



## SAN FRANCISCO FOOD BANK

### Fundraising Party Kit

Thank you for making the San Francisco Food Bank a part of your celebration! You are making a difference by raising awareness and collecting donations which will go directly toward feeding hungry San Franciscans.

#### Some goals for your party:

- Educate your guests about the issue of hunger.
- Tell your guests they can help by donating to the San Francisco Food Bank.
- Raise money for the San Francisco Food Bank at the same time as you enjoy a holiday celebration with your family and friends.

#### Introduce the San Francisco Food Bank

When you send your invitations, say you are collecting donations for the San Francisco Food Bank at your party. Feel free to include the website: [www.sffoodbank.org](http://www.sffoodbank.org) and to use some of the talking points below to tell them why you have chosen to support the Food Bank.

#### Suggested Approach

About 30 minutes after the official beginning of your party, welcome your guests. While you have everyone's attention, tell them why you have chosen to make the San Francisco Food Bank a part of your celebration. Some things you might want to mention are:

- 150,000 San Franciscans live with the threat of hunger
- 1 in 4 children and 1 in 5 adults in S.F. are at risk of going hungry
- The San Francisco Food Bank's mission is to end hunger in San Francisco by providing food to over 400 local non-profit organizations
- The San Francisco Food Bank distributes enough food to provide 70,000 meals every day
- Each \$1 donated provides enough food for 4 meals to families, seniors and children in need
- As we celebrate with friends and family, we should remember those who are unable to afford a family meal
- By donating to the San Francisco Food Bank, we can help families enjoy a happy holiday season

After you have made your comments, encourage your guests to write a check to the San Francisco Food Bank. Give people the Donation Forms you have downloaded from our website if they would like to use a credit card. Collect the donations from your guests in a tray, bowl or even an empty paper grocery bag. Ensure them their gift is fully tax deductible and that the San Francisco Food Bank will mail them a receipt. Thank everyone and get back to mingling!



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### **Suggested Timetable and Checklist**

2-3 weeks prior to your party:

- Set the date
- Draw up an invitation list
- Mail or e-mail your invitations (be sure to say you are collecting donations for the San Francisco Food Bank and tell people to bring their checkbooks!)

1 week ahead

- Make a list of supplies you need and buy or borrow anything you don't have on-hand
- Create your menu and write your shopping list

1 day ahead

- Shop for menu ingredients
- Make any menu items that can be prepared in advance
- Clean and organize
- Make copies of the donation form at the end of this kit

### **Day of the Party**

- Arrange the furniture for guests, if necessary
- Set up the table or buffet
- Chill wine and cold drinks
- Set up an area for drinks and ice if people are serving themselves
- Finish preparing the food
- Put out the food, ice and drinks
- Welcome your guests; ask them for donations to the San Francisco Food Bank and enjoy your party!

### **After the Party**

- Mail the checks and donation forms to the San Francisco Food Bank, along with your contact information. It's very important to tell us who you are so we can refer to you in our thank you letters to your guests. The Food Bank's address is:  
San Francisco Food Bank  
900 Pennsylvania Avenue  
San Francisco, CA 94107  
Attn: Events Department
- Mail or e-mail a thank you note to your guests. Tell them how much money they donated and how many meals they provided for people in need (*Hint: each dollar provides 4 meals*)
- Pat yourself on the back for your contribution to the fight against hunger!