



GOVERNOR'S STATE EMPLOYEES

FOOD DRIVE 2018

Coordinator's
Handbook

www.oregon.gov/fooddrive



**OREGON
FOOD BANK
NETWORK**

Welcome!

Thank you for your willingness to work as a coordinator for this year's Governor's State Employees Food Drive.

We appreciate your time and hope the materials contained in this handbook will answer your questions and help you plan a terrific food drive!

2018 Planning Committee

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Please send any comments regarding this handbook or the food drive to Brenda.P.Turner@oregon.gov.



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AGENCY COORDINATOR POSITION DESCRIPTION

One or more Agency Coordinators are appointed for each state agency to carry out the following functions in support of collecting millions of pounds of food:

Attend the Agency Coordinator Orientation.

Set agency food drive goal and motivate employees to exceed the goal by use of email, newsletters, staff meetings, and other promotional strategies. Provide ideas, encouragement, and recognition to encourage full participation.

Serve as primary point of communication with agency employees for information, questions, and progress reporting.

Serve as primary point of communication with the Team Leader assigned to your agency for information and questions.

Serve as a primary point of communication for the agency Site Coordinators and encourage their participation.

Responsible for collecting site/offices' final donation results and including those totals in the final Agency Report due to the Planning Committee at the end of the food drive.

If you have any questions, please contact your Team Leader or refer to our website at www.oregon.gov/fooddrive.



UTILIZING SITE COORDINATORS

For large agencies or agencies with multiple locations, Agency Coordinators may wish to designate Site Coordinators for each division, section, or location. Site Coordinators should obtain management approval to participate and discuss time availability with both management and the Agency Coordinator.

Site Coordinators typically carry out the following functions in support of the food drive:

- Motivate local office or section employees to exceed agency's food drive goal by use of email, newsletters, staff meetings, and other promotional strategies. Provide ideas, encouragement, and recognition to inspire full participation.
- Display posters and arrange for food and/or fund collection within local office or section.
- Plan and publicize fundraising events.
- Serve as primary point of communication with local office or section employees for information and questions.
- Collect local office or section food and fund donations and forward to Regional Food Bank. Collect payroll deduction forms and forward to the Agency Coordinator.
- Track local office or section's donations (including a list of employees who meet the Governor's Challenge).

Agency Coordinators are encouraged to share the following documents with Site Coordinators:

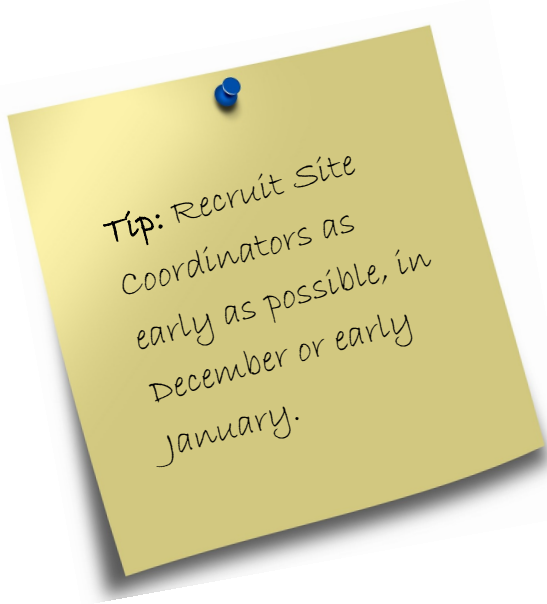
- Doc F: Agency Coordinator FAQs
- Doc H: Food and Fundraising Ideas
- Doc J: Payroll Deduction Form
- Doc L: Automatic Donation Methods
- Doc M: Receipt Information
- Doc N: The Governor's Challenge
- Doc O: Foods We Need
- Doc Q: Regional Food Banks

Agency Coordinators should also clearly communicate to Site Coordinators the deadlines for payroll donation forms and food drive report forms.

Tip: utilize the sample Site Coordinator email on the website, under Coordinator Resources



HOW TO RECRUIT SITE COORDINATORS



Here is a suggested process to follow to recruit Site Coordinators:

