



GOVERNOR'S STATE EMPLOYEES FOOD DRIVE

**OREGON
FOOD BANK
NETWORK**

Frequently Asked Questions

What is the Governor's State Employees Food Drive?

In 1982, Governor Vic Atiyeh sponsored the first State Employees Food Drive. State Employees collected food and funds for the Oregon Food Bank (OFB) Network. This tradition has repeated annually ever since. Agencies work in partnership with Regional Food Banks in the OFB Network to provide food assistance throughout the state and southwest Washington to individuals and families in need.

Who participates?

All state agencies, commissions, boards, and employees are eligible to participate. They may enlist the support of community partners in some of their food and fundraising activities. It is always a good idea to contact your Regional Food Bank before contacting community partners to see if there are any existing agreements already in place.

When is the food drive?

The food drive runs the month of February.

What can employees donate?

Employees may donate food or items for fundraising events. They may also make individual contributions via a payroll deduction, check, cash, or credit card (directly to their Regional Food Bank).

Who gets the food and donations?

The food and donations that are raised in your area stay in your area unless a donor specifically wants their monetary donation to go to a nonlocal food bank.

How do I order food collection barrels?

Food can be collected in any container. If you would like to use food bank barrels for collection, please contact your Regional Food Bank at least two weeks before the start of the food drive. Please keep in mind that the food bank uses both fuel and labor costs to deliver and pick up barrels. Any assistance state employees can give in delivering food donations to the Regional Food Banks is appreciated.

Where does the food go and when?

Agency Coordinators or Site Coordinators are responsible for making arrangements for delivering the food to your local food bank. If possible, please deliver food to your local food bank. This saves both fuel and labor costs for the food bank. The Regional Food Banks would love to give you a tour of the food bank when you arrive with your donations so we can show you how your efforts and support make a huge difference in the community. If there is too much food to deliver by yourself, call your Regional Food Bank to arrange pick up of your donation. Please call at least two weeks before you need a pick up scheduled.

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.

Where do I take the money?

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

FAQ.docx



GOVERNOR'S STATE EMPLOYEES FOOD DRIVE

**OREGON
FOOD BANK
NETWORK**

Checks and cash donations go to your Regional Food Bank. During the drive, be sure to place money in a secure location. Consolidating ALL of it (including change) into large bills or a cashier's check is greatly appreciated. In Salem, Heritage Grove Federal Credit Union partners with the food drive with free accounts to deposit funds raised. They also have a change-counting machine. See information about Heritage Grove Federal Credit Union.

How will I keep track of our donations dropped off at the food bank?

You will receive receipts from your Regional Food Bank for both the food poundage and the money you turn in. Use these receipts to add up your agency's totals.

What about keeping track of payroll deductions?

Employees will turn in their payroll deduction forms to their Agency Coordinator, who needs to note the total dollar amount donated for the year and who made the donation (for the purpose of determining who met the Governor's Challenge.) They will then forward the forms to your agency payroll officer. Be sure to contact your payroll officer to let him/her know what to expect and request they let the Agency Coordinator know if any forms are turned into them directly.

Since people can make either a one-time or 12-month payroll deductions, how do I count these?

You count the total amount an employee pledges to donate for the year, either the monthly donation multiplied by twelve (12) or the amount of a one-time donation.

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 "Payroll Deduction", "Cash Donation Designation", or "Automatic Donation Methods" form on which he or she will designate which Regional Food Bank is to receive the donation.

Can I provide a receipt for tax purposes?

Tax receipts CANNOT be given for donations used for silent auctions, raffles, or food events. In order for a donor to receive a tax receipt, the donation must go *directly* to the food bank.

Should the food drive accept nonfood contributions?

Yes, Regional Food Banks and food cupboards/pantries will distribute toothbrushes, diapers, soap, and other personal items. Such items should be weighed and counted as pounds of food on the Agency Report Form. Please keep these items separate from food donations so no accidental contamination of the food occurs.

How many meals are assigned food and fund donations?

A \$10 donation allows the food bank to collect and distribute 30 meals. When the Governor's State Employee Food Drive totals are calculated, the conversion that will be used is three (3) meals for every dollar collected and 0.75 meals per every pound of food raised.

What are the guidelines for food sales, potlucks, chili feeds, etc.?

Food events should be held 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!) Safe food preparation guidelines should always be observed in these types of events – keep hot things hot and cold things cold, etc.! Do not advertise or sell food to the public. 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.



GOVERNOR'S STATE EMPLOYEES FOOD DRIVE

**OREGON
FOOD BANK
NETWORK**

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 if possible. 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.

Can I solicit donations from grocery stores, vendors, shops, or vacation and recreational businesses?

Yes. Keep in mind that Regional Food Banks do have relationships with most grocery stores and food processors in their area and already have a commitment for donations, so please contact your Regional Food Bank before soliciting food donations that will go directly to the food bank from these businesses. Donated items can also be solicited for silent auctions, raffles, or for use in a food event. Make sure you are following regulations regarding gaming events. Tax receipts CANNOT be given for donations used for silent auctions, raffles, or food events.

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.

What about having a "dunk tank" or "pie throwing" event to raise money?

While these are very popular, there are safety concerns with these activities. If you wish to investigate this option further, we suggest contacting a DAS-Risk Management representative.

What about raffles and other gaming activities?

Raffles, BINGO, chance drawings and other activities are considered gaming activities by the Oregon Department of Justice and there are regulations regarding record keeping and amounts raised. The Committee 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: "Gambling Events". The Gaming Registrar can provide a more detailed gaming information packet upon request. Contact charitable.activities@doj.state.or.us.

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.

Where can I get speakers to talk to staff about hunger and the role of food banks?

Contact your Regional Food Bank representative.