TOOLS AND TIPS TO HELP GUIDE AND SUPPORT COMMUNITY FOOD DRIVES
Blue Table Community Toolkit

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1. Getting Started

Blue Table exists through the generous support of the UB and Buffalo community. Donated food and funds sustain Blue Table and help keep students healthy and safe.

A food drive has one focus: collecting non-perishable food for Blue Table. Blue Table has a specific inventory of healthy food options and food drives should support that inventory.

Whether you are working with a specific population of students, faculty or staff, within an office or department, or within the Buffalo community, food drives can bring a group or team together to support students.
2. **Food Drive Tips**

Donations are incredibly important - whether they are donated food items or funds. Hosting a food drive is a fun and easy way to engage members of your UB community.

- Establish a team or committee to organize your drive. It is helpful to designate one person that will coordinate with Blue Table.
- Determine a time frame. Most food drives are successful when they run for 1-2 weeks.
- Promote the drive to your community. E-mails, flyers, posters, and social media are successful marketing approaches. Need a jumpstart? Use the attached Blue Table branded flyer template.
- Utilize the Healthy Food Wish List. Blue Table offers only these specific food items and only these items should be collected during a drive.
- Obtain sturdy boxes or bins and establish a drop-off location. Contact Blue Table to coordinate how and when you will deliver your collections. Collecting food in a visible, highly-trafficked space helps raise awareness of Blue Table!
- What if someone wants to donate funds? Cash cannot be collected as part of a food drive, but monetary donations can be made directly to Blue Table at [buffalo.edu/blue-table](http://buffalo.edu/blue-table)
3. Healthy Food Wish List

Blue Table offers the following healthy food options. Only these food items should be collected during food drives.

**Fruits & Vegetables**
- Fruit – canned/cups
- Vegetables – canned
- Soup/stew/chili

**Grains**
- Pasta
- Rice or quinoa
- Rice noodles
- Cereal
- Granola bars
- Crackers

**Proteins**
- Beans/lentils – canned/dry
- Nuts
- **Peanut butter**
  *(Peanut butter is one of the most requested items!)*
- Chicken – canned/pouch
- Tuna – canned/pouch

**Mixes/Instant Meals**
- Macaroni and cheese
- Pasta/ravioli – canned
- Oatmeal

**Sauces**
- Tomato sauce

**Questions**
*Do you have any questions about the Blue Table Community Toolkit? Contact Student Unions at 716-645-2055 or buffalo.edu/blue-table*