



2015 CALIFORNIA STATE  
EMPLOYEES FOOD DRIVE

[WWW.FOODDRIVE.CA.GOV](http://WWW.FOODDRIVE.CA.GOV)



## 2015 State Employees Food Drive Coordinator's Manual



Sacramento Food Bank & Family Services  
3333 Third Ave. Sacramento, CA 95817  
Phone (916).456-1980 Fax (916) 451.5920  
[www.sacramentofoodbank.org](http://www.sacramentofoodbank.org)

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## 2014 RECAP

### The California State Employees Food Drive

#### In partnership with Sacramento Food Bank & Family Services

Thank you to all who participated in the 2014 State Employees Food Drive! Through your time, efforts and donations, Sacramento Food Bank & Family Services (SFBFS) is able to feed over 150,000 people in Sacramento County every month. Your generosity makes it possible for us to provide much needed food assistance to hungry families in our community. We simply would not be able to feed those in need without the support of California State Employees!

Over 100 state agencies, departments and offices, in over 170 locations participated in the 2014 State Employees Food Drive throughout the greater Sacramento metropolitan area. Through the California State Employees' efforts, an amazing 252,423 pounds of food, including 40,000 pounds of rice, were donated to needy families in our area. In addition, a total of \$148,425 was also donated and used to purchase additional food. This is equivalent to a combined total of **623,488 pounds of food**, all thanks to you!

The food collected during the State Employees Food Drive was distributed by SFBFS to over 210 local partner agencies. Donated funds purchased bulk items, such as rice, peanut butter, dry beans and fresh produce. This is not just a holiday food drive. Thanks to the generous hearts of California State Employees, this effort allows Sacramento Food Bank & Family Services to serve families in need for many months after the holidays. We can't thank you enough!



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**This year, donations collected through the California State Employees Food Drive, SFBFS will provide food to the following agencies and food programs throughout Sacramento County:**

Atonement Lutheran	D & J Outreach
A Place of Glory	Daughters of Zion Enterpryz
Alano North, Inc.	Dream Center
All Nations SDA of Elk Grove	Ebenezer Christian Church
Altua, Inc.	El Camino Baptist Church
Another Choice Another Chance	Elevation of the Holy Cross
Antelope Christian Center	Elk Grove Food Bank
Antioch Progressive Church	El-Shaddai World Ministries
Arden Church of the Nazarene	Emanuel United Methodist Church
Bach Viet	Eskaton Natomas
Back to the Bible Church	Eskaton Wilson
Blessed Faith Ministries	Feeding God's Children Fellowship
Cascade Village	First Baptist Church of Fair Oaks
Calvary Christian Women's	First Baptist Church of Galt
Carmichael Presbyterian Church FC	First Sacramento Charter High School
Carmichael ACS (Adventist Community Services)	Fisher's of Men Worldwide
Catholic Ladies Relief Society	Franklin Villa (Focus on Family)
Center Point, Inc.	Food Literacy Center
Central Downtown Food Basket	Freedom Through Education Campus/House of Integrity
Centro Cristiano De Adoracion	G-7 Thy Presence's School of Faith Ministry
Christian Fellowship Ministry	GASBOL (St. Matthews Baptist Church)
Church of God of Prophecy	Gateway Foundation, Inc.
City of Refuge Sacramento	Genesis Missionary Baptist Church
Clean and Sober Detox	Gods Church of Disciples
Community Resident Services Rancho Cordova Apt	God's Next Level Ministry
Community Resident Services Florin Meadows Apt	Good Cause Incorporation
Community Resident Services Rosewood Manor	Greater Grace Family Support
Community Resident Services Pacific Rim Apt	Hart Center
Community Resident Services Bright Gardens Apt	Heart for the Hungry
Consortium for Community Svc.	Helping Hands of Sacramento
Cordova Community Food Locker	Highlands Community Charter School
Cornucopia Services	Highway & Hedges Army of God Ministry
D & A Detox Center	Higher Heights Apostolic Church
Hope Lutheran Church Food Closet	Progressive Church of God in Christ
Hosana Samoan Church	Project Love
Hurley Creek Senior Apartments	S.V.D.P. St. Philomena Church
Jacky Care's Housing	S.V.D.P. Presentation
Jodette	Sacramento Bread of Life Ministries
Kyles Temple AME Zion Church	Sacramento Area Emergency Housing (Esperanza)
Life Matters	Sacramento Area Emergency Housing (Home at Last)
LifeSTEPS Vintage Natomas Field	Sacramento Area Emergency Housing (Family Shelter)
Lifesteps at North Avenue Apts	Sacramento Central SDA Church
Loaves & Fishes Dining Room	Sacramento Recovery House
Lotus Landing	Sacramento START Program-Elder Creek
Lord's Gym Inc.	Sacramento START Program-Bell Ave
Lutheran Social Services	Sacramento Samoa New Covenant Church



