

GIVING

IS IN SEASON YEAR-ROUND



CALIFORNIA STATE EMPLOYEES

FOOD DRIVE

2016

DONATE

- CANNED FOOD
- DRY GOODS
- FRESH PRODUCE
- CASH DONATIONS

WWW.FOODDRIVE.CA.GOV





2016 CA State Employees Food Drive Coordinator Manual

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Sacramento Food Bank & Family Services
1951 Bell Ave., Sacramento, CA 95838
Phone (916) 925-3240 Fax (916) 921-5486
www.sacramentofoodbank.org

2015 RECAP

The California State Employees Food Drive

In partnership with Sacramento Food Bank & Family Services

Thank you to all who participated in the 2015 State Employees Food Drive! Through your time, efforts and donations, Sacramento Food Bank & Family Services (SFBFS) is able to feed over 130,000 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 200 locations participated in the 2015 State Employees Food Drive throughout the greater Sacramento metropolitan area. Through the California State Employees' efforts, an amazing 231,088 pounds of food were donated to needy families in our area. In addition, a total of \$195,689 was also donated and used to purchase additional food. This is equivalent to a combined total of **720,313 pounds of food**, all thanks to you!

The food collected during the State Employees Food Drive was distributed by SFBFS to over 200 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 SFBFS 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:

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	Elks Lodge Rancho Cordova
Arden Church of the Nazarene	El-Shaddai World Ministries
Associated Students CSU Sac State	Emanuel United Methodist Church
Atonement Lutheran	Ethel Baker Elementary School
Bach Viet	Eskaton Natomas Manor
Back to the Bible Church	Eskaton Wilson Manor
Blessed Faith Ministries	Feeding God's Children Fellowship
Bridge Network	Feeding the Sheep
Capitol City SDA	First Baptist Church of Fair Oaks
Carmichael ACS (Adventist Community Services)	First Baptist Church of Galt
Carmichael Presbyterian Church FC	First Sacramento Charter High School
Cascade Village	Fisher's of Men Worldwide
Cathedral of Praise	Focus on Family Foundation
Catholic Ladies Relief Society	Food Literacy Center
Central Downtown Food Basket	Freedom Through Education Campus
Century Chapel	G-7 Thy Presence's School of Faith Ministry
Centro Cristiano De Adoracion	GASBOL
Century Chapel	Gateway Foundation, Inc.
Christian Fellowship Ministry	Genesis Missionary Baptist Church
City Church of Sacramento	God's Next Level Ministry
Come Back International Christian Center	God's Word Bible Church
Connections for Youth	Good Cause Incorporation
Consortium for Community Service	Greater Grace Family Support
Cordova Community Food Locker	Hart Center
Cristo Rey High School	Highlands Community Charter School
CRS - Willow Tree	Hope Lutheran Church Food Closet
D & A Detox Center	Hosana Somoan Church
D & J Outreach	Iu-Mien Community Services
Daughters of Zion Enterpryz	Jamboree Housing
Del Paso COGIC	Jackey Care's Housing
Del Paso UBC	Jodette



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Joey's Food Locker (Natomas USD)
Kyles Temple AME Zion Church
Life Matters
LifeSTEPS Vintage Natomas Field
Loaves & Fishes Dining Room
Lotus Landing
Love Action International
Lutheran Social Services
Manna Food Bank
Meals on Wheels
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
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
Oak Park United Methodist
Oasis Christian Ministry
Orangevale Food Bank
Orangevale SDA Community Church
Our Kids' Community Breakfast
Our Lady of Lourdes
Pacific Coast Baptist Church
Pacific Elementary
Peace Assembly-Redeemed Christian
Peter Burnett Elementary School
Pilgrimage Program
Ping Yuen Apartments
Potters House

Powerhouse Christian Ministries
Progressive Church of God in Christ
Project Love
Promise Land Ministries
Purpose and Legacy
Quinn Cottages
REACH
Redeemed Christian Church of God
Repairing the Breach Neighborhood Project
River City Food Bank
River City Recovery Center
Romanian Apostolic Faith in Jesus
S.V.D.P. Good Shepard Conference
S.V.D.P. Our Lady of Assumption
S.V.D.P. Presentation
S.V.D.P. St. Charles Borromeo
S.V.D.P. St. John
S.V.D.P. St. Philomene Church
Sacramento Area Emergency Housing
Sacramento Area Emergency Housing (Casa de Esperanza)
Sacramento Area Emergency Housing (Family Shelter)
Sacramento Area Emergency Housing (Home at Last)
Sacramento Bread of Life Ministries
Sacramento Central Labor Council AFL-CIO
Sacramento Central SDA Church
Sacramento Community College; R.I.S.E.
Sacramento Recovery House
Sacramento Samoa New Covenant Church
Sacramento Teen Challenge
Saint John's Program for Real Change
Saint Paul COGIC
San Juan Central School District (Garfield)
San Juan High School (Booster Club)
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 Christian Center



