



NOVEMBER 10, 2025 – JANUARY 9, 2026



2025 CA STATE EMPLOYEES FOOD DRIVE COORDINATOR MANUAL

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2024 RECAP

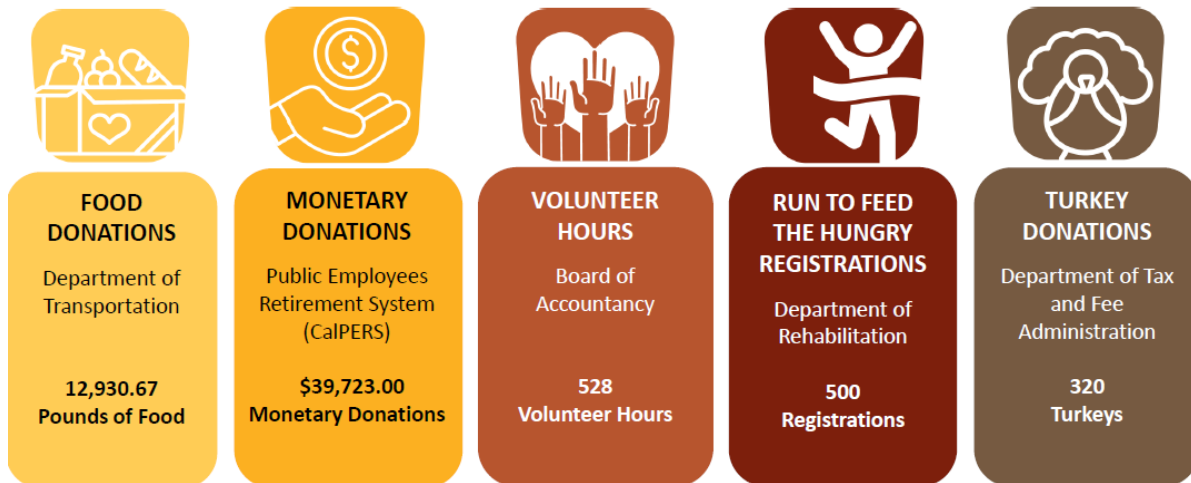
California State Employees Food Drive

Last year, California state agencies donated over \$89,000 to food banks throughout the state! As well as over 30,270 pounds of food, 1,120 turkeys, 987 Run to Feed the Hungry registrations, and 1,477 volunteer hours!

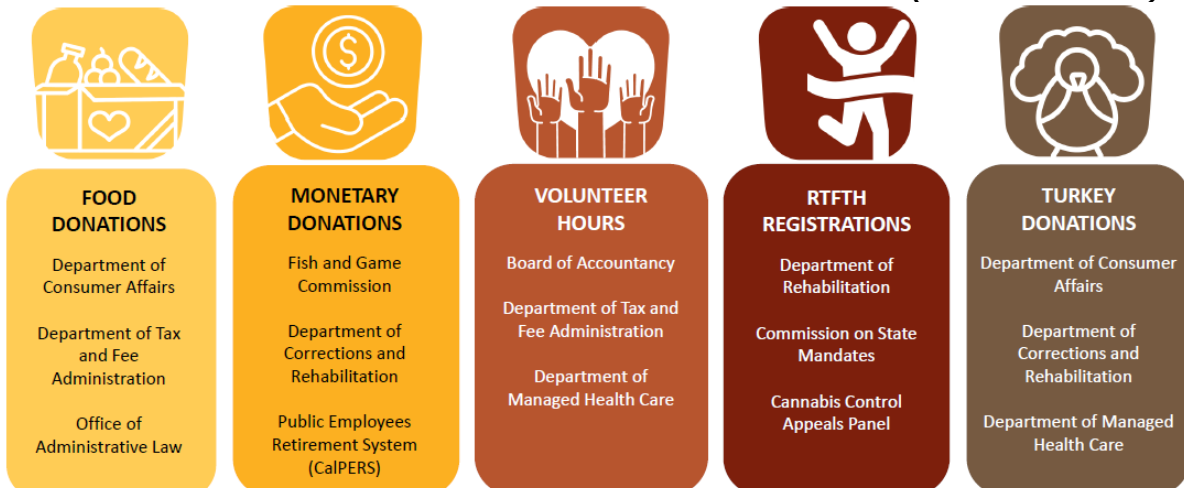
[Click here to view the 2024 breakdown by agency](#)

