. Our biggest are our Back-to-School, Holiday Meals, Giving Tuesday, and End-of-Year fundraisers. There are so many engaging approaches to implement the sponsorships—gift levels, time periods, and more!

- **Sponsor a School or a Red Bag Event!**

There are even opportunities to use your donation to support a particular school during a fundraiser and to be recognized as a sponsor of one of our massive Red Bag Events.

To learn more about our mission, visit www.FoodForNeighbors.org.

Thank you for your support!



FOOD FOR NEIGHBORS®

Food Packing Projects

If your group enjoys team building through service, a food packing project held in your meeting or workspace may be a great option for you, especially if you're unable to participate in one of our popular Red Bag Events. A food pack consists of nutritious, shelf-stable, individually-wrapped food items stored in a gallon-sized storage bag for easy distribution to students. With our guidance and support, groups complete the full cycle of a food packing project, from purchasing the food to preparing the packs to delivering them to one or more of our partnering schools. If this interests you, follow these simple steps to plan your project.

Step 1: Outline the basic information that will drive your project.

- Team Leader: Name the person who will be in charge of the project.
- Date, Time, Duration, and Location: Identify the date and time you would like to hold your project, the total amount of time you would like to use, and the place you would like to work. (If you have flexibility with your date, please hold your project the week before one of our **Red Bag Events**. This will allow you to deliver your completed food packs during a time when we have already arranged access to our partnering schools.)
- Budget: Establish your project budget.
- Interest: Determine the number of people who would like to participate in the project.

To learn more about our mission, visit www.FoodForNeighbors.org.

Thank you for your support!

Step 2: Outline how you will engage participants. This will include determining activities associated with your project as well as the number of food packs you would like participants to prepare so that they feel they've made a significant contribution.

- Setup: Include ½ hour for setting up tables, laying out food, and unpackaging it. For groups with tight schedules, this could be accomplished beforehand.
- Packing: Packing time varies based upon your project duration and budget. Plan for each active participant to be able to prepare approximately 20 packs in an hour. (If you would like, before packing begins, a Food For Neighbors representative can share about our mission and impact, explain the food packing process, and invite individuals to **become involved** in other ways.)
- Cleanup: Include ½ hour for breaking down cardboard for recycling, taking out trash, and putting tables away.
- Delivery: Plan for 1 hour to load the food packs into vehicles and deliver them to the assigned school(s). This does not have to include the entire group.
- Celebration (Optional): Plan for 1-2 hours for any post-event celebration your group may enjoy. For example, some groups may like going out for lunch together.

Example: A group of 10 team members from A+ Corporation want to hold a special service event, where members provide three hours of service and participate in setup, packing, cleanup, and delivery. Two hours are taken by setup, cleanup, and delivery. That leaves one hour for packing. With each of the 10 participants being able to prepare approximately 20 packs per hour, A+ Corporation will plan to make 200 packs.

Step 3: Choose one of the below food packs and determine if it meets your budget for preparing the number of planned packs.

Take your total budget and divide it by the cost of one of your favorite packs below. This will tell you how many of those particular pack types your budget can provide. (It's always good to have a little remaining money to cover any taxes, delivery fees, and extra food resulting from bulk purchases.)

- **Backpack Bundle**: Approximately \$8.00 per pack
These protein-rich packs contain diet-friendly fish and nut products, perfect for any student, including those who avoid eating meat for situational, cultural, or religious reasons. Please ensure purchased items do not include gelatin or gelatin foods, such as marshmallows, as gelatin is an animal product.
 - 1 gallon-size storage bag (*Bags with sliding zippers make packing more easy.*)
 - 1 individual shelf-stable milk carton
 - 1 individual 100% juice box/pouch
 - 1 individual cereal cup
 - 2 individual 100% juice fruit cups
 - 1 individual macaroni and cheese cup
 - 1 individual tuna snack pack with crackers
 - 1 individual peanut butter cracker pack
 - 1 individual nuts packet
 - 1 individual protein or hefty granola bar

- **Homework Helper**: Approximately \$6.00 per pack
Still rich in nut and fish protein, these packs reduce the total carbohydrates by eliminating the macaroni and cheese cup and second fruit cup found in the Backpack Bundle. Please ensure purchased items do not include gelatin or gelatin foods, such as marshmallows.
 - 1 gallon-size storage bag (*Bags with sliding zippers make packing more easy.*)
 - 1 individual shelf-stable milk carton
 - 1 individual 100% juice box/pouch
 - 1 individual cereal cup
 - 1 individual 100% juice fruit cup
 - 1 individual tuna snack pack with crackers
 - 1 individual peanut butter cracker pack
 - 1 individual nuts packet
 - 1 individual granola bar

- **Partner's Pick:** As low as approximately \$5.00 per pack

This pack offers meat and meat-free options, allowing you to tailor your packs. As some students may not eat a Chef Boyardee cup that contains meat, please ensure they can enjoy the remaining items by avoiding those with gelatin or gelatin foods, like marshmallows.

