



NOVEMBER 6, 2023 – JANUARY 8, 2024



2023 CA STATE EMPLOYEES FOOD DRIVE COORDINATOR MANUAL

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2022 RECAP

California State Employees Food Drive

Last year, California state agencies donated over \$105,600 to food banks throughout the state! As well as over 22,300 pounds of food, 670 turkeys, 1,630 Run to Feed the Hungry registrations, and 499 volunteer hours!

[Click here to view the 2022 breakdown by agency](#)

We are so grateful for everyone who participated in the food drive and helped make an impact in our local communities. The following departments led the way in each category!

TOP DONATION AMOUNT PER CATEGORY (OVERALL)

FOOD DONATIONS	MONETARY DONATIONS	VOLUNTEER HOURS	RUN TO FEED THE HUNGRY REGISTRATIONS	TURKEY DONATIONS
Department of Tax and Fee Administration	Public Employees Retirement System (CalPERS)	Department of Tax and Fee Administration	Department of Child Support Services	Department of Tax and Fee Administration
12,893.85 Pounds of Food	\$27,652.78 Monetary Donations	252.3 Volunteer Hours	1280 Registrations	254 Turkeys / 3,590.98 Pounds

TOP THREE DEPARTMENTS BY CATEGORY (PER CAPITA)

FOOD DONATIONS	MONETARY DONATIONS	VOLUNTEER HOURS	RUN TO FEED THE HUNGRY REGISTRATIONS	TURKEY DONATIONS
Native American Heritage Commission	Governor's Office of Business and Economic Development	Ocean Protection Council	Department of Child Support Services	Department of Corrections and Rehabilitation (Office of Research)
California Exposition & State Fair	Commission on State Mandates	Lottery Commission	Commission on State Mandates	Office of Data & Innovation
Franchise Tax Board	State Coastal Conservancy	Department of Corrections and Rehabilitation (Office of Research)	Department of Pesticide Regulation	Department of Tax and Fee Administration

2023 FOOD DRIVE TIMELINE

November 6, 2023 - January 8, 2024

Monday, November 6	Food Drive BEGINS
Thursday November 9	SFBFS Turkey Drive @ 7 AM – 7 PM <i>Drop off at Cal Expo</i>
Monday, November 13	Food Drive Coordinator Call @ 12:30 – 1 PM <i>Time for questions + sharing ideas with other coordinators</i>
Thursday, November 23	Thanksgiving Day / Run to Feed the Hungry
Monday, January 8	Food Drive ENDS
Monday, January 22	Final day to turn in Food Drive credit
Thursday, January 25	Totals, Awards & Thank You Webinar via Zoom @ 1 PM

CDFA will also send weekly emails w/ updated food drive totals every Tuesday

GENERAL INFORMATION

STATEWIDE FOOD DRIVE COORDINATOR:

- Rachel Finkes, CA Department of Food & Agriculture
 - cafooddrive@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 site. You can find the food drive logo and flyers, social media kit, webinar recordings, food bank websites, and other resources.

FOOD BANK WEBSITES:

- <http://www.fooddrive.ca.gov/donate/>
- This includes a list of food banks by county in California. If there is a food bank you think should be added, please email Rachel at cafooddrive@cdfa.ca.gov.

HOW THE FOOD DRIVE WORKS

PARTICIPATION

Each participating State Agency designates a coordinator for the drive.

Coordinators are asked to:

- Promote the State Employees Food Drive to their department
- Disseminate updates & information
- Encourage staff participation in the food drive
- Remind staff to submit food drive credit
- If possible, create fundraising opportunities for staff
 - *Ideas for this are on page 11!*

COMMUNICATION

Coordinators will receive e-mail updates with new department totals every Tuesday throughout the food drive.

- If you are not receiving e-mails, please let Rachel Finkes know at cafooddrive@cdfa.ca.gov.

FOOD DRIVE CREDIT CALCULATIONS

For your agency/department to receive food drive credit, each employee will need to submit their donation details through the [Food Drive Credit Form](#) by January 22, 2023.