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Meals on Wheels  
Mercy Housing Creekside  
Mercy Housing 7th and H  
Mercy Housing Arden Air Apartments  
Mercy Housing Boulevard Court  
Mercy Housing Colonia San Martin Apartments  
Mercy Housing Crossroads Gardens Apartments  
Mercy Housing Kennedy Estates  
Mercy Housing Lance Apartments  
Mercy Housing MLK Village Apartments  
Mercy Housing Russell Manor Apartments  
Mercy Housing St. Francis Terrace Apartments  
Moments of Blessing  
My Father's House  
NCADD  
New Bethel Apostolic Ministries  
New St. Bethel Baptist Church  
New Testament Baptist Church  
North Highlands Christian Food Ministry  
Northminster Presbyterian  
Oak Park Community Center City of Sacramento  
Oasis Christian Ministry  
Orangevale Food Bank  
Orangevale SDA Community Church  
Our Kids' Community Breakfast  
Our Lady of Lourdes  
Pacific Coast Baptist Church  
Pacific Elementary  
Pacific Southwest Community Develop. (Willow Glen)  
Peace Assembly-Redeemed Christian  
Peter Burnett Elementary School  
Ping Yuen Apartments  
Potters House  
Powerhouse Christian Ministries  
Repairing the Breach Neighborhood Project  
REACH  
River City Food Bank  
River City Recovery Center  
S.V.D.P. Good Shepard Conference  
S.V.D.P Our Lady of Assumption  
S.V.D.P St. Charles Borromeo  
S.V.D.P. St. Joseph Clarksburg  
Twin Lakes Food Bank  
Twin Oaks Avenue Baptist Church  
United States Mission Corporation  
Valley Hi Covenant Church  
Victory Life Bible Church  
Victory Restoration Center  
Sacramento Teen Challenge  
Saint Anne's  
Saint Anthony's  
Saint John's Program for Change  
Saint Paul's  
Saint Paul COGIC  
Salvation Army-Adult Rehab  
San Juan High School (Booster Club)  
San Juan Central School District (Garfield)  
Senior and Adult Services  
Seniors for Seniors Foundation  
Serna Village (Cottage Housing)  
Shiloh Baptist Church  
Sierra Arden Neighborhood Food Closet  
Slavic Missionary Church  
South County Services  
South Sacramento Interfaith Partnership  
Southgate SDA Church  
Southpointe Christian Center  
St. Matthews Episcopal Church  
St. Patrick's Academy  
Strategies for Change  
Summerfield (Traction)  
Summerfield Plaza (Wilson)  
Sunrise Christian Food Ministry  
Sunset No-AI Club  
Sunshine Food Pantry  
Temple of Prayer  
The Eternity Challenge  
The Father's House Church of Oroville  
The Salvation Army  
Town & Country Lutheran Church  
Transitional Living & Community Support-SRO  
Transitional Living & Community Support-  
Purpose and Legacy  
Quinn Cottages  
Redeemed Christian Church of God, Redemption  
Vietnam Vet's Of California  
Visions Unlimited  
VOA Central Kitchen  
VOA Homeless Transitional  
VOA Option for Recovery  
Warm Winds  
Welcome Home Housing  
Wellspring Woman's Center  
Williams Memorial COGIC  
Willow Tree  
Wonderful Unlimited Production  
Youth Xplosion  
Zion Temple Church of Christ Holiness USA

