



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:
corunum2@comcast.net,

fax to 978-681-5808,

or mail to

Cor Unum Meal Center, 118 South Broadway, Lawrence, MA 01843