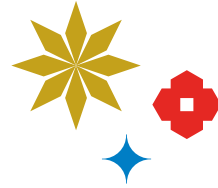


LEND A
HOPING
—— HAND



Let's ensure no one goes
without this winter

How your business, school or group
can make an impact this winter

hopelink



Start a food or fund drive today!

Welcome to the Cause

Thank you for your interest in hosting a food or fund drive with Hopelink! We believe that no one in our community should go without their essential needs – especially as these needs increase during the winter. Every child should have warm winter clothes; every family, the traditional meals that bring them joy; and every person, a safe dwelling to come home to. Your partnership in Lend a Hoping Hand sustains Hopelink's vital services for our neighbors. We couldn't do this without you.

This toolkit includes:

- Steps to host a *food drive*
- Steps to host a *fund drive*
- Tips and resources to help you spread the word
- FAQs

If you have questions about creating your food or fund drive, accessing drive supplies, or anything else related to Lend a Hoping Hand or Hopelink, I'm happy to help. Just email me at drives@hopelink.org or give me a call at 425.869.2440.

Thank you again for partnering with Hopelink to support our neighbors! I look forward to working with you.

Best,

Debbie Fellows (she/her)

Development Specialist, Community Engagement

Host a Food Drive

Thank you for hosting a food drive! The five no-cost Hopelink Food Markets collectively serve thousands of families and individuals each year at no cost. During the holidays and winter months, a growing number of families who visit each of our five food markets are able to access free seasonal holiday foods in addition to the core staples we usually provide.

FAQs

How do our neighbors reach the food items from our food drive?

After donations arrive at Hopelink Food Markets, they are sorted into appropriate categories by volunteers and placed onto shelves for our neighbors to take home at no cost.

What items can I collect in my food drive?

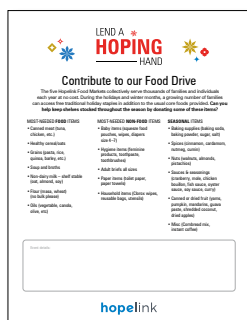
Please [click here](#) to see a full list of our most needed items. We can't collect expired, opened, or damaged food; meat that isn't USDA grade; clothes, shoes, or accessories; home goods or appliances; medicines; or alcohol.

Do I need to tell anyone that I am coming to a Hopelink market to drop off donations?

We find it helpful if you're able to schedule your drop-off with Debbie so that she can give the appropriate food market staff a heads up. Debbie can be reached at drives@hopelink.org or 425-869-2440.

Do you need drive supplies?

Hopelink is here to support your drive. We have collection sleeves and crates, flyer templates, posters, and social media graphics to raise awareness and inspire people to contribute to your drive.



Download this flyer
to promote your food drive!



Need sleeves or crates?
[Contact us](#) to request items.

MOST-NEEDED FOOD ITEMS

- Canned meat (tuna, chicken, etc.)
- Healthy cereal/oats
- Grains (pasta, rice, quinoa, barley, etc.)
- Soup and broths
- Non-dairy milk – shelf stable (oat, almond, soy)
- Flour (masa, wheat) (no bulk please)
- Oils (vegetable, canola, olive, etc)

MOST-NEEDED NON-FOOD ITEMS

- Baby items (squeeze food pouches, wipes, diapers size 4–7)
- Hygiene items (feminine products, toothpaste, toothbrushes)
- Adult briefs all sizes
- Paper items (toilet paper, paper towels)
- Household items (Clorox wipes, reusable bags, utensils)

SEASONAL ITEMS

- Baking supplies (baking soda, baking powder, sugar, salt)
- Spices (cinnamon, cardamom, nutmeg, cumin)
- Nuts (walnuts, almonds, pistachios)
- Sauces & seasonings (cranberry, mole, chicken bouillon, fish sauce, oyster sauce, soy sauce, curry)
- Canned or dried fruit (yams, pumpkin, mandarins, guava paste, shredded coconut, dried apples)
- Misc (Cornbread mix, instant coffee)