- Determine what sites (sections within your agency, field offices around the state) you want coordinators for. If you have several divisions in your agency, you may want a Site Coordinator for each division. If your agency has more than one location in the state, you may want a Site Coordinator for each office. Make a list of these sites/locations.
- Consider combining sites where it makes sense. You may have staff on two floors in your building. If your divisions are rather small, consider having one coordinator for each floor, for example.
- Send an email to all agency staff with the site list attached. Or, ask your agency director or other administrator to send the email if you think that may be more effective.
- Let staff know you need a coordinator for each site on the list, and the basic responsibilities of Site Coordinators.
- Give them a deadline to respond.
- If appropriate, request that managers identify a coordinator for each location. It can be very effective to get a response if the email goes out from an agency director and requests that all managers identify Site Coordinators for their areas of responsibility.
- Collect names for each site. For those sites that you do not hear from, follow up with staff or management for that site via email or phone.
- Send a personal thank you email to each site coordinator as you receive their name, letting them know you appreciate their participation and that you will provide additional information as the food drive progresses. (See sample email in the Coordinator Resources section of the www.oregon.gov/fooddrive site).
- Create an email group with all the Site Coordinators. Use this list to communicate food drive information to all Site Coordinators at one time.

If you have any questions, please contact your Team Leader or refer to our website at www.oregon.gov/fooddrive.

AGENCY COORDINATOR CHECKLIST

Here are the major agency coordinator activities and recommended dates for completion. While you are free to plan your agency food drive as you see best fits your agency, these activities are generally foundational for all coordinators for a successful drive.

DECEMBER/ EARLY JANUARY

- Meet with last year's coordinator to learn what went well, what didn't
- Recruit Site Coordinators if you have a large agency and/or multiple locations

JANUARY

- Determine your communication strategy for food drive activities (email, calendar of events, flyers)
- Determine what food and fundraising events you will oversee
- Communicate with site coordinators regarding planning events in their sections and encouraging staff participation
- Solicit donations from businesses and/or staff as appropriate to support events
- Schedule food collection barrels for delivery from your Regional Food Bank if you need them

LATE JANUARY

- Post food drive posters
- Set out food collection containers
- Finalize calendar of events, secure locations, and solicit volunteers for events

FEBRUARY

- Announce the beginning of the food drive to employees
- Hold food and fundraising events
- Encourage staff to engage in events
- Encourage payroll deductions

MID-FEBRUARY

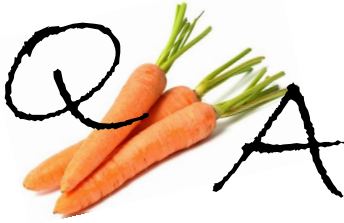
- Schedule food pick up if needed (barrels or boxes)

BY MARCH 1

- Assure all payroll deduction forms get to your payroll office
- Track all employees who meet the Governor's Challenge; a Thank You card will be available for you to print and distribute to those who meet the Challenge

MARCH

- Assure all donated food and funds are delivered to your local food bank (see list of Regional Food Banks in Handbook for locations)
- Submit agency donation totals to Food Drive Planning Committee using the Agency Report Form



FREQUENTLY ASKED QUESTIONS

What is the Governor's State Employees Food Drive?

State employees, sponsored by the Governor, volunteer to collect food and funds for the Oregon Food Bank (OFB) Network. Agencies work in partnership with Regional Food Banks.

Who participates?

All state agencies, commissions, boards, and employees are eligible to participate. They may enlist the support of community partners in some of their food and fundraising activities. It is always a good idea to contact your Regional Food Bank before contacting community partners to see if there are any existing agreements already in place.

What can employees donate?

Employees may donate food or items for fundraising events. They may also make individual contributions via a payroll deduction, check, cash, or credit card (directly to their Regional Food Bank).

Who gets the food and donations?

The food and donations that are raised in your area stay in your area unless a donor specifically wants their monetary donation to go to a nonlocal food bank.

How do I order food collection barrels?

Food can be collected in any container. If you would like to use food bank barrels for collection, please contact your Regional Food Bank at least two weeks before the start of the food drive. Please keep in mind that the food bank uses both fuel and labor costs to deliver and pick up barrels. Any assistance state employees can give in delivery food donations to the Regional Food Banks is appreciated.

Who picks up the food and when?

Agency Coordinators or Site Coordinators are responsible for making arrangements for delivering the food to your local food bank. The Regional Food Banks would love to give you a tour of the food bank when you arrive with your donations so we can show you how your efforts and support make a huge difference in the community. If there is too much food to deliver by yourself, call your Regional Food Bank to arrange pick up of your donation. Please call at least two weeks before you need a pick up scheduled.

Who should checks be made out to?

Checks should be made out to the Regional Food Bank the employee wishes to support. The Oregon Food Bank Network operates on the principle of keeping donations in the area where they are collected.

Where do I take the money?

Checks and cash donations go to your Regional Food Bank. Be sure to place money in a secure location. Consolidating it into large bills or a cashier's check is greatly appreciated. In Salem, Heritage Grove Credit Union partners with the food drive with free accounts to deposit funds raised. They also have a change-counting machine. See information about Heritage Grove Credit Union in the Coordinator's Handbook.