- 1 gallon-size storage bag (Bags with sliding zippers make packing more easy.)
- 1 individual shelf-stable milk carton
- 1 individual 100% juice box/pouch
- 1 small meal cup (Cup of Noodles, macaroni and cheese cup, or Chef Boyardee cup)
- 1 individual cereal cup or oatmeal cup
- 1 individual 100% juice fruit cup
- 1 individual no sugar added applesauce cup
- 1 individual cracker pack (peanut butter or cheese)
- 2 individual bars (protein, granola, breakfast, or cereal)

Example: A+ Corporation is planning to prepare 200 packs with a \$1,000 budget. They chose the Partner's Pick, shopped for best prices at a grocery warehouse and local store, and, where options were given in the pack list, selected Cup of Noodles, peanut butter crackers, and granola bars. This brought their pack total to approximately \$4.50, which gave them plenty of cushion in their budget to cover any taxes, delivery fees, and extra food resulting from bulk purchases.*

*Had A+ Corporation's budget not allowed for the number of desired packs, the business could shorten the packing time (and thus the needed pack numbers). If their budget had allowed for more packs, they could lengthen the packing time or select another pack option.



How to Assemble a Weekend Pack



<p>Start with a gallon Ziploc bag...</p>	 <p>add 1 Cup of Noodles</p>	<p>OR</p>  <p>add 1 Mac and Cheese</p>	
 <p>add 1 milk box</p>	 <p>add 1 juice box</p>	 <p>add 1 applesauce</p>	 <p>add 1 fruit cup</p>
  <p>add 2 bars (granola, fruit, cereal, protein)</p>		 <p>add 1 oatmeal cup</p>	 <p>add 1 snack cracker pack</p>

...and your bag is complete!

To learn more about our mission, visit www.FoodForNeighbors.org.

Thank you for your support!

Step 4: Send an email to your Food For Neighbors contact. If you don't have one, use our contact@foodforneighbors.org email address.

Summarize the information you determined in Steps 1-3 in an email to your contact. Your email should include:

- Your company's or organization's name, address, and website link;
- Your team leader's name, title, email address, work phone number, and mobile phone number;
- Your project date, time, duration, and location, if different than the above address;
- Your budget;
- The number of people participating;
- The number of packs they're preparing; and
- The selected pack type.

Your contact will reach out and:

- Review your plan with you, suggest some best practices, and answer any questions you may have;
- Ask if you would like a Food For Neighbors representative to speak with your team members at the time of the project;
- Let you know the number of bins we'll provide for you to store your completed food packs; and
- Arrange to deliver any needed bins in which to store the food packs and leftover, unpacked food as well as to coordinate a delivery date, time, place, and contact.

To learn more about our mission, visit www.FoodForNeighbors.org.

Thank you for your support!

Step 5: Make a difference!

- Collect/confirm your funds.
- Reconfirm your reserved workspace.
- Advertise your project to your group. (The last few pages of this toolkit have information to help you.)
- Determine who will help you transport the bins of packs to the receiving school(s). Count on each large bin storing 15 packs each and on having a few extra bins to store leftover food. Here are some examples of vehicle capacities.
 - Chevy Cruze, using the trunk, back seat, and passenger seat- approximately 8 bins
 - Chevrolet Suburban, with the third row bench seat removed- approximately 30 bins
 - Toyota Highlander- approximately 11 bins
 - Minivan, with the third row bench seat removed- approximately 20 bins
- Compare prices and purchase food for your selected pack from one or more grocery stores or warehouses of your choice. You may choose any brands that fulfill the pack requirements, but please keep the pack contents consistent so that calculating a total donation weight for your project is easy. With the exception of a few items that are doubled up in some packs, you will need to purchase one item for each pack you plan to prepare.

Reminder: When comparing brands, please select the most nutritious food items you can. All should be shelf-stable and individually-wrapped, with no glass packaging. To allow for the most students to enjoy your packs, please ensure purchased items do not include gelatin or gelatin foods, such as marshmallows. Also please double check that the food's "best if used by/before" or "use-by" dates are at least two months from your pack delivery date.
- Gather other items to support the event, e.g., hand sanitizer, tables, recycling bins, trash cans, and fun music.
- Enjoy making a difference together! Be sure to take some fun photos and send them to your Food For Neighbors contact. We would love to give you a shoutout on our social media!