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South Sacramento Interfaith Partnership (SSIP)
Southgate SDA Church
Southpointe Christian Center
St. Joseph's Parish Charities, Clarksburg
St. Joseph's Parish Charities (St. Anne's)
St. Joseph's Parish Charities (St. Anthony)
St. Joseph's Parish Charities (St. Paul's)
St. Patrick's Academy
Starting With A Penny
Strategies for Change
Student Reach
Summerfield Plaza (Traction)
Summerfield Plaza (Wilson)
Sunrise Christian Food Ministry
Sunshine Academy Preschool
Sunshine Food Pantry
Target Excellence
Temple of Prayer
The Father's House Church of Oroville
The Salvation Army (Midtown)
The Salvation Army - Adult Rehab Center (ARC)
Town & Country Lutheran Church
Transitional Living & Community Support- Hotel Berry

Transitional Living & Community Support-SRO
TLCS - Clubhouse
TLCS - Palmer
Twin Oaks Avenue Baptist Church
Twin Lakes Food Bank
United States Mission Corporation
Valley Hi Covenant Church
Victory Life Bible Church
Victory Restoration Center
Veterans Resource Centers
Visions Unlimited
VOA Central Kitchen
VOA NCNN (Nova Program)
VOA Options for Recovery
Warm Winds
Welcome Home Housing
Wellspring Woman's Center
Williams Memorial COGIC
Woodside SDA Church
Wonderful Unlimited Production
Youth Xplosion
Zion Temple Church of Christ

California State Employees Food Drive

2016 Timeline

November 7, 2016 - January 13, 2017



September 29.....	CDFA reverse food truck event
October 11	Kick-off meeting and orientation
October 17 – November 4...	Barrel delivery
November 7 – January 13...	Food drive
November 18.....	Turkey Drive
December 3, 10 & 20	Volunteer opportunities @ SFBFS
January 16 – February 3.....	Final food and barrel pick-ups
February 6	Final day for food drive credit
February 15	Wrap-up party and totals announced



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GENERAL INFORMATION

FOOD DRIVE CONTACTS:

- **SACRAMENTO FOOD BANK & FAMILY SERVICES CONTACT:**
 - Peggy Marshall, Donation Drive Coordinator Phone: 916-952-4504
 - stateemployees@sacramentofoodbank.org

- **STATEWIDE FOOD DRIVE COORDINATOR:**
 - Addison Ford, CDFA Office of Farm to Fork Office: 916- 900-5083
 - Addison.Ford@cdfa.ca.gov

State Employees Food Drive Web Page: www.fooddrive.ca.gov

All the information you need to be successful in your food drive efforts is on this Web site. You can find weight totals, a copy of the Coordinator's manual, drop off and pick up schedule and other important information.

Sacramento Food Bank & Family Services Web Page: www.sacramentofoodbank.org

Find out about more about SFBFS and our 15 programs and services to get those in need on the road to self-sufficiency and financial independence.



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HOW THE FOOD DRIVE WORKS:

- Agency Executive Staff select an enthusiastic coordinator for their drive.
- Coordinators are asked to download flyers and the Coordinator's Manual on the CA State Employees Food Drive Web site (www.fooddrive.ca.gov), and attend the Kick-off and Coordinator Orientation on October 11. If you are unable to attend, please review the Coordinator Manual and contact Peggy Marshall for specific questions.
- SFBFS will send your agency barrels and posters to your participating offices. This list is compiled using the list from the previous year, so if you want more or less barrels and/or posters, or if office addresses need to be amended, please contact Peggy Marshall to update. The list of barrel delivery dates will be posted to the www.fooddrive.ca.gov Web site by October 17.
- Agencies will periodically receive e-mail blasts with updates and important information about the drive. (If you are not receiving e-mails by mid-October, please let Peggy Marshall know to troubleshoot the issue.)
- Coordinators promote new and different ways of encouraging involvement to increase the amount of food and cash donated. See Food Drive Steps to Success on page 12 for ideas! Keep in mind there will be awards at the end of the drive in many categories, so competing with other agencies is a good thing!
- SFBFS has set aside three days for CA State Employees who wish to volunteer at our Food Bank Services campus. Although no food drive credit is given for these days, it's a great way to get in the holiday spirit and witness SFBFS in action serving our community. Families and friends over age 10 are welcome too! State Employees Food drive dates are December 3, 10 and 20. See Volunteer Days on page 20 in this manual for more details.
- If you fill up a barrel and need it picked up during the drive, SFBFS will send a driver to pick up your barrel and deliver an empty replacement barrel for you to continue your efforts. Please e-mail stateemployees@sacramentofoodbank.org to schedule a pick up.
- The final barrel pick-up schedule will be posted to the www.fooddrive.ca.gov website by January 15. SFBFS drivers will once again come to your office to pick up all of your remaining donations and barrels. Please be sure to have everything ready for them when they arrive.
- Total poundage for each agency is calculated as follows:
 - Financial donations = A credit of 2.5 pounds is given for every dollar donated. (This also includes any Run to Feed the Hungry registration costs.)
 - Food donations = Total pounds of collected food. (This also includes any turkeys donated for the Turkey Drive on November 18.)
 - Total = financial donations converted to pounds + pounds of food donated.



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DO YOU HAVE AGENCY OFFICES 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 SFBFS and collect food to donate to their local food bank. We encourage online donations and food donations in the following manner:

To donate financially– (outside Sacramento)

See Procedures for Financial Donations on page 15 or Donate tab on food drive Web site
www.fooddrive.ca.gov.

To donate food – (outside Sacramento)

1. Individuals outside the Sacramento area should donate to their local food bank, food closet or food pantry. (For a list of food banks/food pantries in your area, please visit <http://www.cafoodbanks.org/find-food-bank> 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. E-mail your receipt to Addison Ford at Addison.ford@cdfa.ca.gov.



FOOD DONATION PROCEDURES:

SFBFS 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.

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!

- 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
 - Canned meats
 - Peanut Butter
 - Beans
 - Soup
 - Canned fruit in water
 - Macaroni and cheese
 - Canned vegetables
- Baby food (dry and/or canned) and baby formula are always in demand. (Non-glass containers are preferred, but if you receive glass, make sure to separate it so that the containers are safe from breaking.)
- Please, no opened packages, cans or bottles and no home-canned foods. Reasonably expired food, if safe and desirable for consumption, are accepted.
- If you receive a donation, large in quantity, of produce, fresh food or dry goods, such as beans, rice or potatoes, please contact Peggy Marshall at SFBFS, stateemployees@sacramentofoodbank.org. These food staples are very welcome, but their shelf life requires prior coordination and immediate pick-up.



Steps to Success for your Food Drive

- Schedule your barrel to be delivered through SFBFS by e-mailing Peggy Marshall at stateemployees@sacramentofoodbank.org.
- Promote your food drive by distributing posters and flyers and by sharing on social media such as Facebook, Instagram and Twitter.
- Designate a coordinator at each location to be the contact for the food drive.
- Decorate your barrels.
- Create a board and a thermometer to track your location's progress.
- Send e-mail reminders to relevant staff or donors.
- Host a bake sale with proceeds going toward the food drive.
- Offer casual dress days for employees that make a \$10 donation.
- Hold a live auction for a special parking spot for a week or month.
- Host a raffle with donated items to raise money for the food drive. Raffle tickets can be purchased with canned or fresh foods and rent concessions can be offered as prizes.
- Charge canned food for admission to special events such as a community pool party or ice cream social.
- Organize a chili cook-off and sell tickets to tasters.
- Have inter-company competitions for the most food collected.
- Have theme days such as Macaroni Monday, Tuna Tuesday, etc.
- Build a sculpture of cans; divide into teams and have each team create a sculpture with canned food.
- Put a loose change jar in a high traffic area
- Organize a photo contest with photo sales going toward the food drive.
- Hold a one day fresh produce drive.
- Hold a virtual day of giving to focus support on monetary giving.