Where can I get speakers to talk to staff about hunger and the role of food banks?

Contact your Regional Food Bank representative (Document Q on the www.oregon.gov/fooddrive website under Coordinator Information).



How will I keep track of our donations dropped off at the food bank?

You will receive receipts from your Regional Food Bank for both the food poundage and the money you turn in. Use these receipts to add up your agency's totals.

What about keeping track of payroll deductions?

Employees will turn in their payroll deduction forms to their Agency Coordinator, who needs to note the total dollar amount donated for the year and who made the donation (for the purpose of determining who met the Governor's Challenge). They will then forward the forms to your agency payroll officer. Be sure to contact your payroll officer to let him/her know what to expect and request they let the Agency Coordinator know if any forms are turned into them directly.

Since people can make both one-time or 12-month payroll deductions, how do I count these?

You count the total amount an employee pledges to donate for the year, either the monthly donation x 12 or the amount of a one-time donation.

What if an employee wants his or her one-time donation to go to a certain Regional Food Bank?

The employee will fill out a "Payroll Deduction", "Cash Donation Designation", or "Automatic Donation Designation" form on which he or she will designate which Regional Food Bank is to receive the donation.

Should the food drive accept nonfood contributions?

Yes, Regional Food Banks and food cupboards/pantries have the need for toothbrushes, diapers, soap, and other personal items. Such items should be weighed and counted as pounds of food on the Agency Report Form. Please keep these items separate from food donations so no accidental contamination of the food occurs.

How much "weight" is given to each dollar contributed?

A \$10 donation allows the food bank to collect and distribute 30 meals, approximately 40 lbs. of food. When the Governor's State Employee Food Drive totals are calculated, the conversion that will be used is 3 meals for every dollar collected and 0.75 meals per every pound of food raised.

Can I solicit donations from grocery stores, vendors, shops, or vacation and recreational businesses?

Yes. Keep in mind that Regional Food Banks do have relationships with most grocery stores and food processors in their area and already have a commitment for donations, so please contact your Regional Food Bank before soliciting food donations that will go directly to the food bank from these businesses. Donated items can also be solicited for silent auctions, drawings, raffles, or for use in a food event. Make sure you are following regulations regarding drawings and raffles (Document I on the www.oregon.gov/fooddrive website under Coordinator Information).

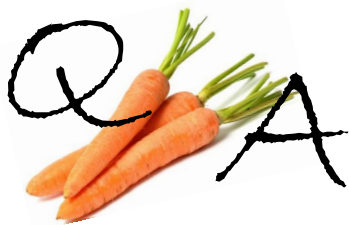
Can I provide a receipt for tax purposes?

Tax receipts CANNOT be given for donations used for silent auctions, raffles, or food events. In order for a donor to receive a tax receipt, the donation must go directly to the food bank.

Can our agency count donations received outside of the designated food drive period as part of the Governor's State Employees Food Drive?

Fundraising events should be planned during the designated food drive period if possible. Some agencies, due to specific resources or through planning outside of the Governor's State Employees Food Drive, collect donations in other months. Those donations are very much appreciated by the Oregon Food Bank Network. However, those donations should not be counted toward the donation totals for the Governor's State Employees Food Drive.





FUNDRAISING ACTIVITIES

What fundraising activities are legal?

If you have a question about whether an activity is legal for your agency or perhaps causes a conflict of interest, make sure you have approval from your agency administrator and consult your legal counsel to be absolutely sure. You may even want to contact the DAS-Risk Management Division. See Document I on the www.oregon.gov/fooddrive website under Coordinator Information for information on drawing and raffles.

Who approves activities?

Agency Coordinators or Site/Office Coordinators should discuss activities planned for the Governor's State Employees Food Drive with agency management. Management is responsible for agency activities and must know about food drive activities regardless of management participation.

What about having a "dunk tank" or "pie throwing" event to raise money?

While these are very popular, there are safety concerns with these activities. If you wish to investigate this option further, we suggest contacting a DAS-Risk Management representative.

What about raffles and other gaming activities?

Raffles and chance drawings are considered gaming activities by the Oregon Department of Justice and there are regulations regarding record keeping and amounts raised. Your Team Leader cannot answer questions about gaming activities. There is a document available at www.oregon.gov/fooddrive that summarizes gaming activities in relationship to the food drive called: "Bingo, Raffles, Monte Carlo, and How They Apply to the Governor's State Employees Food Drive (Document I)." The form also includes contact information for the Gaming Registrar. The Registrar can provide a more detailed gaming information packet upon request.

