

Conducting a Food Drive Toolkit: Email and Flyer Template

Email Templates

If your troop is supporting an existing food drive:

Dear _____,

I hope you and your family are having a happy holiday season!

I'm writing on behalf of Girl Scout troop (*Troop #*), and I'm hoping that you can help us provide food to families in our community who are struggling with food insecurity this season. Nationwide, food banks are straining to meet the increased demand for assistance this year.

I believe providing these food donations is important because [*your own reason*].

Our troop has decided to support [*organization*]'s food drive this season, which will provide food donations to [*food bank/food pantry*].

We hope that you will help us by contributing some of these suggested food items:

- [*BULLET POINTS TO LIST THE FOODS THE DRIVE IS REQUESTING*]
- [*BULLET POINTS TO LIST THE FOODS THE DRIVE IS REQUESTING*]

Please keep in mind that [*FOOD BANK/PANTRY*] is not able to accept the following donations:

- Food that needs to be refrigerated
- Food that is expired or close to expiring
- Homemade food, including leftovers and baked goods
- Food with packaging concerns or fragile packaging (like glass)
- [*ANY OTHER REQUESTS FROM YOUR LOCAL FOOD BANK/PANTRY*]

To drop off your food donations, please [*GIVE INSTRUCTIONS—WHEN, WHERE, AND HOW SHOULD THE PERSON CONTRIBUTE?*].

Thank you for considering this request to help our troop and [*organization running food drive*] provide food to families in our own community.

Please let me know if you have any questions.

You may also email [*FOOD DRIVE ORGANIZATION'S EMAIL—IF THEY HAVE ONE*] for more information on this food drive.

Sincerely,

[NAME]

[GIRL SCOUT TROOP #]

If your troop is organizing its own food drive:

Dear _____,

I hope you and your family are having a happy holiday season!

I'm writing on behalf of my Girl Scout troop (*Troop #*), and I'm hoping that you can help us provide food to families in our community who are struggling with food insecurity this season. Nationwide, food banks are straining to meet the increased demand for assistance this year.

I believe providing these food donations is important because [*your own reason*].

Our troop is organizing a Share the Care - Food Drive to support [*FOOD BANK/PANTRY*] this season, which provides food to families and individuals in [*CITY/TOWN*].

I hope that you will help us by contributing some of these suggested food items:

- [*BULLET POINTS TO LIST THE FOODS THE DRIVE IS REQUESTING*]
- [*BULLET POINTS TO LIST THE FOODS THE DRIVE IS REQUESTING*]

IF YOU HAVE SPECIFIC REQUESTS: This season, [*FOOD BANK/PANTRY*] is also looking for donations of [*list items*] to provide to families [*for reason given by food bank/pantry*].

Please keep in mind that [*FOOD BANK/PANTRY*] is not able to accept the following donations:

- Food that needs to be refrigerated
- Food that is expired or close to expiring
- Homemade food, including leftovers and baked goods
- Food with packaging concerns or fragile packaging (like glass)
- [**ANY OTHER REQUESTS FROM YOUR LOCAL FOOD BANK/PANTRY**]

To contribute to our food drive, please [*GIVE INSTRUCTIONS—WHEN, WHERE AND HOW SHOULD THE PERSON CONTRIBUTE?*].

Thank you for considering this request to help our troop and [*food bank/pantry you are donating to*] provide food to families in our own community.

Please let me know if you have any questions.

You may also email [*Email for troop food drive contact, if you have one*] for more information on this food drive.

Sincerely,

[NAME]

[GIRL SCOUT TROOP #]

SHARE THE CARE

Girl Scout Troop [#]'s food drive

for [name of local food bank/food pantry]

How we're collecting food:

[instructions for donation – address/collection point
times; drive-thru food drive details]

What foods can you donate?

- [Bullet points to list suggested items to donate]
- Fill this in once they have the list of suggested items from the food bank/pantry
- Canned soups
- Canned beans
- Rice (brown)
- [other suggested items]

Please do not donate:

- Food that needs to be refrigerated
- Food that is expired or close to expiring
- Homemade food, including leftovers and baked goods
- Food with packaging concerns or fragile packaging (like glass)
- [any other requests from your local food bank/pantry]

Questions? Contact [troop leader/troop email] for more information.

Want to learn more about [Council Name]? Go to [Council URL].