



“Solving Food Insecurity One Ram at a Time”

Guidelines for Executing a Successful RamPantry Food Drive

Step 1: Getting Started

- Email the outreach team at: outreachrampantry@gmail.com
- Choose an event coordinator who is responsible for planning the drive and encouraging participation

Step 2: Establish a Goal

- Set a reasonable goal for your organization regarding the number of meals or pounds of food you want to provide (1lb = 1 Meal)
- Talk to your managers about matching donations!

Step 3: Advertise

- Get the word out and encourage colleagues to do the same
- Hang up posters, send out emails, and post to social media detailing when the drive is taking place
- Be sure to note high need foods like canned proteins, canned vegetables, and canned fruits

Step 4: Make it Easy to Participate

- Hold events to encourage participation (Events like “bring cans to wear jeans to work” are effective)
- Encourage monetary donations (Suggest staff bring lunch and donate what they would have spent otherwise)

Step 5: Coordinate Drop-Off or Pick-Up

- Delivery to RamPantry (in VCU Student Commons) is encouraged
- Email us at outreachrampantry@gmail.com to coordinate drop-off, pick-up, or if you have any questions along the way!

Step 6: Bring VCU One Step Closer to Eliminating Food Insecurity