## California State Employees Food Drive

### 2015 Timeline

**November 9, 2015 - January 15, 2016**



October 13 .....	Kick-off meeting
October 19 – November 6...	Barrel delivery
November 9 – January 15...	Food drive
November 20.....	Turkey Drive
December 12 & 19.....	Volunteer Opportunities
January 18 – February 5.....	Final Food and Barrel Pick-ups
February 5 .....	Final day for financial donations
February 18 (3-5pm).....	Wrap-up party & totals announced



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## **GENERAL INFORMATION**

### **FOOD DRIVE CONTACTS:**

- **SACRAMENTO FOOD BANK & FAMILY SERVICES CONTACT:**
  - Peggy Marshall Cell: 916-952-4504
  - [stateemployees@sacramentofoodbank.org](mailto:stateemployees@sacramentofoodbank.org) Fax: 916- 921-5486
  
- **STATEWIDE FOOD DRIVE COORDINATOR:**
  - Elysia Fong Office: 916- 900-5189
  - [Elysia.Fong@cdfa.ca.gov](mailto:Elysia.Fong@cdfa.ca.gov)
  
- **STATEWIDE FOOD DRIVE CO-COORDINATOR:**
  - Carrie Black Office: 916- 900-5199
  - [Carrie.Black@cdfa.ca.gov](mailto:Carrie.Black@cdfa.ca.gov)

**State Employees Food Drive Web Page:** [www.fooddrive.ca.gov](http://www.fooddrive.ca.gov)

You can find weight totals, a copy of the Coordinator's manual, drop off and pick up schedule and other updates at this site.

**Sacramento Food Bank & Family Services Web Page:**

[www.sacramentofoodbank.org](http://www.sacramentofoodbank.org)

Find out about SFBFS' 14 services.



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## **HOW THE FOOD DRIVE WORKS:**

- 1. Agency Executive Staff select an enthusiastic coordinator for their drive.**
- 2. Coordinators are asked to download flyers and the Coordinator's Manual on the State Employees Food Drive Web site. ([www.fooddrive.ca.gov](http://www.fooddrive.ca.gov))**
- 3. Coordinators promote new and different ways of encouraging involvement to increase the amount of food and cash donated. Some ideas include:**
  - Display decorated collection boxes around the various offices
  - Hold a craft show where the booth rent goes toward the food drive
  - Challenge another office or agency
  - Have a bake sale
  - Place donation jars around so people can drop in loose change
  - Put on a silent auction with donated items
  - Have a book or rummage sale
  - Can building contest
  - Eat in for hunger - donate what you would have spent dining out
- 4. Total poundage for each agency is calculated as follows:**
  - Online financial contributions = A credit of 2.5 lbs. is given for every dollar donated
  - Food contributions = Total pounds of collected food
  - Total contributions = financial contributions + food contributions





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## **AGENCIES LOCATED OUTSIDE THE SACRAMENTO AREA:**

There is no reason that employees across California can't also participate in this year's State Employees Food Drive. State offices outside of the Sacramento area are welcome to make online donations to Sacramento Food Bank & Family Services, and collect food to donate to their local food bank. We encourage online donations and food donations in the following manner:

### **For online donations to be converted to poundage– (outside Sacramento)**

See [Procedures for Financial Donations](#) on page 13.

### **For food donations – (outside Sacramento)**

1. Individuals outside the Sacramento area should donate to their local food bank/pantry. (For a list of food banks/food pantries in your area, please visit <http://www.cafoodbanks.org/> and type in your zip code in the Find a Food Bank search bar.)
2. Retrieve a weight receipt from the local food bank. Weight receipts need to be on the local food bank's letterhead or standard receipt format with the following information: Total poundage of food donated, agency name and date.
3. Agency representatives should then e-mail weight receipt to Peggy Marshall ([stateemployees@sacramentofoodbank.org](mailto:stateemployees@sacramentofoodbank.org)).