Do "silent auctions" fall under the gaming restrictions?

No. In a silent auction, you only pay if you make the highest bid — you don't pay for a "chance" to win. Therefore, silent auctions do not fall under the gaming rules.

What are the guidelines for bake/food sales, potlucks, chili feeds, etc.?

Food events should be held where public access is restricted. To be on the safe side, please hold food events in lunchrooms, break rooms, or conference rooms (preferably with hand-washing facilities nearby). Do not advertise or sell food to the public and use discretion in the locations that you post informational posters about food events (especially in buildings that have restaurants, cafes, or cafeterias run by outside vendors and as a courtesy to those vendors, inform them of the event). Safe food preparation guidelines should always be observed in these types of events – keep hot things hot and cold things cold, etc.!



FOOD AND FUNDRAISING IDEAS

Here are just a few ideas for food drive events. This is by no means a complete list, but will hopefully give you some direction if you are looking for ideas.

EASY AND VERY EFFECTIVE FUNDRAISER FOR MOST AGENCIES:

- Payroll deductions. A few dollars a month goes a long way over the year.

COMMON FUNDRAISERS:

- Food Sales such as: Bake Sales / Taco, Nacho, and Chili Feeds / Salad, Soup, and Potato Bars / Ice Cream Socials
- Silent Auctions (get donated items from businesses or individuals)
 - ** See important note about receipts for Silent Auctions under Receipt Information
- Place food donation boxes in common areas such as in break rooms or near copiers

OTHER IDEAS

- Staff make donations to participate in an activity or to be removed from participation
- Used Book Sale
- Henna Tattoos
- Pizza Parties
- Potlucks
- Popcorn, rootbeer float, or ice cream sales
- Talent Show – donation for admittance
- Pop Can Collection Station
- Craft Bazaar
- Recycled Treasure Sale – “One Person’s Junk is Another’s Treasure”
- Sports Events – Basketball Game, Mini Marathon Run, etc.
- Valentines Events – Singing Telegrams, Balloon Sale, Flower Sale, Chocolate Sale, Valentine Card Sale, Photo Shoot, etc.
- Cake Walks
- Change (money) Wars
- Bag It – Sponsor a Brown Bag Lunch and ask staff to donate the cost of a lunch out or ask everyone to bring a lunch sack of nonperishable foods to donate
- Pyramid Power – Have teams build a pyramid of food or have teams bring food representing the nutritional food pyramid
- Employee/Management Pledges – i.e., to lose weight, walk a certain amount, etc.
- International Kitchen – Have ethnic food from around the world and sell at lunch
- Sponsor a Manager – Raise money to have your manager compete in a manager only event – Pie Eating Contest, Tricycle Race, etc.
- Lunch with a manager – employees bid on lunch with managers. Winning bidder makes donation for bid amount and goes to lunch with manager
- Friendly Beaver/Duck competitions
- Volunteer at local Food Bank, ask for Team Sponsorship

TIPS ON HOW TO INCREASE PARTICIPATION IN PAYROLL DEDUCTIONS

- **Email forms to all staff with encouragement to participate**
 - Emphasize how a few dollars a month goes a long way
 - Compare a monthly donation to the cost of a couple cups of coffee, and how many meals can be served
 - Two coffees = \$6 = 18 meals!
- **Offer a prize for turning in a payroll deduction form**
 - The prize could be a donation from a business or from a staff person (a coffee mug, a batch of cookies, the use of a parking space for a week, lunch with a manager)
 - Give everyone who turns in a payroll deduction form by a certain date a chance to win the prize.
 - Create a paper airplane contest for everyone who completes their payroll deduction form where the airplane that flies the farthest wins a prize.
- **Set forms out at events**
 - Encourage staff to turn in their form at the event. Have forms on the table at events. (Do not allow staff to use payroll deductions as a form of payment at events.)
- **Share hunger facts and information**
 - Take an excerpt from the Oregon Food Bank's Voices brochure or Hunger Facts in the Coordinator's Handbook and make copies. Attach a copy to the payroll deduction form and put it in office mailboxes with a handwritten note: "Please consider helping people like Sam and his family (for example) by making a monthly donation."

GOVERNOR'S CHALLENGE

What's the Governor's Challenge? The Governor has challenged state employees to each donate at least \$144 annually to the food bank of their choice.

How can I meet the challenge? You can meet the challenge through a one-time payroll deduction, a monthly payroll deduction of at least \$12 per month (for one year), or a one-time cash donation.

Picture your **DONATION**:



\$12/mo



36 meals



\$20/mo



60 meals



\$30/mo



90 meals



\$40/mo



120 meals

RECEIPT INFORMATION

NOTE: Tax receipts cannot be issued to donors of in-kind or auction items.