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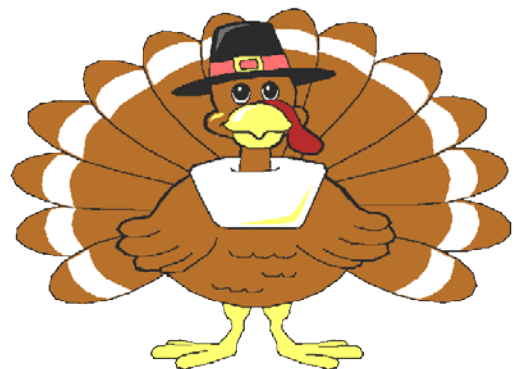
SFBFS TURKEY DRIVE – November 18, 2016

What is it? On November 18, 2016 from 4:30 a.m. - 7 p.m., SFBFS 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, State Employees donated 2,702 turkeys out of the 11,000 total turkeys donated by the community! This year, we want to top that number! Help us secure 12,000 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. SFBFS will record the weight and number of turkeys to credit each agency accordingly. A form (located on the www.fooddrive.ca.gov Web site) is provided for you to turn in when donating turkeys to ensure the proper number of turkeys and weights are recorded. *It is very important you turn in a form with turkey donations so we can keep track of State Employees weights.*

Turkeys are in high demand during the holiday season and without these donations, many families will not have meat in their holiday food boxes. We also accept turkey dinner fixins such as potatoes, stuffing, cranberry sauce, etc. (Please do not bring cash/check donations on this day. Refer to the Online Financial Donation procedures.)

Where is it? Sacramento Food Bank & Family Services
Family Services Campus in Oak Park
3333 Third Ave., Sacramento, CA 95817





RUN TO FEED THE HUNGRY THANKSGIVING DAY – NOVEMBER 24, 2016

We will once again be giving credit toward agency totals for State Employees that register for Western Health Advantage's 23rd annual Run to Feed the Hungry benefiting SFBFS. Don't miss this special event and food drive credit opportunity! Last year, State Employees donated \$25,160 toward the event!

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

When? Thanksgiving morning - Thursday, November 24, 2016
10K starts at 8:15 a.m. and the 5K starts at 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. 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. Peggy Marshall will add the donations to each agency's total. The formula of 2.5 pounds per \$1 donated will apply.





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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 SFBFS to purchase food items, in bulk, which are then distributed to our 220 Partner Agencies throughout Sacramento County. Financial donations are very important to this program. Through your generosity, SFBFS is able to maximize buying power through volume purchasing.

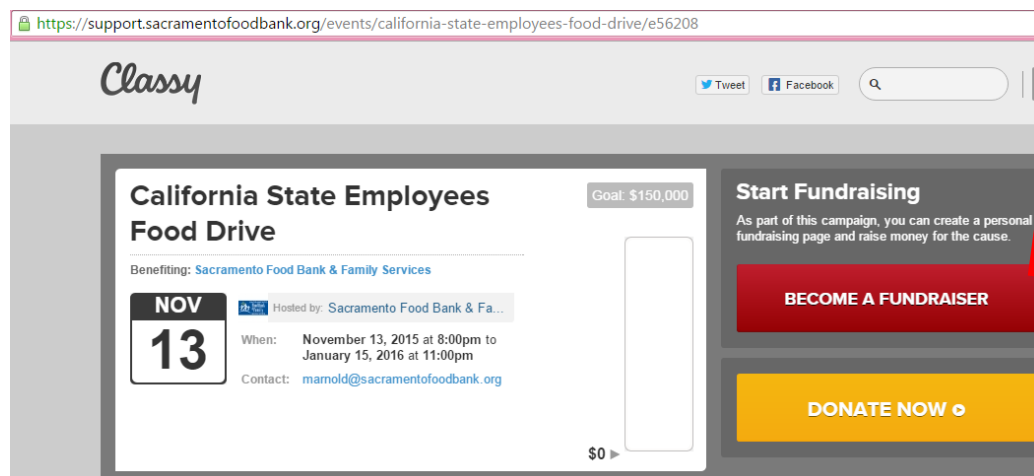
There are two ways to donate financially to the Food Drive. The most convenient, secure and preferred way is via our online platform fundraising page. If you must accept checks or cash, you can make a physical deposit at any Wells Fargo Bank branch.

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.

