



2009 Governor's State Employees Food Drive



Utilizing Site Coordinators

For large agencies or agencies with multiple locations, Agency Coordinators may wish to designate Site Coordinators for each division, section, or location. Site Coordinators should obtain management approval to participate and discuss time availability with both management and the Agency Coordinator.

Site Coordinators typically carry out the following functions in support of the food drive:

- Motivate local office or section employees to exceed agency's food drive goal by use of e-mail, newsletters, staff meetings, and other promotional strategies. Provide ideas, encouragement, and recognition to encourage full participation.
- Display posters and arrange for food collection within local office or section.
- Plan and publicize fundraising events.
- Serve as primary point of communication with local office or section employees for information and questions.
- Responsible for collecting local office or section food and fund donations and forwarding to Regional Food Bank and collection payroll deduction forms and forwarding to the Agency Coordinator.
- Responsible for tracking local office or section's donations (including a list of local office or site employees who meet the Governor's Challenge) and reporting results to the Agency Coordinator at the end of the food drive.

Agency Coordinators may wish to distribute the following documents to Site Coordinators:

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| Doc E: General Food Drive FAQs | Doc L: Automatic Donation Methods |
| Doc F: Agency Coordinators FAQs | Doc M: Receipt Information and Form |
| Doc G: Agency Report Form | Doc N: The Governor's Challenge |
| Doc H: Food and Fundraising Ideas | Doc O: Foods We Need |
| Doc J: Payroll Deduction Form | Doc Q: Regional Food Banks |
| Doc K: Cash Donation Designation Form | |

Agency Coordinators should also clearly communicate to Site Coordinators any deadlines for forms or reports.

If you have any questions, please contact your Team Leader or refer to our website at www.oregon.gov/fooddrive.