

# How to use **Buy A Bag Of Food!**

You can help the  
**Food Bank of Contra Costa & Solano**  
turn a \$1 donation into  
**multiple dollars' worth of nutritious food!**

Use the “Buy A Bag of Food” program to raise \$\$\$ for your neighbors in need. Using the Food Bank’s die-cut bags, determine your prices for a bag of food - \$1, \$5, \$10

Explain to your donors that:

- each \$1 donated enables the Food Bank to distribute many more dollars worth of nutritious food (equivalent to three meals!)
- 39% of Food Bank recipients are children and seniors.

## **Make it fun!**

- Encourage purchases of a “Buy A Bag” in honor of a child, grandchild, or even a pet!
- Have your donors print their names (or “Anonymous” if preferred) on the line provided on each bag.
- Decorate your office, counter, windows with bags of food.
- Build a “Wall of Fame!”
- Decorate a Christmas Tree! Laminate large stockings for a large outdoor tree.
- Remember this motto: Feed the People to Feed the People! For instance:
  - Sell tickets for a “Baked Potato Bar” for lunch – have donors bring baked potatoes, cheese, toppings, etc.
  - Sell tickets for a “Dessert Tasting”, have donors bring baked goods.
  - Hold a “Burrito Breakfast” or “Pancake Breakfast,” featuring a variety of fillings and toppings. Have an Iron Chef competition or a Bobby Flay “Throwdown”.
- Hold a raffle. See if anyone (employees or nearby merchants) is willing to donate items for a raffle. Possible ideas include: homemade pie, homemade cookies, gift certificate to a restaurant/business, or a basket with a theme and filled with several individual contributions, i.e. Baker’s Basket, Holiday Basket, etc. Be creative. Give donors one raffle ticket for each \$1 or \$5 donated. Hold weekly drawings or one big drawing at the end of the drive.
- Hold a 50/50 raffle – half of \$\$\$ collected goes to winner, half to the Food Bank.
- Play an instrument or sing for co-workers! OR--ask for a donation if you don't sing!

- Hold your own American Idol contest! Have your audience “vote” for their favorite by buying Buy A Bags (or use raffle tickets). Idol with the most Bags (or tickets) wins!
- Ask your department head to issue a challenge. For instance, your department head could match department donations (up to X amount) on a given day or could send a personal challenge to another department head.

To obtain “Buy A Bags,” or, if you have any questions, please call Kathy Gleason at 925-771-1313, or email at [kgleason@foodbankccs.org](mailto:kgleason@foodbankccs.org)

**Checks must be made payable to:  
Food Bank of Contra Costa and Solano.**

**Please mark HFD (Holiday Food Drive) on each check.**

- Please ask donors to make “BAB” in the memo section of their check.
- All donations **must** be recorded on a Buy A Bag spreadsheet. An electronic spreadsheet will be emailed upon request. Please fill in all contact information requested on your spreadsheet. Dollar amount listed on your spreadsheet **must** balance with dollar amount turned in to the Food Bank. Use a clean spreadsheet each time you turn donations in to the Food Bank. (Thank you for your help on this from the Food Bank Accounting & Data Entry Depts.!)
- Cash donations must be converted to a check or money order before mailing.
- To receive an acknowledgement for tax-deductible donations, contributions must be \$10 or more; these will receive a thank-you postcard. Donations of \$100 or more will receive a thank-you letter.
- If a contribution of \$10 or more is made in cash, include a complete name and mailing address plus amount donated on the submittal form—if check is submitted, that address will be used.
- To receive a thank-you letter for 2009 tax purposes, donations must be received by the Food Bank by December 31, 2009.
- Mail or deliver donations to:  
**Food Bank of CC & Solano Buy A Bag, 4010 Nelson Ave. Concord ,CA 94520**

***Thank you***

**from the Food Bank of Contra Costa and Solano!**

**Please save any leftover Buy A Bags for the Food Bank.**