How to:

Host a Food Drive With FoodShare

STEP 1: FILL OUT A FOODSHARE DRIVE REQUEST FORM

The FoodShare Drive Request Form can be found on our website at towson.edu/foodshare. Your request will be accepted, denied, or changed based on the needs of the FoodShare. Please submit your Request Form as early as possible to ensure the month you would like to host your FoodShare Drive will be available.

STEP 2: CHOOSE WHICH TYPE OF FOOD DRIVE YOU WOULD LIKE TO HAVE

- **Collecting donations:**
  Set out donation boxes and label them with flyers. The FoodShare will provide a list of needed items. Please include this list on the flyer attached to the box. Next, coordinate a drop-off time with the FoodShare by emailing FoodShare@towson.edu.

- **Target registry:**
  The FoodShare will create a Target registry and share the link with the point-of-contact for your drive. Please select the “delivery” option so that the donated items will be sent directly to the FoodShare. Share the link or QR code to the Target registry with your department/organization and include them on flyers, social media posts and other promotional materials.

- **Monetary donations:**
  Monetary donations can be given through our Giving Page. Share the link or QR code to the Giving Page with your department/organization and include them on flyers, social media posts and other promotional materials.
STEP 3: PROMOTE THE DRIVE

Create flyers, social media posts, and send emails about remote giving options (Target registry or monetary donations). Get creative! Make sure everyone on your team knows about the drive and how to participate.

STEP 4: DROP-OFF DONATED ITEMS

Recruit a few volunteers from your organization to collect donated items and drop them off at the FoodShare. After submitting your FoodShare Drive Request Form, a representative from the FoodShare will reach out to coordinate a drop-off time.

STEP 5: RECRUIT VOLUNTEERS

To ensure the safety and quality of food we distribute to people in need, we have to sort, process, and inventory donations. We rely on help from volunteers for this process.