LEND A **HOPING** — HAND



Contribute to our Food Drive

The five Hopelink Food Markets collectively serve thousands of families and individuals each year at no cost. During the holidays and winter months, a growing number of families can access free traditional holiday staples in addition to the usual core foods provided. **Can you help keep shelves stocked throughout the season by donating some of these items?**

MOST-NEEDED **FOOD** ITEMS

- Canned meat (tuna, chicken, etc.)
- Healthy cereal/oats
- Grains (pasta, rice, quinoa, barley, etc.)
- Soup and broths
- Non-dairy milk – shelf stable (oat, almond, soy)
- Flour (masa, wheat) (no bulk please)
- Oils (vegetable, canola, olive, etc)

MOST-NEEDED **NON-FOOD** ITEMS

- Baby items (squeeze food pouches, wipes, diapers size 4–7)
- Hygiene items (feminine products, toothpaste, toothbrushes)
- Adult briefs all sizes
- Paper items (toilet paper, paper towels)
- Household items (Clorox wipes, reusable bags, utensils)

SEASONAL ITEMS

- Baking supplies (baking soda, baking powder, sugar, salt)
- Spices (cinnamon, cardamom, nutmeg, cumin)
- Nuts (walnuts, almonds, pistachios)
- Sauces & seasonings (cranberry, mole, chicken bouillon, fish sauce, oyster sauce, soy sauce, curry)
- Canned or dried fruit (yams, pumpkin, mandarins, guava paste, shredded coconut, dried apples)
- Misc (Cornbread mix, instant coffee)

Event details:



LEND A
HOPING
HAND



MOST NEEDED **FOOD** ITEMS

Canned meat (tuna, chicken, etc.)	
Healthy cereal/oats	
Grains (pasta, rice, quinoa, barley, etc.)	
Soup and broths	
Non-dairy milk – shelf stable (oat, almond, soy)	
Baking supplies (baking soda, baking powder, sugar, salt)	
Spices (cinnamon, cardamom, nutmeg, cumin)	

Donations can be dropped off at any of Hopelink's five Food Markets located in Shoreline, Kirkland, Redmond, Bellevue, and Carnation. Email drives@hopelink.org for the donation drop-off hours at the location nearest you.

hopelink



LEND A
HOPING
HAND



MOST NEEDED **FOOD** ITEMS

Canned meat (tuna, chicken, etc.)	
Healthy cereal/oats	
Grains (pasta, rice, quinoa, barley, etc.)	
Soup and broths	
Non-dairy milk – shelf stable (oat, almond, soy)	
Baking supplies (baking soda, baking powder, sugar, salt)	
Spices (cinnamon, cardamom, nutmeg, cumin)	

Donations can be dropped off at any of Hopelink's five Food Markets located in Shoreline, Kirkland, Redmond, Bellevue, and Carnation. Email drives@hopelink.org for the donation drop-off hours at the location nearest you.

hopelink



LEND A
HOPING
HAND



MOST NEEDED **FOOD** ITEMS

Canned meat (tuna, chicken, etc.)	
Healthy cereal/oats	
Grains (pasta, rice, quinoa, barley, etc.)	
Soup and broths	
Non-dairy milk – shelf stable (oat, almond, soy)	
Baking supplies (baking soda, baking powder, sugar, salt)	
Spices (cinnamon, cardamom, nutmeg, cumin)	

Donations can be dropped off at any of Hopelink's five Food Markets located in Shoreline, Kirkland, Redmond, Bellevue, and Carnation. Email drives@hopelink.org for the donation drop-off hours at the location nearest you.

