

# FOOD DRIVE MANUAL



THE FOOD BANK SINGAPORE



# LET'S GET STARTED!

Thank you for your interest in hosting a food drive for The Food Bank Singapore!

Since our establishment in 2012, we have been dedicated to bridging the gap between excess food and the need for food around the island.

Food drives are a great way to generate additional donations for The Food Bank Singapore to ensure a steady supply of food rations. At the same time, they help raise awareness about food insecurity and food wastage in Singapore.

Anyone can host a food drive!

The most important thing is that you plan and manage your drive in a way that is **Fun, Convenient, and Meaningful** for you.

## WHERE DOES THE DONATED FOOD GO TO?

Food that is donated from your drive will first come to our warehouse where volunteers sort, do a quality check and take inventory of the items. We then consolidate the donations and send an inventory list to our member beneficiaries as a free shopping list before allocating, packing and delivering to our beneficiaries.

We have 250\* beneficiary organisations, ranging from Family Service Centres, Senior Activity Centres, Soup Kitchens, and other Voluntary Welfare Organisations (VWOs). Funds raised from your drive will be used to purchase daily essentials for the needy and support our operations.

\*figures accurate as of 31 March 2018



**1 IN 10**  
**SINGAPOREANS ARE FOOD INSECURE**

**FOOD INSECURITY**

**mass noun**

the state of being without reliable access to a sufficient quantity of affordable, nutritious food.



## REGISTER

Fill in the food drive form on our website to indicate your interest in hosting a Food Drive. We will be in contact with you shortly.



## LOCATION

Within your office, select a collection venue that is easy to find. Place your collection boxes in central locations like the office pantry or reception area.



## PROMOTE

Share information about the food drive in your community as early as possible. Send emails, make posters or videos. Use Facebook, Twitter and Instagram, post photos and get creative!



## PACK 'EM

You'll need cardboard boxes or large bags to pack the donations into. You can find recycled boxes at the back of any supermarket.



## DELIVER

You may arrange to have the items delivered to our warehouse. Lalamove, Gogovan, DHL, and FedEx are great options to look at. Let us know when you have arranged for the delivery so we can standby to receive the donations!

# OTHER WAYS YOU CAN HELP

## WAREHOUSE SESSIONS

Schedule a day to volunteer in our warehouse to sort, take inventory and pack the food donations.

Mondays - Fridays

Morning (10am to 1pm) or Afternoon (2pm to 5pm)

Saturdays

Morning (10am to 1pm)

Email us at [enquiries@foodbank.sg](mailto:enquiries@foodbank.sg)

and we'll get back to you!

## JOY IN EVERY BUNDLE

Use the funds raised during your Food Drive to purchase food bundles. We will link you up with one of our beneficiary centres where your volunteers will pack and do a door-to-door distribution to low-income households.



**Standard Food Bank Bundle - \$10**  
(Items are subject to change)

- Rice
- Oil
- UHT Milk
- Cream Crackers
- Canned Protein
- Canned Vegetables
- Corn Flakes



**Healthier Bundle - \$20**  
(Items are subject to change)

- Brown Rice Bee Hoon
- Extra Virgin Olive Oil
- Oats
- Lactose-free UHT Milk
- Fresh Chicken Eggs
- Fruit Pack
- Vegetable Pack



The Food Bank Singapore

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