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## **FOOD DONATION PROCEDURES:**

Sacramento Food Bank & Family Services offers food collection barrels for this drive. Please see the delivery schedule that includes the number of barrels and the delivery dates for each participating office. Please review and verify all location addresses and amount of barrels for accuracy. If your office has been omitted, or you need to make changes to the existing information, please submit your change to [stateemployees@sacramentofoodbank.org](mailto:stateemployees@sacramentofoodbank.org).

Some agencies prefer to use decorated boxes instead to collect food donations – for example, empty copy paper boxes wrapped in holiday gift wrap. Other larger agencies stack the food donations on pallets. We will be happy to accommodate whatever works best for you!

1. The best type of food for donations is non-perishable, highly nutritious, low sodium and reduced sugar. Foods that are recommended for donation include the following:

Canned Tuna Fish  
Beans  
Macaroni & Cheese

Canned Meats  
Soup  
Canned Vegetables

Peanut Butter  
Canned Fruit in water

2. Baby food (dry and/or canned) and baby formula are always in demand.
3. Please, no opened packages, cans or bottles and no home-canned foods.
4. Large quantity donations of dry goods, such as beans, rice or produce **must have prior approval** from Sacramento Food Bank & Family Services. Please contact Peggy Marshall at [stateemployees@sacramentofoodbank.org](mailto:stateemployees@sacramentofoodbank.org) with any questions.



## **TURKEY DRIVE – November 20, 2015**

**What is it?** On November 20, 2015 from 4:30 a.m.-7 p.m., Sacramento Food Bank & Family Services and KCRA hold the largest one day Turkey Drive in Sacramento. Every year there is a goal to collect as many turkeys as possible. Last year, SFBFS collected over 9,000 turkeys thanks to contributions from CA State Employees. This year we want to top that number! Help us secure 10,000 turkeys to help families in need!

Here is how it works: Individuals or agencies can drop off turkeys on the way to work, at lunch or after work. There will be a dedicated drop off lane for State Employees. Sacramento Food Bank & Family Services will record the weight and number of turkeys to credit each agency accordingly. A form (located on the Web site) is provided for you to turn in when donating turkeys to ensure the proper number of turkeys and weights are recorded.

Turkeys are in high demand during the holiday season and without these donations, many families will not have meat in their holiday food boxes. (Please do not bring cash/check donations on this day. Refer to the Online Financial Donation procedures.)

**When is it?** November 20, 2015, 4:30 a.m. – 7:00 p.m.

**Where is it?** Sacramento Food Bank & Family Services  
3333 Third Ave. Sacramento, CA 95817

**Who can participate?** Any interested individuals or Agencies! Sacramento Food Bank & Family Services will record the weight of the donation and it will be counted in the agency's overall total.



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## RUN TO FEED THE HUNGRY THANKSGIVING DAY – NOVEMBER 26, 2015

As a new addition to the CA State Employees Food Drive this year, we will be giving credit toward agency totals for employees that register for Western Health Advantage's 22<sup>nd</sup> annual Run to Feed the Hungry benefiting Sacramento Food Bank & Family Services

**What is it?** The event is a 10K Run & 5K Run/Walk to support Sacramento Food Bank & Family Services. We can't wait for you to join us at the largest Thanksgiving Day run in the country!

**When?** Thanksgiving morning - Thursday, November 26, 2015. 10K - 8:15 a.m. 5K - 9 a.m.

**Where?** The race starts on J Street just west of the entrance to the Sacramento State campus and runs through the beautiful tree lined streets of East Sacramento.

**How to get Food drive credit:** State employees can register themselves and immediate family members online at [www.runtofeedthehungry.com](http://www.runtofeedthehungry.com). Participants will then need to forward their confirmation e-mails to the Agency Coordinator. The Coordinator will then need to forward ONE master list per agency to [stateemployees@sacramentofoodbank.org](mailto:stateemployees@sacramentofoodbank.org). Peggy Marshall will add the donations to each agency's total. The formula of 2.5 pounds per \$1 donated will apply.

