



## Food Drive Site Checklist Friday, June 24, 2022

### Before Drive

- Recruit volunteers by Friday, June 10 using TAUW's volunteer portal
- Promote drive
- June 15 – 17: Pick up materials from TAUW office, 1430 S Boulder Ave (t-shirts, yard signs, etc.)
- Distribute t-shirts to volunteers
- June 22 – 24: Place yard signs at site
- June 23: Meet Food Bank for cage drop off (Food Bank sites only)

### At Drive

- T-shirts
- Handheld counter
- Food assistance flyer (for individuals who arrive in need of food)
- Tent
- Snacks
- Water
- Cooler
- Ice

### After Drive

- June 24: Report number of cages/boxes of food donated to Lexi\*
- June 24: Report number of donors to Lexi
- June 27 – July 1: Return applicable materials to TAUW, including unused t-shirts and handheld counter (please don't zero out the counter)

\*If your site is benefitting the Community Food Bank, they will take care of this for you