Below are the numerous ways state employees can elect to donate to their regional food bank of choice. Receipt information is provided for each method of payment:

Payroll Deductions — Contributions through payroll deductions are cost-effective. However, food banks **are not able** to send a tax receipt to state employees giving through payroll because they receive a lump payment from each agency payroll department and are not provided specific information for each employee. Please ask that the donor use their paycheck stub as a receipt.

Cash Donations — Complete Document K and submit to appropriate Regional Food Bank for tax receipt.

Automatic Donation — Regional Food Banks that receives automatic donations through checking accounts or credit cards will send the donor a receipt for tax purposes.

Silent Auction Donations/In-kind Donations — A tax receipt **cannot** be issued to a donor of in-kind donations (donations of goods or services for use in silent auctions or bake sales, for example) given to individual State of Oregon departments as the Regional Food Bank did not take possession of the item.





Heritage Grove Federal Credit Union (Heritage Grove) is a proud supporter of the Governor’s State Employees Food Drive.

Heritage Grove is a local credit union that has served State of Oregon Employees since 1964. We are located at 631 Winter Street NE, Salem, cross streets Winter NE and Union NE. We serve anyone who lives, works, worships or attends school in Marion, Polk or Yamhill Counties.

We can help you during the food drive. For Agency and Site Coordinators based in Salem, we can provide free savings accounts, checking accounts, money orders, and coin counting (9:00 a.m. to 5:00 p.m. Mon – Fri) in support of the food drive. We can help you transfer an existing Heritage Grove account or set up a new account. Call us at 503-588-0211 to determine if your agency has an account from a previous year.

If you need to transfer an existing Heritage Grove account to a new Agency or Site Coordinator or if you need to establish a new account, bring in a letter on your state agency letterhead stating you are the Agency or Site Coordinator for the upcoming Governor’s State Employees Food Drive, along with personal ID, and we will help you transfer or set up the account. No need to have cash or change lying around. Once the food drive is over, we can provide money orders made payable to one or more regional food shares or the Oregon Food Bank, to bring your account balance to zero.

If you do **not** want to establish a Heritage Grove account, bring in a letter on your state agency letterhead stating you are the Agency or Site Coordinator for the Governor’s State Employees Food Drive, along with personal ID, and we can provide money orders made payable to one or more regional food shares or the Oregon Food Bank.

Heritage Grove is open Monday through Friday, 9:00 a.m. to 5:30 p.m., closed weekends and federal holidays.

Note: Heritage Grove cannot process donation checks. All donation checks should be made payable to a regional food share and delivered to any food share in the network.

If you have questions, please contact Kirsten Conway, Heritage Grove’s member at large on the Governor’s State Employees Food Drive Statewide Planning Committee, at 503-485-4380 or by e-mail at kconway@OurGroveCU.com.



OREGON FOOD BANK'S 10 HUNGER FACTS

Hunger Fact 1

- The Oregon Food Bank Network helps **1 in 5 households** in Oregon and Clark County Washington. On average, **270,000** people receive food assistance through the Oregon Food Bank Network. One third, or about 92,000, are children.

Hunger Fact 2

- People have to **make difficult choices** and find coping strategies.
 - ⇒ 32% of households served by the Oregon Food Bank Network seek supplemental food assistance from a pantry 12 or more times per year.¹
 - ⇒ 80% of respondents said food assistance made it possible to get through the month.¹
 - ⇒ 58% said they often or sometimes got food from a neighbor, friend or family¹

Hunger Fact 3

- The rate of food insecurity (not knowing where the next meal will come from) in Oregon is 14.6% in 2014-2016, a decrease from 16.1% in 2013-2015.² About 597,000 Oregonians are food insecure.

Hunger Fact 4

- Oregon Food Bank is efficient and effective. Your **\$10 donation** provides **30 meals** for people facing hunger.

Hunger Fact 5

- Food and funds collected during food drives remains in the community where it was collected through a variety of network partners. The Oregon Food Bank Network consist of **21 regional food banks** and over **1,200+ food assistance sites** including food pantries, congregate meal sites, produce distributions and other helping programs serving Oregon and Clark County, Washington.

Hunger Fact 6

- Oregon Food Bank's Fresh Alliance program partners with local grocers and retailers to secure donations of produce, meat, dairy and more. Oregon Food Bank received over **20.1 million pounds of food through Fresh Alliance** in 2016-17.