Once received, the donation will be added to the department's totals. Totals will be added up per the following categories:

- Monetary Donations
- Food Donations
- Volunteer Hours
- Turkey Drive Donations
- Run to Feed the Hungry Registration

Totals will also be evaluated per capita of each participating department at the end of the drive.

If you would like to make division competitions within your department, and have your divisions added to the Food Drive Credit Form for breakdowns, please email cafooddrive@cdfa.ca.gov.

FOOD BANKS ACROSS THE STATE

For the last three years, as state employees have shifted to remote work, the food drive has been expanded to serve all California communities. We encourage state employees to donate to the food bank of their choosing. The [State Employees Food Drive website](#) includes a map broken down by county, with links to each food bank.

Please note: donations are not restricted to these food banks. If you know a food bank that is not included in the list, please email Rachel Finkes at cafooddrive@cdfa.ca.gov so that it can be included!



FOOD DONATIONS

Please Note: The acceptance of food donations may vary by food bank and in most cases monetary donations are preferred. Please confirm with the food bank before starting your collection process.

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 & meats
- Canned fruit in water
- Canned vegetables
- Beans
- Soup
- Peanut butter
- Pasta & Rice

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, or home-canned foods. Reasonably expired food, if safe and desirable for consumption, are accepted.



MONETARY DONATIONS

Important: Funds collected for the State Employees Food Drive cannot be used to offset employee/agency expenses (ex: reimbursement for mileage). All funds collected must be applied to the Food Drive as required by law.

Here are a few ways to submit monetary donations to the Food Drive:

Online:

1. Visit the [State Employees Food Drive website](#) for a map of food banks by county and click on the food bank you would like to donate to.
2. Submit your donation through the selected food bank's online donation portal.

Cash/Check:

1. Visit the [State Employees Food Drive website](#) for a map of food banks by county and click on the food bank you would like to donate to.
2. Mail or drop off your cash/check to the food bank of your choosing.

OUR PROMISE CAMPAIGN

Our Promise: California State Employees Giving at Work was established in 1957 to provide a single charitable fundraising drive in the State community. Our Promise offers California State employees the opportunity to utilize payroll deduction to support charitable organization they feel passionate about. Over the past 60 plus years, State employees have raised more than \$300 million to make California a better place to live, work and play.

Steps to donate through Our Promise:

1. Login to your [Cal Employee Connect](#) (CEC) Profile
 - a. In the top right corner, click your name > User Profile
 - b. Click the Our Promise Campaign donation button.
 - c. Create an account or login to your existing account.
2. Choose "One Time Gift" or "Payroll Deduction", decide how much you would like to give, and select your favorite non-profit(s).
 - a. For the purposes of the State Employees Food Drive, please select a California Food Bank to receive Food Drive credit.
3. Confirm and complete your gift!



STEPS TO SUCCESS FOR YOUR FOOD DRIVE

Promotional Ideas:

- Share the 2023 State Employees Food Drive flyer
- Share pre-made food drive graphics from the [SEFD website](#) on social media (Facebook, Instagram, Twitter)
- Download pre-made food drive Zoom backgrounds from the [SEFD website](#) to use during meetings
- Send e-mail reminders to staff
 - *Examples: update your coworkers with your department's weekly totals, create a newsletter template and use the pre-made food drive graphics to share about donation opportunities.*
- Create a thermometer to track your department's progress
- Coordinate inter-department or office competitions for the most food donations, monetary donations, volunteer hours, etc.
 - *If you would like to make division competitions within your department, and have your divisions added to the Food Drive Credit Form for breakdowns, please email cafooddrive@cdfa.ca.gov.*

Fundraising Ideas:

- Host an auction with donated items
- Host a raffle with donated items
 - Raffle tickets could be purchased with canned foods, or raffle ticket purchases can be a combined agency donation
- Host a bake sale
- Host a special event (ex: chili cook-off, photo contest)
 - *Charge canned food for admission, or collect admission payments for a combined agency donation*
- Host a Virtual Day of Giving
- Host a Drive Thru event
- Encourage staff participation in the Our Promise Campaign (page 10)
- Dine In & Donate Day: Encourage employees to skip one meal out and instead donate the funds saved from that meal back to the Food Bank.
- Check out The Second Harvest of the Greater Valley's page of ideas at <https://localfoodbank.org/fun-food-drive-ideas>

SUCCESS STORIES FROM 2023

The **CA Department of Tax & Fee Administration** (CDTFA) hosted a competition between divisions to compete for bragging rights and the Golden Gobbler trophy - resulting in the donation of 230 turkeys to the Sacramento Food Bank and Family Services, as well as 4 turkeys to the Stockton Food Bank!