hopelink



LEND A
HOPING
HAND



MOST NEEDED **FOOD** ITEMS

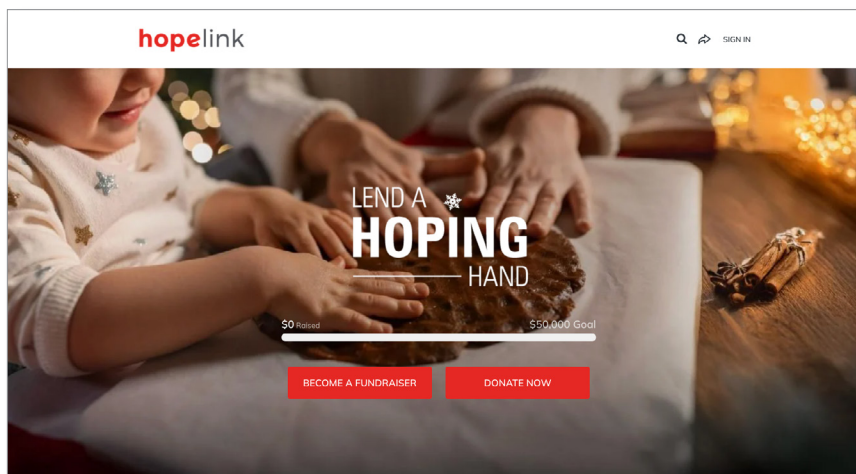
Canned meat (tuna, chicken, etc.)	
Healthy cereal/oats	
Grains (pasta, rice, quinoa, barley, etc.)	
Soup and broths	
Non-dairy milk – shelf stable (oat, almond, soy)	
Baking supplies (baking soda, baking powder, sugar, salt)	
Spices (cinnamon, cardamom, nutmeg, cumin)	

Donations can be dropped off at any of Hopelink's five Food Markets located in Shoreline, Kirkland, Redmond, Bellevue, and Carnation. Email drives@hopelink.org for the donation drop-off hours at the location nearest you.

hopelink

Host a Fund Drive

Online fundraising allows you to get creative. Celebrate the season and serve your community by asking friends and family members for donations instead of gifts, mobilize your network and host a fundraising party, or add an online fundraiser to your in-kind drive. However you choose to rally your village - whether through a bake sale or team-building event - 100% of your gift directly benefits Hopelink services. Every contribution — no matter the size — makes a difference.



How to Start Your Online Fundraiser

Step 1: Create Your Online Fundraising Page

Click the “[Become a Fundraiser](#)” button and you’ll be up and running in no time! Our online fundraising platform allows you to set up an individual or team page. When creating your page, you can choose your fundraising goal and share why Hopelink is important to you and your community. By sharing your passion for giving back, your audience will make a connection to your story and want to be a part of it.

Step 2: Spread the Word

Once your fundraising page is set up, get in touch with your friends and family and ask for their support. The more people know, the quicker you’ll reach your goal! We’ve included sample social media posts, tips and digital assets that you can use in promoting your fundraiser in this kit.

Step 3: We are here to help

Hopelink is proud to partner with you in providing food, shelter, warmth, and support to families in need over the winter season. Please email us at drives@hopelink.org with any questions.

Spread the Word

Download our Media Kit

Download the [media kit](#) to access drive flyers, digital assets such as logos, images and banners to help with your social media posts.

Rally Your Network with Email



Sample email to friends, employees, family, clients:

(NAME) is hosting a drive to support Hopelink. My goal is to raise \$(GOAL) and/or to collect (GOAL) pounds of food by (DATE).

Here are three ways you can help:

1. Click here to become a fundraiser:

(Link to [Lend a Hoping Hand Classy page](#))

2. Donate food or funds. Find out more here:

(Link to [Lend a Hoping Hand Landing page](#))

3. Help us spread the word! If you aren't able to donate, please spread the word about our cause on social media, or send a quick email to friends.

Spread the Word on Social Media



LinkedIn example post:

A little goes a long way!
Help me support @Hopelink by donating to my fund drive for their Lend a Hoping Hand campaign at {LINK HERE}



Facebook example post:

I'm partnering with @Hopelink by fundraising to support families through the winter with essential needs like shelter, food, and warmth. Help me by donating online at {LINK HERE}. "Service to others is the rent you pay for your room here on earth." - Mohammed Ali



Instagram example post:

I'm hosting a fundraiser for @HopelinkHelps, a local nonprofit providing critical services for our community like shelter, food, and warmth through the winter. Can you pitch in to support our neighbors? Click the link in my bio to join me and #LendAHopingHand #hopelink



Join the conversation using
#Hopelink
#LendAHopingHand

 [linkedin.com/company/hopelink](https://www.linkedin.com/company/hopelink)

 [facebook.com/hopelink](https://www.facebook.com/hopelink)

 [@hopelinkhelps](https://www.instagram.com/hopelinkhelps)

Quick Tips for Success

Start your campaign with a donation

People will follow your lead. By making the first contribution, you will encourage others to become involved.

