



Governor's State Employees Food Drive



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1. **Who should checks be made out to?** Checks should be made out to the Regional Food Bank the employee wishes to support. The Oregon Food Bank Network operates on the principle of keeping donations in the area where they are collected.
2. **Where do I take the money?** Checks, cash, and food donations all go to your Regional Food Bank. See the list of Regional Food Banks.
3. **How often should I take it?** It depends on how much you have collected and the security of your office (i.e., Do you have a secure place to lock up cash and checks?) as to how frequently you should take it to your Regional Food Bank.
4. **How will I keep track of all this stuff?** You will receive receipts from your Regional Food Bank for both the food poundage and the money you turn in. Keep these receipts for your records, and use them to add up your agency's totals and report them on your Agency Report Form at the end of the Food drive.
5. **What about keeping track of payroll deductions?** The deduction form instructs employees to turn it in to you, their Agency Coordinator. After tracking the dollar amount donated and who made the donation (for the purpose of calculating who met the Governor's Challenge), you will forward it to your agency payroll officer. Be sure to contact your payroll officer to let him/her know what to expect and to contact you if the forms are turned into them directly without going through you first. You should keep a log of the donations so you can add these totals into your final Agency Report Form.
6. **Since people can make both one-time or 12-month payroll deductions, how do I count them?** You count the total amount an employee pledges to donate. If it is a payroll deduction for 12 months, credit your final report with the monthly donation multiplied by 12. (For example: \$12.00 per month X 12 months in the year equals a \$144.00 total donation reported on the Agency Report Form.) If it is a one-time donation, then credit the amount of the donation.
7. **What if an employee wants his or her one-time donation to go to a certain Regional Food Bank?** The employee will fill out a "Cash Donation Designation", "Payroll Deduction", or "Automatic Donation Methods" form on which he or she will designate which Regional Food Bank is to receive the donation.
8. **Can I provide a receipt for tax purposes?** Yes, a Receipt Form (Document N) is included in the Agency Coordinator packet and you may copy the form as needed. Generally, the item is described on the form and the individual making the donation is responsible for identifying the value of the item for tax purposes.
9. **How much "weight" is given to each dollar contributed?** A \$10 donation provides a 3-to-5 day supply of food for a family. When the Governor's State Employee Food Drive totals are calculated, the conversion that will be used is 5 lbs of food for every dollar collected.
10. **Can I solicit donations from grocery stores, vendors, shops, or vacation and recreational businesses?** Yes. Regional Food Banks do have relationships with most grocery stores and food processors in their area and already have a commitment for donations, so you may want to contact your Regional Food Bank before soliciting for this purpose.

Donated items can also be used for silent auctions, drawings, and raffles. Make sure you are following regulations regarding drawings and raffles and again, check with your Regional Food Bank to see if they already have a relationship with the business. Contact your Team Leader with any questions.