The **CA Department of Public Health** (CDPH) hosted a silent auction with 51 baskets and raised over **\$6,770** for the Sacramento Food Bank and Family Services!



The **Department of Transportation** (Caltrans) District 11 team added a twist to their monthly Clean California Free Dumpster Days event, by including an opportunity to also drop off food donations. They collected **287 pounds** of donated food items and \$95 for the San Diego Food Bank!



The **Department of Health Care Services** (DHCS) increased their monetary contributions by 62% for the Sacramento Food Bank & Family Services turkey drive this year!

DHCS hosted a virtual drive for monetary donations and raised **\$5,605!**



SFBFS TURKEY DRIVE

THURSDAY, NOVEMBER 9, 2023
7 AM – 7 PM



What is it?

SFBFS and KCRA hold the largest one-day [Turkey Drive](#) in Sacramento. In 2022, the 15th Annual Turkey Drive collected **16,377 turkeys** for families in need throughout Sacramento County.

Where is it?

NEW LOCATION: Drop your frozen turkey(s) at Cal Expo Main Gate Loop – 1600 Exposition Boulevard, Sacramento CA

How does it work?

Individuals/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. A [donation form](#) 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 that the form lists your **agency name**, the **number of turkeys**, and the **total weight of the turkeys**, since the donations will be added to rest of the general public's donations that day.*

Please do not bring cash/check donations on this day. SFBFS provides an opportunity to donate \$15 online for a turkey instead.



Pictured: The California Department of Corrections and Rehabilitation (CDCR) Office of Research hosted a drive thru event for turkey donations and collected 104 turkeys for the Sacramento Food Bank and Family Services turkey drive in 2022.

RUN TO FEED THE HUNGRY

THANKSGIVING DAY NOVEMBER 23, 2023

What is it?

The event is a 10K run & 5K run/walk to support Sacramento Food Bank & Family Services

When?

Thanksgiving morning - Thursday, November 23, 2023

- 10K starts at 8:15 AM
- 5K starts at 9 AM

Where?

The event features a loop course that 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. [View the course map](#) for more information.

How do you get food drive credit?

State employees can register themselves and immediate family members online at www.runtofeedthehungry.com.

- **Once registered, add your registration details to the Food Drive Credit Form.** Registrations will be added to each agency's total.



FREQUENTLY ASKED QUESTIONS

How can we view our departments food drive credit totals?

State Employees will need to submit their donation details through the Food Drive Credit Form. We will email updated totals every Tuesday.

Will food collection barrels be provided for in-person donations?

No, food collection barrels will not be provided. You are welcome to place your own barrels in your office(s), however please note the acceptance of food donations may vary by food bank and in most cases monetary donations are preferred. Please confirm with the food bank before starting your collection process.

If I donate to a food bank through the Our Promise Campaign, can I submit my monthly payment for food drive credit?

Absolutely! When submitting this information to the Food Drive Credit Form, please only include the amounts for November 2023 - January 2024.

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 the [turkey donation form](#).

- *It is very important that the form lists your **agency name**, the **number of turkeys**, and **the total weight of turkeys**. Turkey donations from state employees are mixed in with the donations from the general public and the form is our only way to track state employee donations from the day.*

If state employees participate in the Run to Feed the Hungry, can they also submit donation credit for family members?

YES! Employees who register for the Run to Feed the Hungry can upload their registration details to the Food Drive Credit Form, and include immediate family member registrations.

When is the last day to submit food drive credit?

All monetary donations, food donations, volunteer hours, turkey drive donations, and Run to Feed the Hungry registrations need to be submitted via the Food Drive Credit Form no later than **Monday, January 22, 2024**, 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 **Thursday, January 25, 2024**, via Zoom and an e-blast.