To learn more about our mission, visit www.FoodForNeighbors.org.

Thank you for your support!



FOOD FOR NEIGHBORS®

Brief Description for Publicizing Service

Food For Neighbors tackles teen food insecurity by raising awareness, engaging communities, and partnering with Northern Virginia middle and high schools to connect supplemental food, toiletries, and grocery store gift cards with students in need.

Weekend Food Gap Solution

In Northern Virginia, several nonprofits support elementary school children, but Food For Neighbors is the only one focusing on providing reliable, supplemental food to the older middle and high school students, who are just as hungry. Food For Neighbors helps secondary schools establish pantries and mobilizes nearby community members to fill them with food and toiletries. Social workers and other staff identify students in need, build relationships with them, and connect them with the easily accessible, shelf-stable resources. Grocery gift cards are also offered for the most vulnerable students.

The supplemental nutrition gives students a boost of energy during the school day and supports them at times, like weekends, when they lack access to school meals. School staff have shared moving stories of student struggle, resilience, and gratitude, and they have attributed many positive outcomes to the provided support. Among these are:

- improved focus,
- more alertness/energy,
- better mood and/or behavior in school,
- better peer relationships,
- more regular school attendance, and/or
- improved grades.

To learn more about our mission, visit www.FoodForNeighbors.org.

Thank you for your support!

Branding Guide

You may use our logo in your emails, newsletter, social media posts, etc. to promote your service project and/or Food For Neighbors fundraiser. Just right-click on the logo below to copy it.

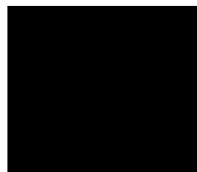


FOOD FOR NEIGHBORS®

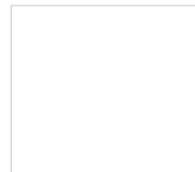
PRIMARY COLORS



RED BAG RED #C22125



BLACK #000000



WHITE #FFFFFF

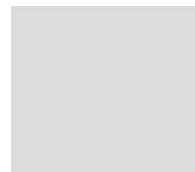
SECONDARY COLORS



DARK GREY #484848



MED GREY #87878A



LIGHT GREY #DDDDDD

To learn more about our mission, visit www.FoodForNeighbors.org.

Thank you for your support!



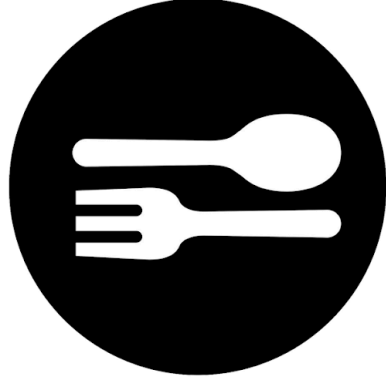
FOOD FOR NEIGHBORS®

Social Media Graphic



To learn more about our mission, visit www.FoodForNeighbors.org.
Thank you for your support!

FOOD DRIVE

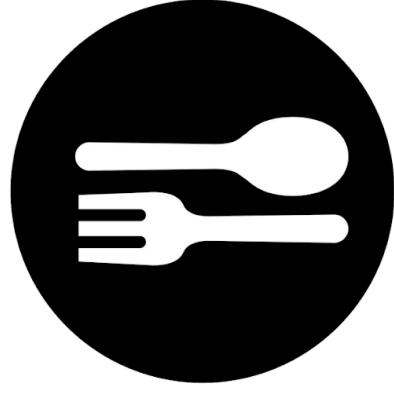


FOOD FOR NEIGHBORS[®]

FOOD FOR NEIGHBORS IS A NON-PROFIT ORGANIZATION
HELPING TO FEED LOCAL MIDDLE AND HIGH SCHOOL
STUDENTS WHO STRUGGLE WITH HUNGER.

FOOD DRIVE

PLEASE DONATE FOOD ITEMS HERE



FOOD FOR NEIGHBORS[®]

THANK YOU FOR YOUR SUPPORT!

HAVE YOU SEEN THE RED BAGS IN YOUR NEIGHBORHOOD?



HOW IT WORKS

Five times a year, donors fill Red Bags with food from our list, drivers pick up the bags, and volunteers sort and deliver the food to local schools.

We want you to join us!

Learn more:
www.foodforneighbors.org

It's part of a movement to collect and distribute weekend food to middle and high school students who struggle with hunger. It's neighbors helping neighbors throughout Northern Virginia.



FOOD FOR NEIGHBORS®

MAKE A DIFFERENCE TODAY!



Request a
Red Bag



Make a
Donation



Get
Involved