

## 2014 State Employees' Food Drive - Rice Donation Program

The Rice Donation Program (RDP) is one method of donating to the 2014 State Employees' Food Drive. The rice is part of Sacramento Food Bank & Family Services (SFBFS) food foundation to serve individuals in the Sacramento area.

### Quick Facts

- We are able to purchase a 50 pound bag of California grown (long grain) rice for \$25.00 per bag
- 1,600 bags (80,000 pounds) will be purchased
- Contributions will be accepted through Wednesday, January 14, 2015 or when we reach 80,000 pounds

### 1) Some staff may not be able to afford a \$25.00 donation. What do I do?

Graciously accept the money and inform them that the monies will be used to purchase rice. You can also encourage groups to pool their monies to purchase one or more bags.

### 2) How do I keep track of donations to the RDP?

A tracking sheet has been developed in Excel. Just enter the number of bags that will be purchased and the spreadsheet will calculate total number of bags and total pounds contributed by your agency.

Please keep track of who has paid. Ask donors if they would like a receipt (tax deductible donation).

### 3) Does our Department receive credit for the monies donated or pounds of rice?

Your Department will receive credit for the pounds of rice purchased.

### 4) What do I do with the monies collected for the RDP?

Deposit the monies into SFBFS Wells Fargo checking account.

Please label the deposit slip with your agency name and the word "RICE".

Email a copy of the deposit slip and bank receipt to Jeff Cesca and Peggy Marshall (SFBFS).

### 5) When do I report how much rice was purchased by my agency?

As soon as you make a deposit, email Jeff Cesca (CDFA) and Peggy Marshall (SFBFS)  
Credit for your rice donation is based on the date/time the email is received (not the deposit date/time).

### 6) What happens if someone wants to donate after January 14, 2015?

Inform the donor that the rice donation program has ended but the monies will be applied to your Department's regular cash donations (\$1.00 = 2.5 pounds of food).

### 7) What happens if the 80,000 pound (1,600 bags) limit is reached before January 14, 2015?

Rice contacts will be informed that the purchase limit has been achieved. Information will also be posted on the Food Drive website. Any monies raised over and above the 80,000 pound limit will be redirected to regular cash donations (\$1.00 = 2.5 pounds of food).

### 8) What if I find rice for less than \$25.00 per 50 pound bag?

If you find rice at a better price and want to purchase some, please do so. The contribution will be treated as a FOOD donation and you will be credited for the actual weight of the product. You will be responsible for purchasing the rice and bringing it to your Department for SFBFS to pick up. If you plan to purchase a large quantity of rice (i.e., 500+ pounds), please contact Peggy Marshall (SFBFS) at (916) 952-4504 first.

### 9) Is brown rice purchased as part of the RDP?

No. Even though brown rice is slightly better nutritionally, recipients have communicated to SFBFS that white rice is easier to prepare and is more appealing.

For questions on the Rice Donation Program, please contact: Jeff Cesca, CDFa @ 916-900-5093, or Suzanne Lashley, CDFa @ 916-900-5311.

Please email copies of each deposit to: [jeff.cesca@cdfa.ca.gov](mailto:jeff.cesca@cdfa.ca.gov) and [stateemployees@sacramentofoodbank.org](mailto:stateemployees@sacramentofoodbank.org)

[www.fooddrive.ca.gov](http://www.fooddrive.ca.gov)