Hunger Fact 7

- **Hunger affects health.** Food pantry recipients suffer from diet-related diseases at a higher rate than the general public.
 - 48% of households have at least one member with high blood pressure
 - 27% of households have at least one member with diabetes

Hunger Fact 8

- Oregon Food Bank and network partners champion self-reliance by offering **education and training programs**.
 - ⇒ Cooking Matters™ teaches essential skills to navigate the kitchen. Offered by 34 partners at 102 host sites across 15 counties. 1,160 people have participated.
 - ⇒ Seed to Supper teaches essential skills to garden. Offered by 44 partners at 79 host sites across 21 counties. 2,681 people have participated.
 - ⇒ Screen and Intervene Program provides tools and training to healthcare professionals to identify families at risk of being food insecure. 305 Health Clinics and Hospitals are participating and have screened 475,000 people at a doctor's appointment.

Hunger Fact 9

- **Hunger is an income issue.** Unemployment, underemployment and the high cost of housing, food, transportation, and utilities forced more people to seek supplemental food assistance from a food pantry.
 - ⇒ 21% of households with children report not working due to being unable to afford or find suitable childcare.¹
 - ⇒ 36% of households include someone who is disabled and unable to work, or is retired.¹

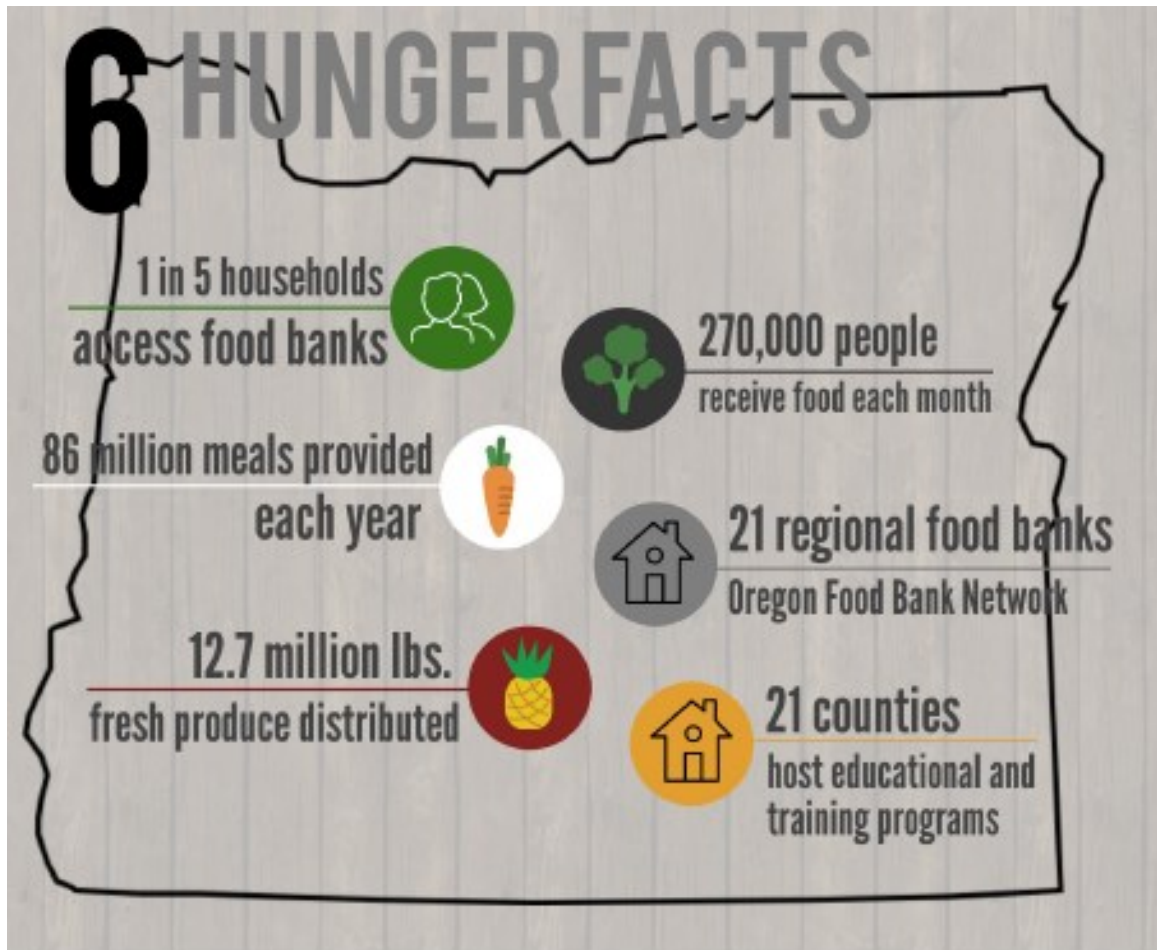
Hunger Fact 10

- With sufficient will and support of the entire community, we believe it is possible to eliminate hunger and its root causes.
- Food assistance is for anyone who needs it.
- You can feed the human spirit. Join us:
 - ⇒ Donate food and funds
 - ⇒ Volunteer at your local food bank or pantry
 - ⇒ Advocate. Educate others.

