WOODLAND HILLS SCHOOL DISTRICT & THE WOODLAND HILLS FOUNDATION

FOOD DRIVE PLANNING CHECKLIST

FEEDING HOPE IN WOODLAND HILLS SCHOOL DISTRICT

1. Make a plan

- O Choose a date and location for your food drive: confirm both are available for your event
- O Consider hosting your food drive alongside an existing event. This can help attract more participants, increase visibility, and maximize donations.
- O Set a goal: It helps to set a goal that participants can work towards, such as filling three food drive boxes. If you have a business, you can try to fill your lobby, or start a competition with another group or business to see who can collect more food before the deadline.
- O Recruit friends, family, coworkers, or volunteers to help organize and run your event.
- O Contact the Woodland Hills Foundation to share your plans and learn how we can help.

2. Get organized

- O Review the Foundation's Most Needed Items List to determine what donations to request.
- O Decide how and where food donations will be collected during your event.
- O Gather collection bins, boxes, tables, signage, and any other supplies you'll need.
- O Assign volunteers to greet participants, accept donations, and organize collected items.
- O Plan how donations will be transported to the High School after your event.

3. Spread the word

- O Create a flyer or work with the Foundation to create a flyer with your event details and requested donation items, using the most-needed items list. If you create your own flyer, be sure to share it with the Foundation.
- O Promote your food drive through social media, email, and community groups.
- O Invite friends, family, neighbors, and local businesses to participate.
- O Encourage attendees to bring a food donation as part of their participation in the event.
- O Make copies of our QR Code Flyer to post during the event so that guests may make an online donation.
- O Bring a collection box in the event that attendees wish to donate cash or a check. Following the event, contact Jennifer.whfoundation@gmail.com to arrange pickup.
- O Share your event details with the Foundation so we can help spread the word!

See reverse

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4. Host your Food Drive

- O Arrive early to set up your collection area, signs, and donation containers.
- O Make sure volunteers know their responsibilities and which items are being collected.
- O Welcome participants and thank them for supporting Woodland Hills students.
- O Keep donations organized and safely stored throughout the event.
- O Take photos and celebrate your community's generosity! Be sure to share photos with Jennifer. whfoundation@gmail.com. We'll share them on our own social media page. This helps encourage others to host their own food drive!

5. WRAP UP & CELEBRATE!

- O Gather and organize all donated items.
- O Count or estimate the amount of food collected.
- O Coordinate with the Foundation to deliver your donations.
- O Thank your volunteers, donors, sponsors, and everyone who helped make your event successful.
- O Use our Canva template to thank your donors on social media!

REMEMBER: We're Here to Help!

Together, We're Feeding Hope in Woodland Hills!

Every food drive helps fill backpacks, stock pantry shelves, and provide food for Woodland Hills students who need it most. Thank you for bringing your community together to make a difference!

Questions? Email Jennifer.whfoundation@gmail.com

WOODLAND HILLS FOOD PANTRY

backpacks of hope

WH foundation

WOODLAND HILLS SCHOOL DISTRICT