# Site Coordinator Communication

Dear Site Coordinator,

Thank you for becoming a Site Coordinator for the Governor’s State Employees Food Drive. Your contribution of time and talent will help feed hundreds, if not thousands, of Oregonians as state employees work together to be the change we would like to see in our communities.

This year, the food drive runs during the month of February. Last year, our department raised over [INSERT AMOUNT] meals. Let’s see if we can top that this year.

While food donations are always welcome, the easiest way to support the Oregon Food Bank Network is through monetary donations. The network is able to buy in bulk and use the funds to distribute donated goods to regional food banks. Employees can make donations via payroll deductions, cash, check, or credit card using the attached forms.

Payroll deductions forms should be collected and sent to me by March 1. I will then send them to payroll for processing (please do not send directly to payroll). Cash and check donations should be collected and sent directly to the designated regional food bank. Please do not send cash in the mail—hand deliver or send via money order or cashier’s check. Automatic Donation Methods allow employees to have money deducted from a checking account or credit card on a one-time or monthly basis. Please direct employees to contact a specific regional food bank to determine which methods are available. Receipts provided an overview of donation receipts.

Any employee who meets the Governor’s Challenge can be recognized at the end of the food drive. Please keep track of those people so you can print thank you notes off the website for them, if you choose.

One way Site Coordinators help raise funds is through events such as food sales and silent auctions. I have attached a list of Food and Fundraising Ideas. If you hold an unusual and/or successful event, please let me know. If you solicit in-kind donations for a silent auction or similar, please note that you cannot, and the food bank cannot, provide the donor of the item a tax receipt. For more information, review the Receipt Information document on the website.

Posters will be sent to you soon. You will also want to post the list of Most Wanted Foods near the posters and any food collection containers.

At the end of the food drive, you will need to arrange for the delivery of all donations (including food) collected from your office to the designated or local regional food bank. The food bank will weigh your food donations and give you a receipt for the food and any cash donations. It is very helpful to everyone if you convert loose change into dollars before you take it to the food bank or even better if you are able to have a local bank or credit union convert cash into a money order or cashier’s check.

The Site Coordinator Report Form is for you to use to report food and monetary donations. Please complete the form and send it to me as soon as your Food Drive events have finished and your totals are complete, but not later than [INSERT DATE].

For additional information, please see the Coordinators Handbook on [www.oregon.gov/fooddrive](http://staging.apps.oregon.gov/fooddrive/). If you have any questions, please feel free to contact me at [INSERT PHONE NUMBER] or via e-mail at [INSERT E-MAIL ADDRESS].

Thank you again for helping be the change we would like to see in our community,

[INSERT NAME]

Agency Coordinator