

# GIVING

IS IN SEASON YEAR-ROUND



CALIFORNIA STATE EMPLOYEES

## FOOD DRIVE

2017

**DONATE**

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

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





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

# 2017 CA State Employees Food Drive Coordinator Manual

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## 2016 RECAP

# The California State Employees Food Drive In partnership with Sacramento Food Bank & Family Services

Thank you to all who participated in the 2016 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!

Almost 100 state agencies, departments and offices, in over 200 locations participated in the 2016 State Employees Food Drive throughout the greater Sacramento metropolitan area. Through the California State Employees' efforts, an amazing 223,658 pounds of food were donated to needy families in our area. In addition, a total of \$171,896 was also donated and used to purchase additional food. This is equivalent to a combined total of **764,807 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 will provide food to the following agencies and food programs throughout Sacramento County:**

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



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Jackey Care's Housing  
Jodette  
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





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South County Services  
South Sacramento Christian Center  
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



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# California State Employees Food Drive

## 2017 Timeline

### November 7, 2016 - January 13, 2017

September 21.....CDFA Fresh Produce Drive  
October 19 .....Kick-off Meeting and Orientation  
October 23 – November 10.....Barrel Delivery  
November 6 – January 12.....Food Drive  
Thursday, November 16.....Turkey Drive  
December 15, 20 & 21 .....Volunteer Opportunities @ SFBFS  
January 15 – February 2.....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](mailto:stateemployees@sacramentofoodbank.org)
  
- **STATEWIDE FOOD DRIVE COORDINATOR:**
  - Addison Ford, CDFA Office of Farm to Fork
  - Office: 916- 900-5083
  - [Addison.Ford@cdfa.ca.gov](mailto:Addison.Ford@cdfa.ca.gov)

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





## 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](http://www.fooddrive.ca.gov)) and attend the Kick-off and Coordinator Orientation on October 19. If you are unable to attend, please review the Coordinator Manual and contact Peggy Marshall for specific questions.
- Sacramento Food Bank & Family Services (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](http://www.fooddrive.ca.gov) Web site by October 23.
- 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 15, 20 and 21. See Volunteer Days on page 19 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](mailto:stateemployees@sacramentofoodbank.org) to schedule a pick up.
- The final barrel pick up schedule will be posted to the [www.fooddrive.ca.gov](http://www.fooddrive.ca.gov) Web site 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 16.)
  - 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](http://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/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](mailto: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](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!

- 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](mailto: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](mailto: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.

## SFBFS TURKEY DRIVE November 16, 2017 (New for 2017: day change to Thursday)

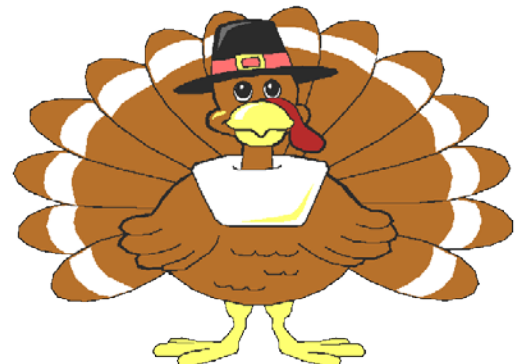
**What is it?** On **Thursday, November 16, 2017** from 4:30 a.m. - 7 p.m., SFBFS and KCRA hold the largest one-day Turkey Drive in Sacramento. Every year there is a goal to collect as many turkeys as possible. Last year, State Employees donated 3,012 turkeys out of the 15,000 total turkeys donated by the community! This year, we want to top that number! Help us secure even more 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](http://www.fooddrive.ca.gov) Web site and on page 22 of this manual) 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 fixings 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 23, 2017

We will once again give credit toward agency totals for State Employees that register for Western Health Advantage's 24<sup>th</sup> annual Run to Feed the Hungry benefiting SFBFS. Don't miss this special event and food drive credit opportunity! Last year, State Employees donated \$44,563 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 23, 2017  
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](http://www.runtofeedthehungry.com). Participants then need to forward their confirmation e-mails to the Agency Coordinator. The Coordinator then needs 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 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.