## PROCEDURES FOR FINANCIAL DONATIONS:

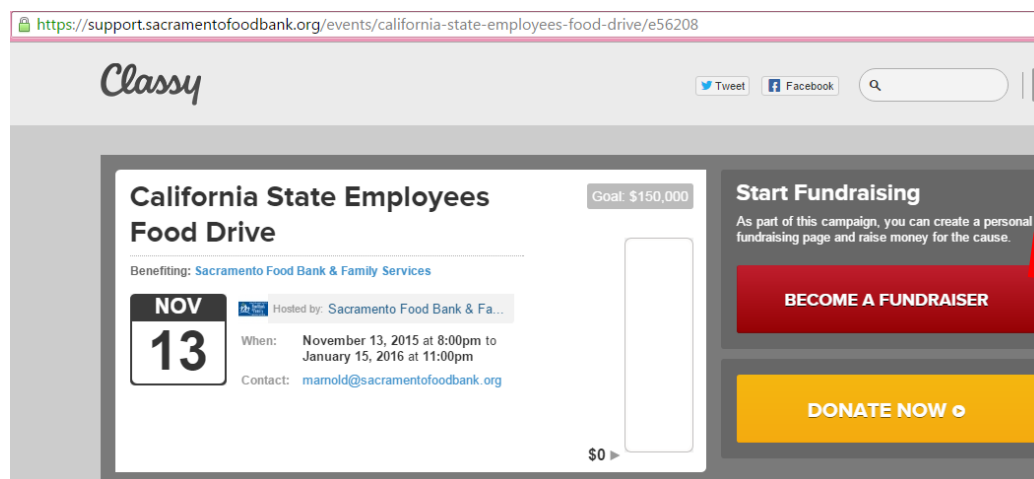
**Important:** Funds collected for the CA State Employees Food Drive cannot be used to offset employees/agency expenses. (For example: reimbursement for mileage/gas) All funds collected must be applied to the Food Drive as required by law.

All monetary donations are used by Sacramento Food Bank & Family Services to purchase food items, in bulk, which are then distributed to our 210 Partner Agencies throughout Sacramento County. Financial donations are very important to this program. Through your generosity, Sacramento Food Bank & Family Services is able to maximize buying power through volume purchasing.

## SETTING UP YOUR AGENCY FUNDRAISING PAGE:

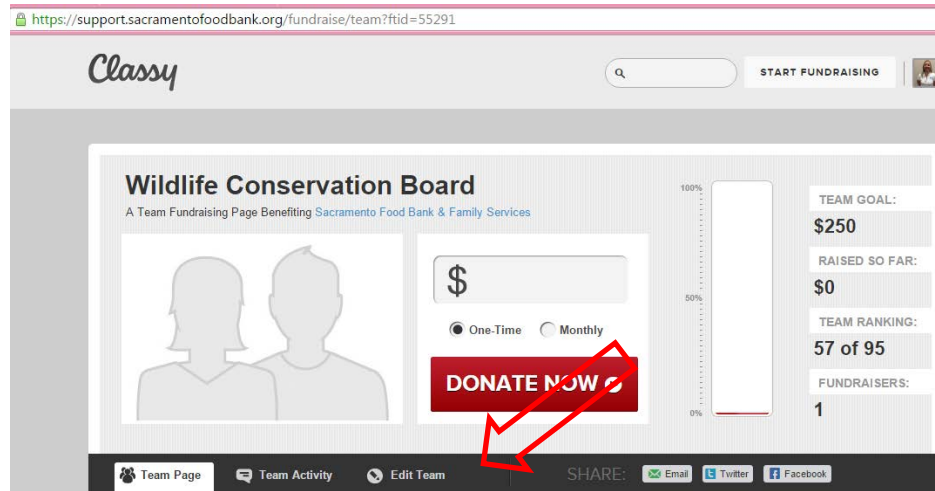
Each Agency Coordinator will need to create their own individual fundraising page as the “team captain.” Each agency may only have one captain and the fundraising page is only used to allow the team captain control of the team page. Once this page is set up the Coordinator will have access to set Agency specific goals and keep track of donations. A link to the Agency’s team page can be given to employees, friends and families for easy and secure donations as well as Agency tracking to the Food Drive.

