FOOD DRIVE COORDINATOR’S CHECKLIST

Getting started:

- Obtain approval if necessary, from a supervisor or your company’s Human Resources/Community Relations department.

- Set dates to begin and end your food drive, and to deliver donations to Cor Unum upon completion.

- Arrange well-marked, convenient containers for food donations.

- Register your food drive with Cor Unum using the Food Drive Registration Form.

- Locate or design promotional materials and decide where to put them.

- Promote your food drive!

- Plan to collect food from containers as they fill up, and have someplace to store it.

- Deliver donations to Cor Unum after your drive has ended. You may want to call ahead (978-688-8900), and let us know if you will need assistance delivering a large amount of food.

- Thank participants for their support and generosity.

Items Needed:

**FOOD:**
- Baby Food
- Spaghetti Sauce
- Iced Tea Mix
- Mushroom Soup
- Coffee
- Sugar
- Salt
- Pepper
- Seasonings
- Cereal
- Syrup
- Pancake Mix
- Eggs
- Ketchup
- Parmesan Cheese
- Grocery Store Gift Certificates

**SUPPLIES:**
- Office Supply Store Gift Cards
- Home Improvement Store Gift Cards
- Trash Bags (30 and 55 Gallon)
- Aluminum Foil
- Plastic wrap
- Parchment paper
- Disposable gloves
- Paper Products
- Paper towels
- Napkins
- Toilet Paper
- Cleaning Supplies
- Laundry detergent
- Bleach
- Cleanser
- Bathroom Cleaner
- Glass Cleaner
- Stainless Steel Cleaner
FOOD DRIVE REGISTRATION FORM

Thank You for Your Assistance!

_______________________________________________________________
Name (Individual, Group, or Organization)
_______________________________________________________________
Address
_______________________________________________________________
City, State, Zip
_______________________________________________________________
Coordinator’s Name (if different than above) Title, if applicable
_______________________________________________________________
Coordinator’s Phone Number Alternate Phone Number
_______________________________________________________________
Coordinator’s Email Address

FOOD DRIVE START DATE: ____________________________
FOOD DRIVE END DATE: ____________________________
FOOD DELIVERY DATE: ____________________________

For assistance with large amounts, please contact Cor Unum at (978) 688-8900

Please email the Food Drive Registration Form to:
corumun2@comcast.net,
fax to 978-681-5808,
or mail to
Cor Unum Meal Center, 118 South Broadway, Lawrence, MA 01843