



Let's ensure no one goes without this holiday season.

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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. When you lend a hoping hand, families and individuals are able to obtain shelter, heat their homes, and stock their kitchens with nutritious staples and seasonal foods. Your partnership in Lend a Hoping Hand sustains vital services for our neighbors. We couldn't do this without you.

Aside from being easy, fun, and rewarding, one of the best things about leading a fund or food drive with your team, family, place of worship, business, or peers is the opportunity to unite for one common cause. I also encourage you to be as creative as you would like in setting it up! You can post on social media, send out emails, or add messaging to your newsletters. As a business, you can also offer matched employee giving, which can incentivize your employees to donate. The options are endless, and it's up to 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 <u>drives@hopelink.org</u> 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! Hopelink's Food Markets collectively serve thousands of families and individuals each year. During the holidays and winter months, a growing number of families who visit each of our five food markets are able to access seasonal holiday foods in addition to the core staples we usually provide.

By hosting or taking part in a food drive, you help ensure our neighbors have access to healthy, nutritious foods and can maintain their traditions with seasonal favorites.

Most-Needed Food Items

- Canned meals
- Canned meat (tuna, chicken, etc.)
- Healthy cereal/oats
- Fruits & vegetables (canned, fresh or frozen)
- Grains (pasta, rice, quinoa, barley, etc.)
- Soup and broths
- Non-dairy milk shelf stable (oat, almond, soy)
- Cooking oils

- Spices
- Salt (bulk okay), brown and white sugar, and flour (no bulk please)

Most-Needed Non-Food Items

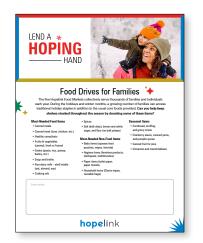
- Baby items (squeeze food pouches, wipes, formula)
- Hygiene items (feminine products, toothpaste, toothbrushes)
- Paper items (toilet paper, paper towels)
- Household items (Clorox wipes, reusable bags)

Seasonal Items

- Cornbread, stuffing, and gravy mixes
- Cranberry sauce, canned yams, and pumpkin puree
- Canned fruit for pies
- Cinnamon and marshmallows

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 creates? <u>Contact us</u> to request items.

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Questions? Contact Debbie Fellows (she/her)

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.



How to Start Your Online Fundraiser

Step 1: Create Your Online Fundraising Page

Click the "<u>Become a Fundraiser</u>" 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 <u>drives@hopelink.org</u> with any questions.



Spread the Word

Download our Media Kit

Download the <u>media kit</u> 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 PAGE)

2. Donate food, gifts or funds. Donate 6 canned items or \$10, providing 4 meals for those in need. (INSERT LINK to 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 join me and #LendAHopingHand #hopelink



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Join the conversation using #Hopelink #LendAHopingHand

- in linkedin.com/company/hopelink
- facebook.com/hopelink
- @hopelinkhelps

Questions? Contact Debbie Fellows (she/her)

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.



Want to learn more and see examples of past fundraisers? Click here - <u>https://www.hopelink.org/take-action/online-fundraising/</u>



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.

What items can I collect in my food drive?

Please <u>click here</u> 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 <u>drives@hopelink.org</u> or 425-869-2440.

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 <u>drives@hopelink.org</u> 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.

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Questions? Contact Debbie Fellows (she/her)



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

Hopelink Center Locations

Kirkland/Northshore

11011 120th Ave NE Kirkland, WA 98033 425.889.7880

Bellevue

14812 Main St. Bellevue, WA 98007 425.943.7555

Redmond

Shoreline

206.440.7300

8990 154th Avenue NE Redmond, WA 98052 425.869.6000

Sno-Valley

31957 East Commercial St Carnation, WA 98014 425.333.4163

Markets are closed Fridays, Saturdays, and Sundays. The Markets will also be closed on Thursday, Nov. 23 and from Friday, December 22 to Tuesday, January 2.

17837 Aurora Avenue N.

Shoreline, WA 98133



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