Learn more. Visit www.oregonfoodbank.org

¹ Oregon Food Bank. (2015). Hunger Factors 2015: Hunger and Poverty in Oregon and Clark County, WA. Retrieved from <http://www.oregonfoodbank.org/understanding-hunger/hunger-factors>

² U.S. Department of Agriculture. (2017). *Household Food Security in the United States in 2016* (ERR-237). Retrieved from <https://www.ers.usda.gov/webdocs/publications/84973/err-237.pdf?v=42979>



Hunger Impacts

72% of people who receive food have incomes below the federal poverty level

HUNGER AND HEALTH
Food pantry recipients suffer diseases at rates higher than the general public.

16% of households reported having someone who is unemployed and looking for work

48% of households receiving food assistance have one or more members with high blood pressure

HUNGER AND INCOME
Unemployment, underemployment and the high cost of food, gas, utilities and rent forced more people to seek supplemental food assistance from a food pantry.

27% of households receiving food assistance have one or more members with diabetes

MOST WANTED FOODS

Consider donating healthy, whole grain, low-fat, low-sodium and low-sugar products.

 <p>PEANUT BUTTER and other nut butters</p>	<p>CANNED & BOXED MEALS soup, chili, stew...</p> 	 <p>CANNED MEAT chicken, salmon, tuna</p>
 <p>BEANS & PEAS canned or dried</p>	<p>PASTA, RICE & CEREAL whole grains</p> 	 <p>FRUITS & VEGETABLES</p>
 <p>SHELF-STABLE MILK</p>	<p>COOKING OIL</p> 	 <p>100% FRUIT & VEGETABLE JUICE canned, plastic or boxed</p>

To ensure food safety, Oregon Food Bank can't use:

- rusty or unlabeled cans
- perishable items (applies only to food drive donations)
- homemade items
- noncommercial canned or packaged items
- alcoholic beverages, mixes or soda
- open or used items

PLEASE NOTE: If you donate glass products, please box or bag them separately and label the box or bag "GLASS" on all sides.

Support our food drive:

THANK YOU!



503-282-0555
oregonfoodbank.org

ONLINE RESOURCES

Download these documents at www.oregon.gov/fooddrive
under Coordinator Information

General Information

Agency Coordinator Position Description	Doc C
Utilizing Site Coordinators	Doc D
The Governor's Challenge	Doc N

FAQ and Other Resources

Agency Coordinator FAQs	Doc F
Food and Fundraising Ideas	Doc H
Bingo, Monte Carlo, & How They Apply to the Governor's State Employees Food Drive	Doc I
Foods We Need	Doc O
Regional Food Banks	Doc Q
10 Hunger Facts	Doc P
Heritage Grove Federal Credit Union	Doc R



Forms & Sample Letters

[Agency Report Form](#) (xlsx)

[Doc G](#)

[Photo Release Form](#)

[Payroll Deduction Form](#)

[Doc J](#)

[Cash Donation Designation Form](#)

[Doc K](#)

[Automatic Donation Designation Form](#)

[Doc L](#)

[Governor's Challenge Thank You Card](#)

[Donation Request Sample Letter](#) (doc)

[Doc H1](#)

[Donation Thank You Sample Letter](#) (doc)

[Doc: H3](#)

[Site Coordinator Letter Template](#) (doc)

[Doc: D1](#)