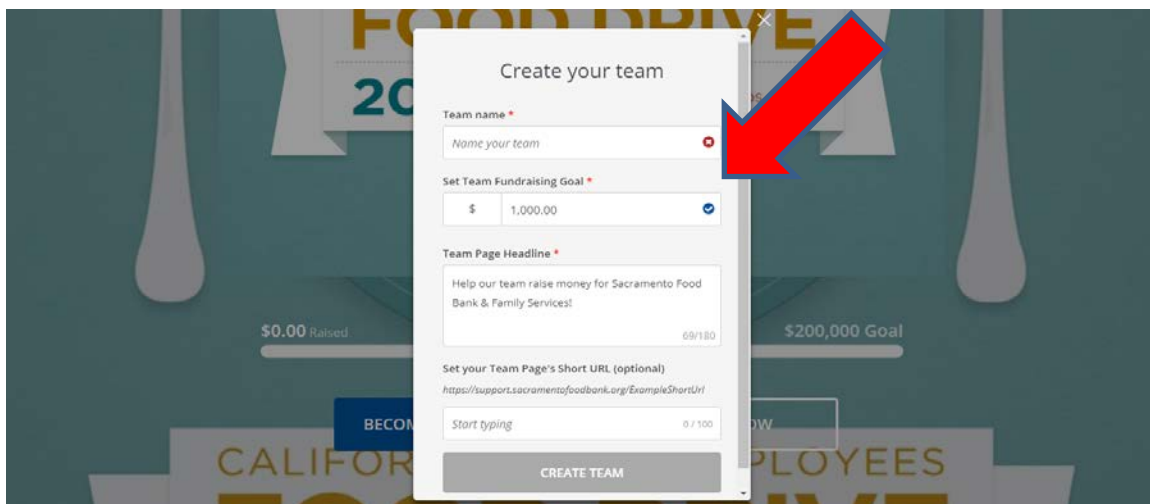
### 1. SETTING UP YOUR AGENCY FUNDRAISING PAGE:

Each Agency Coordinator needs to create their team page for donations. There can only be one team page for each agency with the main coordinator as the administrator.

1. **Create your fundraising page:** go to <https://support.sacramentofoodbank.org/campaign/California-State-Employees-Food-Drive-2017-2018/c143963>. (Login using your already existing account if you have one or set up a new account to create a team page.) Scroll down and click on "BECOME A FUNDRAISER".



2. **Create a team:** You will see a "Start fundraising" pop-up. Click on the far right icon "Create a team." Another pop-up will appear to create your team. Fill in your desired team name and team fundraising goal. There is a default team page headline, but feel free to change that if you'd like. You can also create a "short URL" (optional). For example if you are with CDFA you could create a URL that will be easier to remember such as <https://support.sacramentofoodbank.org/CDFA>. When you are finished, click "Create Team." You will be prompted to choose a team photo, or you can leave the default SEFD logo as is.



3. **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.
4. **The donation process:** The donation process is secure, quick and easy! From the team page, click the Donate button. Donors will select a preset donation amount or enter a custom amount. Then all they have to do is follow the prompts to enter information and payment details and click Give Now.
5. **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.
6. If you have any questions on this procedure e-mail Peggy Marshall at [stateemployees@sacramentofoodbank.org](mailto:stateemployees@sacramentofoodbank.org).



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## 2. 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 19, 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](mailto: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](mailto:stateemployees@sacramentofoodbank.org).
- Please e-mail receipts no later than the last day of the month of the deposit.
- Example:

DATE: 11/7/16

CURRENCY	COINS	TOTAL CASH	CHECKS
			44

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

1511400393 3211590678

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

TOTAL ITEMS: 44

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

11-4086/1210 5567  
3211590678

RE-ENTER GRAND TOTAL IN SCREENED BOXES

\$ 44.00

**Example**

e-mail to: **State employees C Sacramento food bank. org**

Wells Fargo Bank  
Transaction Receipt

Store #0000338 59 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

12:10PM 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](mailto: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](mailto: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	Desired pick up date
Street address	# of boxes/barrels to be picked-up
Onsite Coordinator name	# of new barrels to be delivered
Telephone number	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](mailto: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](http://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!**

**Friday, December 15, 2017**  
**9 a.m. – 1 p.m.**

**Wednesday, December 20, 2017**  
**9 a.m. – 1 p.m.**

**Thursday, December 21, 2017**  
**4 – 7 p.m.**

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



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

## Frequently Asked Questions

**How does the barrel delivery process work?** Check the Web site [www.fooddrive.ca.gov](http://www.fooddrive.ca.gov) beginning Monday, October 23 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](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 12 p.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 16?** 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](mailto: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](http://www.sacramentofoodbank.org)



## Donor Receipt

Thank you for your donation to the 2017 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



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

# State Employees' Food Drive Turkey Drive Donation Form

Thank you for your donation to the 2017 Turkey Drive!

Agency/department \_\_\_\_\_

Name of person dropping off turkeys \_\_\_\_\_

Phone number \_\_\_\_\_

Individual turkey weights (please use reverse side if necessary):


Total number of turkeys \_\_\_\_\_

Total weight of turkeys \_\_\_\_\_