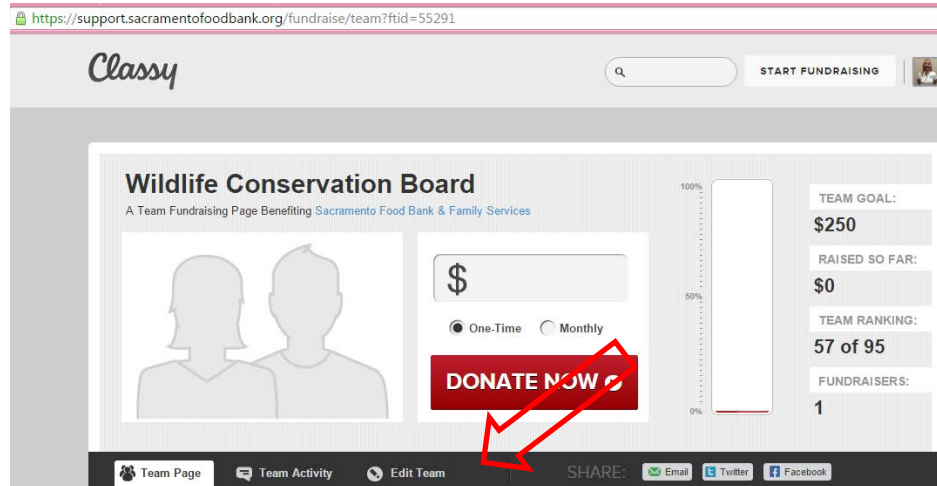
Create your fundraising page: go to <https://support.sacramentofoodbank.org/events/california-state-employees-food-drive-2016-2017/e95366>

1. Click BECOME A FUNDRAISER.



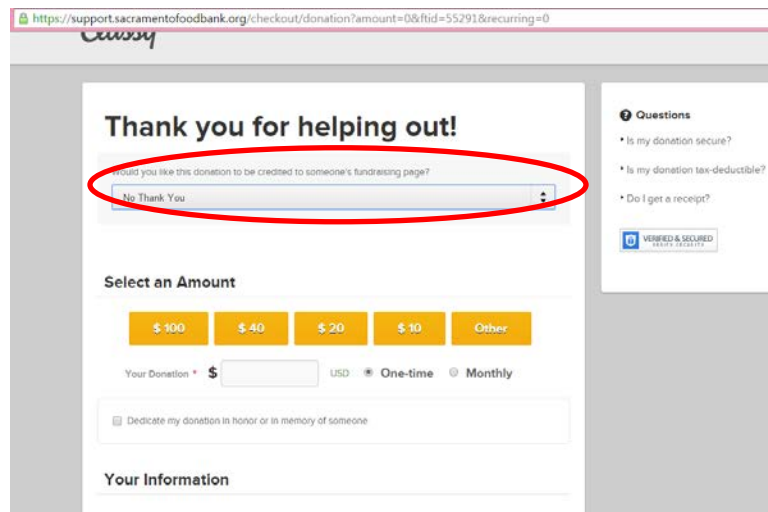
2. Create an account: Under Signing Up With E-mail enter your name, e-mail, password and date of birth. Follow the prompts and come up with an agency page title, fundraising goal (leave blank as you will edit your team goal on your team page) and fundraising end date (February 6, 2017). Join the team (agency) you are representing.

3. **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 e-mail 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

4. **Start fundraising:** Share your team fundraising page link with State employees, friends, family members and colleagues by using the share feature (e-mail, Twitter or Facebook) or by copying and pasting your team page link for distribution.
5. **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.



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To make a deposit of cash or checks at a Wells Fargo Bank branch:

If you receive cash or checks through a fundraising event, you can deposit them at any Wells Fargo Bank branch, by using one of SFBFS' deposit slips. Deposit slips will be available at the Kick-off / Orientation meeting on October 11, as well as on an as-needed basis. If you would like deposit slips mailed to you, please e-mail Peggy Marshall at stateemployees@sacramentofoodbank.org.

