

# Implementing a Food and Fund Drive 101

## March Campaign for ERC

### Collecting Food and Funds

Decide in advance how and when you will collect your donations for the March Campaign. Clearly mark the area where you wish donors to leave food. Signage is available on our website. If participants want to make a monetary donation, please give detailed instructions. The Eagan Resource Center accepts donations on-line at [www.eaganrc.org](http://www.eaganrc.org). If your participants give online, please ask them to indicate the name of your organization in the memo and we will track this for you.

### Deliver the Food

Please call ahead if possible (651-688-3189) to let us know when you will be making a food drop(s).

All donations need to be delivered no later than April 1st in order to be counted for the March campaign totals. It works best to recruit others to help bring the donations to the shelf — this step can be one of the most gratifying! Eagan Resource Center's hours for food drop off:

Monday and Wednesday 9am to 3pm      Friday 10am to 12pm      Other times by appointment

### Record the Pounds and Dollars

Keep track of the donations that your group has collected, and report the amount to the all those involved. Donation thermometer signage is available on our website (see below).

### Tell Your Story!

By April 1<sup>st</sup>, many people have come together to help the hungry in Dakota County and across Minnesota. This is a reason to be thankful for the generosity and to celebrate. Recognize those who've done an extra special job. *PLUS*, tell us your story and send us a photo or two! We would be happy to share this information with others on our website and in our newsletter.



[www.eaganrc.org](http://www.eaganrc.org)