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)



TOP THREE DEPARTMENTS BY CATEGORY (PER CAPITA)



2025 FOOD DRIVE TIMELINE

November 10, 2025 - January 9, 2026

Monday, November 10	Food Drive BEGINS
Wednesday, November 12	Kick Off Call @ 4-4:30 PM <i>Zoom (all state employees invited)</i>
Friday, November 14	SFBFS Turkey Drive @ 7 AM – 7 PM <i>Drop off at Cal Expo: 1600 Exposition Boulevard, Sacramento</i>
Thursday, November 27	Thanksgiving Day / Run to Feed the Hungry in Sacramento
Monday, December 15	SFBFS Volunteer Day @ 1-4 PM <i>Email cafooddrive@cdfa.ca.gov to sign up (15 slots available)</i>
Wednesday, December 17	SFBFS Volunteer Day @ 1-4 PM <i>Email cafooddrive@cdfa.ca.gov to sign up (15 slots available)</i>
Friday, January 9	Food Drive ENDS / Food Drive Credit DUE
Tuesday, January 13	Totals & Awards Announcement (via email)

Every Tuesday: Cdfa will send weekly emails with the updated food drive totals

GENERAL INFORMATION

STATEWIDE FOOD DRIVE COORDINATOR:

- Rachel Beck, 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 a weekly e-mail every Tuesday with the updated department totals throughout the food drive.

- If you are not receiving e-mails, please check in with Rachel 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 9, 2026**.

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 / Thanksgiving Run Registrations

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

If you would like to coordinate division competitions within your department, Cdfa can add your department's divisions to the Food Drive Credit Form and provide a breakdown by division upon request. To do so, please email the list of your department's divisions to cafooddrive@cdfa.ca.gov.

FOOD BANKS ACROSS THE STATE

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. CDFA encourages donations to all food banks throughout California.



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.

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 2025 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 department's divisions added to the Food Drive Credit Form, 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 9)
- 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>

2024 SUCCESS STORIES – CANNED FOOD STRUCTURE CONTESTS



The **CA Department of Tax & Fee Administration** (CDTFA) hosted its annual CAN-struction event and collected 5,197 cans - resulting in 5 pallets of cans being donated to the River City Food Bank in Sacramento!



Caltrans District 2 hosted a Districtwide Canned Food Structure Contest and collected a total of 4,886 items of food! This was their second year hosting this contest and found it really gets employees motivated to donate, show off their skills, and represent their division.

SFBFS TURKEY DRIVE

FRIDAY, NOVEMBER 14, 2025
7 AM – 7 PM



What is it?

SFBFS and KCRA hold the largest one-day [Turkey Drive](#) in Sacramento. In 2024, the 17th Annual Turkey Drive collected **18,002 turkeys** for families in need throughout Sacramento County.

Where is it?

CAL EXPO: 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.

A [donation form](#) is provided for you to turn in when donating turkeys to ensure the proper number of turkeys are recorded.

- **NOTE:** *Since the donations will be added to rest of the general public's donations that day, it is very important that the form lists the following to receive credit: your **agency name**, **donor names**, and the **number of turkeys**.*

Please do not bring cash/check donations on this day. SFBFS provides an opportunity to donate \$20 online for a turkey instead. Click [here](#) to learn more.



Pictured: California Department of Corrections and Rehabilitation (CDCR) Office of Research drive thru event for turkey donations in 2022.

RUN TO FEED THE HUNGRY

THANKSGIVING DAY NOVEMBER 27, 2025

What is it?

The event is a 10K run & 5K run/walk to support Sacramento Food Bank & Family Services. Click [here](#) to learn more.

When?

Thanksgiving morning - Thursday, November 27, 2025

- 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.

How do you get food drive credit?

1. State employees can register themselves and immediate family members online at www.runtofeedthehungry.com.
2. 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 the 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 2025 - January 2026.

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, donor names, and the number 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 **Friday, January 9, 2025**, 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 **Tuesday, January 13, 2026**, via email.