- 1. Create your fundraising page:** go to <https://support.sacramentofoodbank.org/events/california-state-employees-food-drive/e56208>. Click “BECOME A FUNDRAISER”.



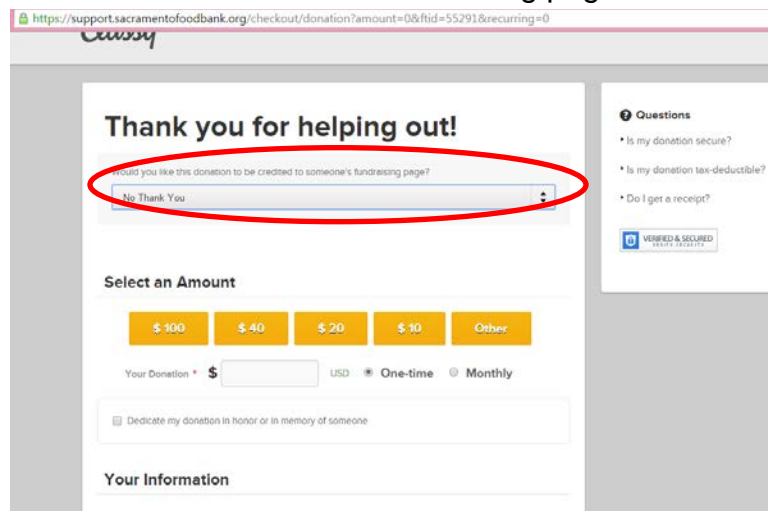
- 2. Create an account:** Under “Signing up with Email” enter your name, email, password and date of birth. Follow the prompts and come up with an Agency page title, fundraising goal (leave blank as you will edit your team goal on your team page) and fundraising end date (February 5, 2016). Join the team (Agency) you are representing.

- Edit existing team page:** Each Agency Coordinator (team captain) edits their team page. A team fundraising page will be created by SFBFS on the back-end of the online platform for each Agency. **You will receive this link via email from Peggy Marshall prior to the start of the Food Drive.** Access your team page by clicking the link e-mailed to you. Click edit team:



From here you can edit your specific Agency’s fundraising goal, add/edit a team photo, add photos and/or videos and personalize your page. Click “Update Page” to save your changes

- Start fundraising:** Share your team fundraising page link with State employees, friends, family members and colleagues by using the share feature (email, Twitter or Facebook) or by copying and pasting your team page link for distribution.
- The donation process:** The donation process is secure, quick and easy! From the team page click the “DONATE NOW” button. In order to make sure the donation **does not** get credited to someone else’s fundraising page select “No thank you”.

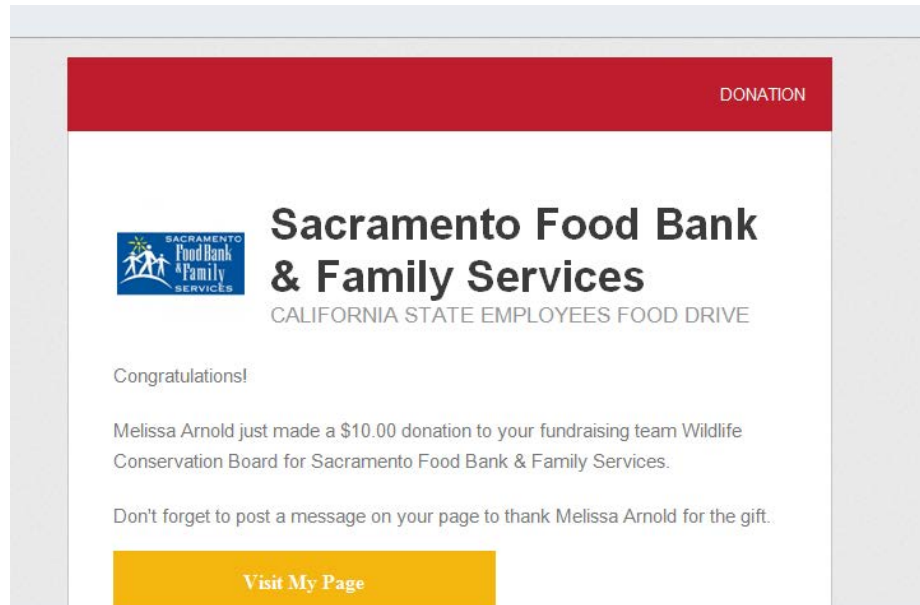




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Select a preset donation amount or enter a custom amount. Click the checkbox if you would like your donation to be in honor or memory of someone. Follow the prompts to enter your information and payment details. Click "SEND YOUR GIFT".