- 11. Who picks up the food and when?** Agency Coordinators or Site/Office Coordinators directly arrange for the delivery of food. How much you have collected will determine how frequently it should go to the Regional Food Bank. If there is too much for you to deliver, discuss alternatives with the Regional Food Bank or your Team Leader.
- 12. Can our agency count donations received outside of the designated food drive period as part of the Governor’s State Employees Food Drive?** Fundraising events should be planned during the designated food drive period. Some agencies, due to specific resources or through planning outside of the Governor’s State Employees Food Drive, collect donations in other months. Those donations are very much appreciated by the Oregon Food Bank Network. However, those donations should not be counted toward the donation totals for the Governor’s State Employees Food Drive.
- 13. What form do I use to report my agency’s totals?** The Agency Report Form in the Agency Coordinator packet is the form used to detail the number of pounds of food and the amount of cash, check, credit card, and payroll deductions received during the drive.
- 14. When are Agency Report Forms due?** Completed Agency Report Forms are due to your Team Leader one week following the closing of the drive. Note: If you are a Site/Office Coordinator, you will need to have your information to your Agency Coordinator prior to this deadline so your agency’s full report can be turned in on time. Please work with your Agency Coordinator to determine what your internal deadline is.
- 15. How do I get more packets or forms?** Because the Food drive has no operating budget, packets are prepared for only the Agency Coordinators. Coordinators with many local branches will need to duplicate the forms and information for Site/Office Coordinators. You can select and duplicate what you need most or you can access all packet information on the food drive website at www.oregon.gov/fooddrive.
- 16. What fundraising activities are legal?** If you have a question about whether an activity is legal for your agency or perhaps causes a conflict of interest, consult legal counsel for your agency. If you have a question about a particular activity, make sure you have approval from your agency administrator and consult your legal counsel to be absolutely sure. You may even want to contact the DAS-Risk Management Division.
- 17. Who approves activities?** Agency Coordinators or Site/Office Coordinators should discuss activities planned for the Governor’s State Employees Food Drive with agency management. Management is responsible for agency activities and must know about food drive activities regardless of management participation.
- 18. What about having a “dunk tank” or “pie throwing” event to raise money?** While these have been done in the past and are very popular, the DAS-Risk Management Division has indicated that there are safety concerns with these activities. If you wish to investigate this option further, we suggest contacting a DAS-Risk Management representative.
- 19. What about raffles and other gaming activities?** Raffles and chance drawings are considered gaming activities by the Oregon Department of Justice and there are regulations regarding record keeping and amounts raised. Your Team Leader **cannot** answer questions about gaming activities. There is a document available at www.oregon.gov/fooddrive that summarizes gaming activities in relationship to the food drive called: “Bingo, Raffles, Monte Carlo, and How They Apply to the Governor’s State Employees Food Drive (Document J)”. The form also includes contact information

for the Gaming Registrar. The Registrar can provide a more detailed gaming information packet upon request.

- 20. Do “silent auctions” fall under the gaming restrictions?** No. In a silent auction, you only pay if you make the highest bid—you don’t pay for a “chance” to win. Therefore, silent auctions do not fall under the gaming rules.
- 21. What are the guidelines for bake/food sales, potlucks, chili feeds, etc.?** Food events should be held in rooms where public access is restricted. To be on the safe side, please hold food events in lunchrooms, break rooms or conference rooms (preferably with hand-washing facilities nearby). Do not advertise or sell food to the public and use discretion in the locations that you post informational posters about food events (especially in buildings that have restaurants, cafes, or cafeterias run by outside vendors and as a courtesy to those vendors, inform them of the event). Safe food preparation guidelines should always be observed in these types of events – keep hot things hot and cold things cold, etc.!
- 22. Where can I get speakers to talk to staff about hunger and the role of food banks?** Contact your Regional Food Bank representative (see Document S). There is also an eight minute video produced by the Oregon Food Bank that may be checked out from your Team Leader or the Statewide Chair.
- 23. What is the Feinstein Foundation matching challenge?** The Feinstein Foundation annually donates \$1 million to encourage donations to non-profit hunger relief agencies during March and April. The \$1 million is divided proportionately among all participating hunger relief organizations. It is not a one-to-one match. More information about the challenge is available on the food drive’s website.
- 24. How can I use our collection efforts to receive a match from the Feinstein Foundation?** Agency Coordinators or Site/Office Coordinators can hold all, or part, of the cash donations received during the food drive and turn them into a participating Regional Food Bank on or after March 1. All cash donations received by the Regional Food Banks after March 1 will be calculated in the Feinstein Foundation match.
- 25. Can I add the matching Feinstein Foundation money to my agency total?** No, the Feinstein Foundation money is awarded to only the Regional Food Banks and cannot be included in your agency total.
- 26. Should the food drive accept nonfood contributions?** Yes, Regional Food Banks and food cupboards/pantries have the need for toothbrushes, diapers, soap, and other personal items. Such items should be weighed and counted as pounds of food on the Agency Report Form (Document F).
- Also, many times items are donated to the food drive for silent auctions, drawings, or raffles (be sure that your drawings and raffles meet guidelines). This might include items such as “white elephants,” a weekend at the beach or mountain cabin or resort, or other services.
- 27. Does the food drive have a website?** Yes, you may access all the information that is in your Agency Coordinator packet at www.oregon.gov/fooddrive.
- 28. What do I do if I want to inform the press of an event?** Please contact the Statewide Planning Committee Chair for contact information.
- 29. What do I do if I have further questions?** Please contact your Team Leader (Document B).