Make it easy

If you are collecting in-kind items, promote a designated drop-off location for donations. Folks are more likely to engage in your drive if it's easy for them.

Share your passion for the cause

Why is Hopelink important to you? By letting people know where your passion lies, you will help them make a connection to your story and engage in the drive.

Start close to home

Your most loyal supporters will likely be your personal community, i.e. your closest friends and family. You'll feel most comfortable sharing with them, and they are the most likely to donate. Simply start your campaign by sending messages to your community, and encourage them to spread the word to gain more support for your cause. Once you've raised contributions from those close to you, you can reach out to others via email, or using social media templates.

Spread the word

Use social media, email, or word of mouth to get the buzz out about your drive! Creating a hashtag or goal for your drive will get the ball rolling. When you post on social media, don't forget to tag and thank donors while asking for donations from others. This tactic will spread your message further and will help show that people are already getting behind you. Make sure you tag us on each channel and also use the tags **#Hopelink** and **#LendAHopingHand!**

Email follow up

Continue to send emails throughout your campaign; including highlights, milestones, and additional information on why your cause matters. Ask people to help you reach your next milestone or final goal.

FAQs

Is my donation tax deductible, and will I get a receipt?

Yes and yes! When you make a donation online, you will automatically receive a receipt via email. When you drop off at a physical donation, please ask a volunteer or staff member to provide you with a receipt. We can only offer receipts for the donations that are given directly to Hopelink. If your group pools together money to purchase gifts for a drive, we are unable to offer individual tax receipts.

Hopelink is a 501(c)3 nonprofit organization and your donation is tax deductible. To claim a donation as a deduction on your federal income taxes, please keep your receipt as your official record. Our Tax ID number is 91-0982116.

Who do I make a check donation out to?

Checks can be made payable to "Hopelink" and can be dropped off at any of our centers, or mailed to our administrative office at P.O. Box 3577, Redmond, WA 98073. To ensure that your gift is credited to a specific drive, please note the individual or business's name on the memo line.

How will I know how much my group/business raised?

You will receive a receipt upon dropping off your in-kind donations, which will include the total weight in pounds of food. If you didn't receive a receipt or are inquiring about cash, please contact Debbie at drives@hopelink.org or 425-869-2440. You can view your online fundraising total by visiting your fundraising page.

Want to volunteer with us?

Definitely! Contact the volunteer team at volunteerwithus@hopelink.org or 425.869.6066.

Please contact Debbie Fellows with any questions about hosting a food or fund drive at drives@hopelink.org or (425)869-2440.

Hopelink Center Locations

Kirkland/Northshore

11011 120th Ave. NE,
Kirkland, WA 98033
(425) 889-7880

Redmond

8990 154th Ave. NE,
Redmond, WA 98052
(425) 869-6000

Sno-Valley

31957 East Commercial St.,
Carnation, WA 98014
(425) 333-4163

Bellevue

14812 Main St.,
Bellevue, WA 98007
(425) 943-7555

Shoreline

17837 Aurora Ave. N.
Shoreline, WA 98133
(206) 440-7300

Markets are closed Fridays, Saturdays, and Sundays. The Markets will also be closed on Nov. 27, Dec. 24 - 25, and Dec. 31 – Jan. 1. There will be limited hours on Nov. 26, Dec. 22 – 23 and Dec. 29 – 30. Please contact drives@hopelink.org to get the most up to date donation drop off hours at the market nearest you.

LEND A ❄️
HOPING
HAND

hopelink

