

Food Drive Guidelines: A step-by-step approach

From: The National Khidmat-e-Khalq Office

To: All Qaideen

Vision: To fight against hunger with existing resources where services and donations from members and non-members are utilized to help the disenfranchised.

Getting Started:

1. A storage space is needed
2. Three-four khudaam who could organize the project
3. Decide when and where the food drive will be conducted

General Suggestions:

- 1) Avoid serving “hot-food” prepared by the Jamaat members because of liability issues involved
- 2) Assess local area volunteers (food banks, consortiums, homeless shelters) that may benefit from this service
- 3) Team up with local agencies or other Jamaat auxiliaries
- 4) Ensure that the project would be sustainable by your majlis

Most Needed Items:

- Canned meat and chicken
- Canned tuna, salmon and sardines
- Dried canned beans
- Macaroni and cheese
- Rice and rice cakes
- Breakfast cereal
- Canned stews
- Peanut Butter
- Nuts and seeds
- Toilet Paper
- Oatmeal
- Pasta

FRUITS & VEGETABLES

- Canned fruits and juices
- Canned vegetables
- Canned soup
- Sauces/Salad Dressing

DAIRY FOODS

- Evaporated milk
- Powdered milk
- Infant formula
- Puddings and custards

The Process:

1) Designate a food drive coordinator – General khalq nazim. He should be responsible for making p writing the report. Start by placing the above list of ‘ place in your masjid.

2) Establish the food drive dates and theme – You may put a box or designate an area in the kitchen where members could drop-off non-perishable food from the list of “most

needed items” only. Request your members to buy an extra can of soup or an extra grocery item from the list when they are doing their own grocery. **Do not accept items out of the “most needed list” so you don’t end up with a variety of food.** Once you have enough stock, the drive itself will become easy

3) Coordinate collection area – The collection area you choose should be convenient and highly visible to encourage donations. Decorate the container and post flyers or posters around it to draw attention. Cardboard boxes work best, as they are easy to decorate and transport.

4) Promote the food drive – Spreading the word creatively is essential to ensure your food drive’s success. A few ideas include:

- Request the local grocery stores, restaurants, department stores, to help
- Place posters at your masjid
- Publicize the event in your meetings/jumma prayers etc

5) Coordinate food delivery– On the day of the drive, you could carry the food boxes to the place that you have selected. Arrange volunteers to serve or distribute the food. Distributing Tabligh material with the food is strongly discouraged.

6) Other ideas to enhance your food drive:

- Have inter-auxiliary competitions for most food collected
- Provide every member with a bag to fill with non-perishable items from the most needed list – grocery stores are often willing to donate bags
- Get the company to match the donated food or money
- Update participants on the progress of the drive through memos, newsletters, flyers, posters, etc.
- Solicit corporate or business in-kind services for your food drive
- Arrange for a food bank/homeless shelter representative to come to your mosque to give a presentation
- Arrange for your participants to visit and/or volunteer at the food bank to see where the food goes

FAQs:

- 1) Why not serve hot food?
 - A) This would add liability for your majlis. If for some reason the food is contaminated and results in an epidemic, you could be held liable. With canned food, the liability is shifted to the manufacturer.
- 2) What if we want to use food items different from the “most needed list”?
 - A) You are most welcome to do that
- 3) We do not have a storage area?
 - A) A multipurpose storage space could be purchased from “Home Depot” for anywhere between \$75-\$950

For questions, please contact:

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Action Requested:

Please give us your feedback so we can improve this document over time, Jazakallah.