- 6. Confirmation:** Once the donation has been successfully processed, the donor will see a successful donation screen. They will also receive a donation receipt via e-mail that may be used for tax purposes if desired. The Agency Coordinator will also receive an e-mail that the donor made a donation to their team page.



- 7. Questions:** If you have any questions or need help with the online system setup or donation procedures please don't hesitate to contact Peggy Marshall at [stateemployees@sacramentofoodbank.org](mailto:stateemployees@sacramentofoodbank.org).



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## **Procedures for Food Pick Up**

Sacramento Food Bank & Family Services has a limited number of barrels available for the State Employees Food Drive. Please review the delivery schedule to confirm your agency's delivery date, location addresses and number of barrels. Please e-mail any requests for changes in the schedule to Peggy Marshall at [stateemployees@sacramentofoodbank.org](mailto:stateemployees@sacramentofoodbank.org).

If you need a pick-up before your scheduled final pick-up date, please make the request by sending an email to Peggy Marshall at [stateemployees@sacramentofoodbank.org](mailto:stateemployees@sacramentofoodbank.org). (Requests or changes to the following day's pick-up schedule need to be made before 2:00pm) All e-mail requests will receive a confirmation e-mail. Please be sure that all requests for pick-ups include the following information:

Complete agency name	Desired pick-up date
Street address	# of boxes/barrels to be picked-up
Coordinator's name and e-mail address	# of new barrels to be delivered
Telephone number	Any special instructions

Agencies that prefer to deliver food items themselves may do so to SFBFS' Distribution Center located at 1951 Bell Avenue, Sacramento, CA 95838. Make sure to note your agency and get a weight receipt and forward that receipt to Peggy Marshall to record.

Agency Coordinators are to maintain accurate records of food donated and monetary contributions for verification of the final food drive results. We suggest that you keep a copy of weight and online receipts submitted.

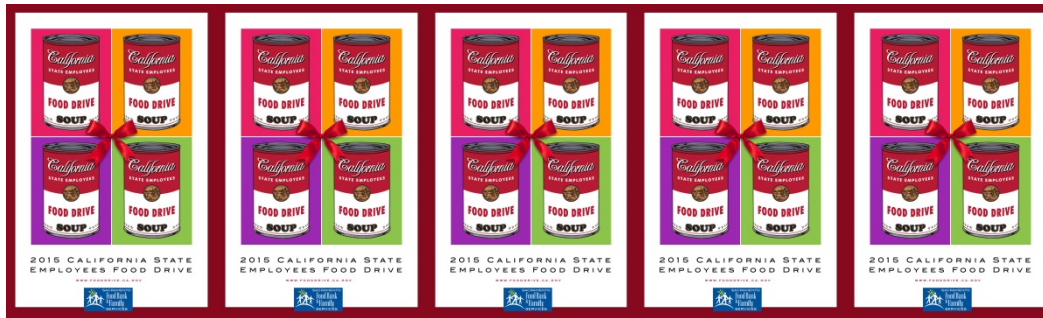
If you prefer to use boxes, please keep in mind the collection boxes should be 2' x 1' x 1' or smaller. Copy paper boxes and file boxes are recommended. Please label all of your boxes/barrels for pick up with your agency's name to ensure that the proper account is credited. All goods donated will be weighed and logged in upon arrival at the warehouse by Sacramento Food Bank & Family Services' staff. If possible, establish a centralized ground level pick up point or coordinate pickups with other agencies. A centralized location is encouraged for large agencies with many office sites.

