



621 W. Holly Springs Rd.  
Holly Springs, NC 27540  
<http://www.hsfoodcupboard.org>  
EIN: 27-2859804

## Food Drive Service Hours Policy

Donors may organize and collect food donations for service hours. The HSFC website requires those registering to hold a food drive to answer yes or no as to whether the food drive is to satisfy service hours. When delivering the food drive donations, give your first and last name and identify that the donation is for service hours. Wait for a volunteer to weigh and log the donations and compute the service hours by the following formula.

Organizing and at least 100 pounds = 5 hours

Each 100 pounds beyond that = 2 hours

If additional pounds are between 1 & 49 then round down.

If additional pounds are between 50 and 99 then round up.

Example:

Food weighs 632 pounds

5 hours for first 100 pounds = 5 hours

2 hours X 5 for remaining 532 pounds = 10 hours

Total 15 hours

Example:

Food weighs 360 pounds

5 hours for first 100 pounds = 5 hours

2 hours X 3 for remaining 260 pounds = 6 hours

Total 11 hours

Food is and always will be our greatest need at the Food Cupboard. The food drives held by individuals and organizations are essential to keeping our doors open and our shelves stocked.

How to organize a food drive:

1. Get approval from your organization to host a food drive.
2. Set a goal for pounds to collect, dates to start and end the food drive.
3. Fill out the form on our website (<https://hsfoodcupboard.org/make-a-difference/donate-food/hold-a-food-drive/>) so that we are aware of the food drive dates and our Food Drive Director can answer any questions you may have. Let us know when you plan to deliver the food to the Cupboard.
4. Enlist help from family or friends. Remember things like transportation for pickup and delivery to the Cupboard.
5. Promote your food drive by using emails, social media, and flyers.
6. If you plan a neighborhood food drive, ask your local grocery store manager if they will donate paper grocery sacks. Attach a copy of your flyer to each bag. Be certain that the date you will pick up the filled bags is on the flyer. Distribute these bags to your neighbors.
7. With the help of your family or friends pick up the filled bags from your neighbors on the appointed day.
8. Another option is to have a collection place for people to bring the food. Make sure this place is indoors and protected from weather and secure from damage/loss.
9. Bring the collected food to the Cupboard (621 W. Holly Springs Rd.) on the day that you arranged to be met there. (Our normal hours are Mondays 9:00 – 4:00 and Thursdays noon – 5:00).

After the volunteers at the Cupboard have weighed and logged in your donation, they will give you a letter with the number of hours computed for your food drive based on the formulas on the other side of this paper.

Thanks for considering a food drive for your service project. Know that you are helping your neighbors experiencing food insecurity.