- Fill out the deposit slip and write YOUR AGENCY NAME clearly in the blank area.
- Before heading to the bank, make a copy of the deposit slip.
- You can go to ANY Wells Fargo branch to make the deposit.
- The teller will give you a receipt.
- Scan a copy of the receipt and the copy of the deposit slip and e-mail to stateemployees@sacramentofoodbank.org.
- Example:

DATE	CURRENCY	COINS	TOTAL CASH	CHECKS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	TOTAL
11/7/16																																		44.00	

SACRAMENTO FOOD BANK & FAMILY SERVICES
 3333 3RD AVE
 SACRAMENTO, CA 95817-2808

WELLS FARGO
 Wells Fargo Bank, N.A.
 California
wellsfargo.com

CA Dept. of Doing Good
 511400393 3211590678

USE ROUTING NUMBER FROM YOUR CHECKS FOR AUTOMATIC DEPOSITS. 2 CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE AND ANY APPLICABLE COLLECTION AGREEMENT.

TOTAL ITEMS
 DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.
 11-4266/1210 5567
 3211590678

RE-ENTER GRAND TOTAL IN SCREENED BOXES

Example

e-mail to:
 Stateemployees
 C Sacramento
 foodbank.
 org

Wells Fargo Bank
 Transaction Receipt

Store #0000339 58 Deposit

Account Number XXXXXX0678

CHK 00114

Serial #

Number of Checks 2

Total Checks Amount \$44.00

Total Deposit \$44.00

Deposit will be available:

Date 01/26/2016 Amount \$44.00

Transaction # 001 0009

12/07/16 01/26/16

Deposit Credit Date: 01/26/16

TIP: By creating a Budget and tracking your daily spending, you may discover places to save.

Thank you, ANNA



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Procedures for Food Pick Up

SFBFS 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.

If you need a pick-up before your scheduled final pick-up date, please make the request by sending an e-mail to Peggy Marshall at stateemployees@sacramentofoodbank.org. 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
Street address
Onsite Coordinator name
Telephone number

Desired pick-up date
of boxes/barrels to be picked-up
of new barrels to be delivered
Any special instructions for our driver

Agencies that prefer to deliver food items themselves may do so to SFBFS' Food Bank Services campus 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 by SFBFS 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 coordination from SFBFS.



Volunteer Opportunities:

SFBFS has scheduled the following times as possible opportunities for State employees to volunteer to sort, bag or box food. Please e-mail stateemployees@sacramentofoodbank.org if you would like to sign up for a volunteer opportunity. If these times do not work for you but you'd still like to volunteer, please go to the Volunteer Calendar page on our Web site www.sacramentofoodbank.org to schedule your day. (Please note that volunteer opportunities will not be counted toward Food Drive totals.)

Sort, bag, or box donated food at SFBFS!

Saturday, December 3, 2016
9 a.m. – 1 p.m.

Saturday, December 10, 2016
9 a.m. – 1 p.m.

Tuesday, December 20, 2016
4. – 7 p.m.

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Food Bank Services Campus
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Sacramento, CA 95838



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www.sacramentofoodbank.org

Frequently Asked Questions

How does the barrel delivery process work? Check the Web site www.fooddrive.ca.gov beginning Monday, October 17 for the 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 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 12p.m.) (Refer to Coordinator Manual for full instructions.)

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' Food Bank Services campus 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.

How do you know which agency brings turkeys to the Turkey Drive? In order to get food drive credit toward your agency, each turkey donation needs to be accompanied by a turkey donation form (found on the turkey drive page of the Web site). It is very important that the number of turkeys and the total weight of the turkeys is listed on the form, as the donations will be added to rest of the general public's donations that day.

Can I bring a cash donation to the Turkey Drive on November 18? Please deposit all monetary donations online on the State Employee Food Drives' secure Web site or by following the procedures for a Wells Fargo deposit. 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.)

Can agencies receive credit for the State Employees' Food Drive if employees participate in Run to Feed the Hungry? YES! 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.)

When is the last day to turn in donation receipts for food drive credit? All deposit receipts, out of area food donation receipts, online financial donations and Run to Feed the Hungry confirmations need to be e-mailed to stateemployees@sacramentofoodbank.org no later than February 6 to be counted toward the State Employees Food Drive totals.

When will final totals of the drive be announced? The final totals will be announced on February 15 at the Wrap up and awards party. Please mark your calendar for this special day to recognize all of the hard work State Employees do!



Sacramento Food Bank & Family Services
1951 Bell Ave., Sacramento, CA 95838
Phone (916) 925-3240 Fax (916) 921-5486
www.sacramentofoodbank.org



Donor Receipt

Thank you for your donation to the 2016 CA State Employees Food Drive

Estimated pounds of food _____

Donor's name _____

Received by _____

Date _____

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