

Join us in making a real impact this Christmas

#SupportingFoodBanksTogether toolkit

1

Identify your local food bank(s) and make contact

Food banks can be located on the [Trussell Trust website](#) or via the [Independent Food Aid Network](#).

There are just 4 key questions to ask:

1. Can the food bank accept physical and/or cash donations online?
2. What are the items that are most needed by the food bank?
3. Are there any items which they can't receive or don't need?
4. When would be the best time for delivery? They may have a specific day of the week for deliveries so do make sure you plan ahead.

If your staff work mostly remotely, an online-only collection using a donation page may be more appropriate. Bates Wells have [set up a page](#), but you may wish to organise your own.

2

Gather volunteers in your organisations

Assemble a small team of volunteers to liaise with the food bank(s) and manage the donation process. Consider inviting other tenants in your building and/or other organisations to collaborate with you, so you can maximise your impact.

3

Run a physical and/or online collection for donations

- Once you know about your local food bank's requirements, send out clear comms to your staff explaining how they can donate/ provide food.
- Consider including some information and recent statistics to show why food banks need our support.

- If you opt for an online collection, consider including some fundraising ideas to encourage donations.
- Send out reminders to staff throughout the donation period. You may want to ask one person in each team to champion and drive forward donations.

4

Arrange delivery of Your donations

Check that all donated items are within their use by date and group them according to the food bank's requirements before delivery. Generally, we aim to deliver physical donations in early/mid-December to allow sufficient time for these to be sorted and distributed to recipients before Christmas. Make sure to ask the food bank when and how it would be best to send any funds donated online.

5

Share your efforts online

You can do this with pictures, videos, infographics or longer form content, depending on your audience, and use the hashtag [#SupportingFoodBanksTogether](#) along with some information about what you're doing and how others can get involved – this way you can inspire your community to do the same or support your efforts.

That's it - we hope you can join us! Together, we can support those in need this Christmas and make a positive difference to their lives.