

Grocery Store Food Drives

Dear Volunteer:

Thank you for helping AFAC by volunteering at a grocery store food drive. You should report directly to the store at your assigned shift. The address is [REDACTED]. Do not come to AFAC!

SHIFT INFORMATION

Please do not cancel at the last moment, the next shift is counting on you to be there to relieve them.

The food drive will run from **10-4 on Saturday and Sunday** with three volunteers scheduled in 2 hour shifts.

AFAC staff will greet and orient the first shift, including information about sorting donations - please pass along the information at shift changes.

Be prepared to be standing outside for the entire shift! You should wear comfortable closed-toe shoes and dress for the outside weather. Please sign in. If your name is not listed, write it neatly (and include group you are part of, if applicable) and write arrival/departure time. Please make a name tag for yourself (first name only).

If you are volunteering with children, children under the age of 14 should not be left unsupervised and all children under 18 should have a minor hold harmless form complete. Extras are in the supplies. Leave the completed forms with the supplies.

For this store, we recommend one person doing the asking, one person doing the collecting and one person doing the transporting.

One “strong and adult-age” volunteer should be designated as the van attendant who will transport donations to from the carts to the van and unload and sort the food into crates/boxes provided. If your shift has three strong adults, it’s nice to rotate from entrance to exit to van at least once during the time so that everyone has a chance to try everything.

The Van

Supplies are on the front passenger seat. These include extra AFAC t-shirts (bring your own if you have one), name tags, Minor Hold Harmless forms, and an envelope for cash donations. Volunteers can also store their bags/phones in the van during their shift for safe-keeping. There are AFAC Fact sheets and brochures for you to read during slow times so you can become more familiar with AFAC.

The key should be hidden under the driver side seat for the duration of the event.

The van attendant should leave the back or side van doors open while sorting in order to move around more easily. Unless leaving to transport donations back to the van, the van attendant should stay close to the van for security purposes. When leaving the van to collect donations from the entrances, close the passenger door and make sure the loading doors are pulled closed, but not tightly - they can be very fickle. Make sure that while doors are open, there are no interior lights on inside the van. They can drain the battery.

Van Loading

Take out all the empty crates at the start of the drive, then as food comes in, you load the crates and then put them into the van. Sort food as instructed at the beginning of the shift. Do not overfill the crates, you’ll need to stack them. The sorting does not have to be perfect. It will get looked over at the warehouse during the week. Go from the driver side first and then towards the back door. **Do not stack the crates more than three crates high.**

Soliciting Donations

Please wear your AFAC t-shirt. If you have one and the weather is cooperative. If you don't have one, please email us with your size preference as soon as possible (S-XXL) and we'll include it with the supplies in the van (you can keep it for future use).

Stand outside and show off our sandwich board! Encourage shoppers to take a picture with their phone as a reminder. Smile at people entering the store, say "we're having a food drive on behalf of the Arlington Food Assistance Center" (or something simple like that). **We'll take all non-perishable foods - we prefer no glass,** but we accept them as well. **Remember:** people are busy and may not respond, but many more will. Keep up a friendly attitude, no matter. Be friendly!

Collect any food donations and thank the donor. A few people may have questions about AFAC. You can always refer them to our website, www.afac.org. There are several brochures that you can hand out (but only to those most interested), but you can use them as reference.

If anyone wants to make a **monetary donation**, there is an envelope in the folder with the supplies. Please leave it inside the folder so it does not get misplaced. All left over supplies should be put into a crate/bag, etc. and left on the passenger side floor at the end of the day.

A volunteer driver will pick up the van at 4:00 on Saturday and Sunday. **If you are on the last shift, tell shoppers when the drive ends,** so that they don't purchase food only to find you gone when they exit! **Stop soliciting for donations around 3:30.** Use that time to organize the van, put away supplies, etc. and leave one person at the door to collect last-minute donations.

We will make note of your hours in our volunteer system, if you need paperwork signed, it will have to wait until the next week.

If you need help (run out of supplies, no relief volunteers arrive, etc.):

Danielle Rampton: 703.942.9446

Mathilda Dack: 703.835.6365