**OREGON
FOOD BANK
NETWORK**

Regional Food Banks of Oregon Food Bank

RFB Name	Counties Served	Designation Code	Contact Person	Mailing Address	City, State	Zip	Phone	Email	Alternate Address
ACCESS Food Share	Jackson	BK01	Chris Bosse	PO Box 4666	Medford, OR	97501	(541) 774-4321	cbosse@accesshelps.org	3630 Aviation Way Medford, OR 97501 (physical)
CAPECO	Gilliam, Morrow, Umatilla, Wheeler	BK02	Tori Bowman	721 SE 3rd Suite D	Pendleton, OR	97801	(541) 276-5073	tbowman@CAPECO-WORKS.ORG	1605 NW 50th St Pendleton, OR 97801 (warehouse)
CCA Regional Food Bank	Clatsop	BK04	Marlin Martin / Dusten Martin	2010 SE Chokeberry Ave	Warrenton, OR	97146	(503) 861-3663	mmartin@ccaservices.org / dmartin@ccaservices.org	
Clark County Food Bank	Clark	BK21	James Fitzgerald	6502 NE 47th Ave	Vancouver, WA	98661	(360) 693-0939	james_fitzgerald@clarkcountyfoodbank.org	
Columbia Pacific Food Bank	Columbia	BK05	Casey Wheeler	PO Box 1031	Saint Helens, OR	97051	(503) 397-9708	casey@cpfoodbank.org	474 Milton Way St Helens, OR 97051 (physical)
Community Connection	Union, Baker, Grant, Wallowa	BK06	Audrey Smith	1504 N Albany St	La Grande, OR	97850	(541) 963-7532	audrey@ccno.org	
FOOD For Lane County	Lane	BK07	Brad Bassi	770 Bailey Hill Rd	Eugene, OR	97402	(541) 343-2822	bbassi@foodforlaneconomy.org	
Food Share of Lincoln County	Lincoln	BK10	Pati DEliseo	535 NE First St	Newport, OR	97365	(541) 265-8578	pedeliseo@foodshareinlincolncounty.com	
Josephine County Food Bank	Josephine	BK08	Kevin Widdison	PO Box 2380	Grants Pass, OR	97528	(541) 479-5556	kevin.widdison@jocobfoodbank.org	3680 Upper River Rd Grants Pass, OR 97526 (warehouse)
Klamath-Lake Counties Food Bank	Klamath, Lake	BK09	Niki Sampson	PO Box 317	Klamath Falls, OR	97601	(541) 882-1223	nik@e-isco.com	3231 Maywood Dr Klamath Falls, OR 97603
Linn Benton Food Share	Linn, Benton	BK11	Ryan McCambridge	545 SW 2nd St Ste A	Conallis, OR	97333	(541) 758-2608	rmccambridge@communityservices.us	33747 Looney Lane Tangent, OR 97389 (warehouse)
Marion-Polk Food Share	Marion, Polk	BK13	Kendra Alexander / Robbin Kerner	1660 Salem Industrial Dr NE	Salem, OR	97301	(503) 581-3855	kalexander@marionpolkfoodshare.org / rkerner@marionpolkfoodshare.org	
Columbia Gorge Food Bank (Checks made out to: Oregon Food Bank BK14)	Hood River, Sherman, Wasco	BK14	c/o Melissa Yale	7900 NE 33rd Dr	Portland, OR	97211	(503) 853-8738	myale@oregonfoodbank.org	
NeighborImpact	Crook, Deschutes, Jefferson	BK03	Laurie Purcell	2303 SW First St	Redmond, OR	97756	(541) 548-2380	lauriep@neighborimpact.org	
Oregon Food Bank - Portland Metro area	Multnomah, Clackamas	BK15	Melissa Yale	7900 NE 33rd Dr	Portland, OR	97211	(503) 853-8738	myale@oregonfoodbank.org	
Oregon Food Bank - Southeast Oregon Services	Harney, Malheur	BK12	Peter Lawson	773 S Oregon St	Ontario, OR	97914	(541) 889-9206	plawson@oregonfoodbank.org	
Oregon Food Bank - Tillamook County Services	Tillamook	BK16	Mis (Melissa) Carlson-Swanson	PO Box 1344	Tillamook, OR	97141	(503) 842-3154	mcswanson@oregonfoodbank.org	1760 Wilson River Loop Tillamook, OR 97141 (physical)
Oregon Food Bank - Washington County Services	Washington	BK18	Melissa Yale	7900 NE 33rd Dr	Portland, OR	97211	(503) 853-8738	myale@oregonfoodbank.org	1870 NW 173rd Ave Beaverton, OR 97006 (warehouse)
South Coast Food Share (a program of Oregon Coast Community Action)	Coos, Curry	BK17	Laura Hunter	1855 Thomas Ave	Coos Bay, OR	97420	(541) 435-7097	lauras@orcca.us	225 LaClair Ave Coos Bay, OR 97420 (warehouse)
UCAN (United Community Action Network) Food Bank	Douglas	BK19	Susie Forte	280 Kenneth Ford Dr	Roseburg, OR	97470	(541) 492-3522	susie.forte@ucan-cap.org	
YCAP (Yamhill Community Action Partnership) Food Bank	Yamhill	BK20	Diane Longaker	PO Box 621	McMinnville, OR	97128	(503) 687-1474	Dianel@yamhillcap.org	1317 NE Dustin Ct McMinnville, OR 97128 (physical)

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