



Food Drive Guide

Thank you so much for supporting our community through having a food drive for Wayside!

In this Guide, you will find all the resources you need to have a successful food drive.

FOOD DRIVE CHECKLIST:

- Select a time & location to accept food:**
 - When:* Will people be able to drop-off food items any time of day, or would you prefer to have certain hours available for drop-off?
 - Where:* Are you hosting the food drive at a common location or private business?
 - Who:* Who can drop off food (just my office or can other people donate)?
- Plan on how you will collect donations:** Do you need to have boxes donated to pack food into for easy lifting and stacking? Tip: Larger grocery stores often carry banana boxes!
- Once you've planned out your drive, start spreading the word:** Download and use the resources linked below.

Wayside Wish List: Include this list in your outreach so people know what to donate

Poster: Just print and hang up these posters

Social Media Templates: Post on social media to help spread the word. Make sure to tag Wayside! @waysidefoodprograms

- [Facebook Event Banner](#)
- [Facebook/Instagram Post](#)
- [Instagram Story](#)

Food Drop-off Poster: Label your boxes so everyone knows where to donate

- Schedule a time to drop off your donation:** Your food drive is all wrapped up and it's time to get the food over to Wayside. Food donations can be received at our Warehouse during the following times:
 - Hours:** Monday – Thursday 7:30 AM – 2:30 PM, Friday 7:30 AM – 12 PM
 - Location:** 135 Walton Street, Portland, ME 04103 ([map](#))Please feel free to call our office ahead of time to let us know you are coming!
Phone: 207 – 775 – 4939

Thank you so much for supporting our community!