Please discuss any potential bulk donations (i.e. fresh produce, beans, potatoes, etc.), with Peggy Marshall in advance. These types of donations are more complicated to handle due to shelf life and storage issues, and therefore need prior approval from Sacramento Food Bank & Family Services.





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## Volunteer Opportunities:

SFBFS scheduled the following times as possible opportunities for State Employees to volunteer to sort, bag or box food. Please e-mail [stateemployees@sacramentofoodbank.org](mailto:stateemployees@sacramentofoodbank.org) if you would like to sign up for a volunteer opportunity. If neither of these times works for you but you'd still like to volunteer, please e-mail Peggy Marshall and we'll try to find another day or time that works best. (Please note that these volunteer opportunities will not be counted toward Food Drive totals.)

**Sort, bag, or box donated food at SFBFS!**

**Saturday December 12, 2015**  
9:30 a.m. – 1:00 p.m.

**Saturday December 19, 2015**  
9:30 a.m. – 1:00 p.m.

**Sacramento Food Bank & Family Services  
Distribution Center  
1951 Bell Ave  
Sacramento, CA 95838**



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## Frequently Asked Questions

### **How does the barrel delivery process work?**

Check the website [www.fooddrive.ca.gov](http://www.fooddrive.ca.gov) beginning Tuesday, October 20, 2015 for schedule of barrel deliveries. Be sure to verify all location addresses and number of barrels for accuracy. The barrels will be delivered to your office by SFBFS.

### **What if my barrels are full and I need a pick up before the end of the drive?**

Please contact Peggy Marshall at [stateemployees@sacramentofoodbank.org](mailto:stateemployees@sacramentofoodbank.org) and Peggy will coordinate a pick up for you. (Requests or changes to the following day's pick-up schedule need to be made before 2:00pm)

### **What if I have fresh food or produce that needs to be picked up immediately?**

Ideally if you have a fresh commodity you should contact Peggy Marshall before securing donation to coordinate a pick up. If that isn't possible, you can deliver the donation to SFBFS' Distribution Center at 1951 Bell Avenue, Sacramento, CA 95838. Be sure to let the warehouse staff know the name of your agency for the receipt and forward the receipt to Peggy Marshall for tracking.

**Can I bring a cash donation to the Turkey Drive on November 20?** Please deposit all monetary donations online on the State Employee Food Drives' secure Web site. The turkey drive is specifically set up for the donation of turkeys and other Thanksgiving side dishes and cash donations may not be secure. (See Coordinator Manual for procedures.)

**Why was the rice program eliminated?** Sacramento Food Bank & Family Services distributes food to the local community as well as over 210 local partner agencies. There are a variety of fresh commodities that our agencies are in need of and we would prefer to purchase food based on need and current market price. With the state of the California drought, rice is not necessarily the most cost effective option. The CA State Employees food drive monetary and food donations serve SFBFS' clients not only during the holiday season, but throughout the entire year.

**Why can't state agencies deposit money directly into SFBFS' Wells Fargo account anymore?** The deposit procedure last year had many challenges, one of which was that the bank account was hacked because SFBFS' routing number was printed on the deposit slips. SFBFS' long-standing online fundraising platform is not only a secure way to donate funds, but this site also enables agencies to have immediate tracking information and individual donors may receive receipts for tax purposes. The online donation platform will also enable individual employees to donate directly to the food drive and track their agency's progress throughout the drive.

**Can agencies receive credit for the State Employees' Food Drive if employees participate in Run to Feed the Hungry?** YES! New this year, employees who register for Run to Feed the Hungry will get 2.5 pounds of food credit for every \$1 spent to register themselves and immediate family members. (See Coordinator Manual for full instructions.)



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# Donor Receipt

For your donation to the 2015 State Employees Food Drive

\_\_\_\_\_ From \_\_\_\_\_  
 (Estimated pounds of food) (Donor's name)

Received by \_\_\_\_\_ on \_\_\_\_\_  
 (Agency food drive coordinator) (Date)

**Sacramento Food Bank & Family Services**  
**Tax ID# 94-3315566**  
**3333 Third Ave**  
**Sacramento, CA 95817**