

# Virtual Food Drive MANUAL



**Thank you for joining Second Harvest Food Bank in the fight against hunger!** With a little work and a lot of fun, your Virtual Food Drive will make a big difference in the lives of children and families facing hunger in our community.

This Virtual Food Drive Manual contains easy-to-follow, step-by-step instructions for starting and managing your drive. We know it will be a huge success!

Thank you again for choosing to make a difference in the lives of others. **You make our work possible.**

Sincerely,

A handwritten signature in black ink that reads 'PIETER SNYMAN'. The signature is written in a cursive, slightly stylized font.

Pieter Snyman  
Digital Fundraising Specialist

# Getting Started

We are here to support you in any way possible. If you have any additional questions or need guidance in setting up your Virtual Food Drive, please contact us.

**HELLO!**

I'll be your personal **Virtual Food Drive Fundraising Coach**. Please feel free to reach out at any time!

**Pieter Snyman**

Digital Fundraising Specialist

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PSnyman@FeedHopeNow.org

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# Your Fundraising at Work

Hunger doesn't take a summer break. And, with your help, neither does Second Harvest Food Bank of Central Florida and its robust hunger-relief network. This summer, more than 60 sites will serve fresh, nutritious meals to kids age 18 and under for free.

"The kids want bicycles, but we need food," explains Lilly, who brings her grandkids and great-nephews to a summer meal site in Sanford. Lilly's family and kids across Central Florida can enjoy lunch every weekday.

With food in their bellies, kids can get back to the business of being kids this summer, thanks to you.



## Registration Options

To start your Virtual Food Drive, head to [VirtualFoodDrive.org](https://VirtualFoodDrive.org). Before you register, please take a moment to become familiar with the registration options below. If you are unsure of how you should register, just give us a call and we will help you out.

1

### Register as an individual/organization/business.

Pick this option if you plan on setting up one page and plan for everyone to donate to that page.

Example: A company that wants to set up a Virtual Food Drive that all their employees donate to this fall. You will be given the option to name your page and you will be provided a unique URL to send out to employees.

2

### Start a team.

Make your drive a team effort! Use this option if you are going to have multiple people raising money for you. Once you start a team, you will automatically become a captain and can start recruiting your friends to help you raise funds. Each team member will have their own fundraising page. This is excellent for team competitions.

Example: A bank registers as a team and all their bank branches join their team and compete to see who can raise the most funds.

3

### Join a team.

This option allows you to join an existing team.

# 6 Easy Steps to Starting Your Virtual Food Drive

1

## Register.

You can start a Virtual Food Drive for an individual or organization. You also have the option to start a new team or join an existing team. We suggest only starting a team if you want multiple people to fundraise and compete within your organization or group.

2

## What kind of user are you?

Register as a Returning User or a New User. If you have ever made an online donation or received an e-mail newsletter from us, you are likely already in our system. Please select returning user so that your contact information is kept in one location. You can retrieve your username or password if needed.

3

## Start your Virtual Food Drive with a donation.

Do you want to start your fundraiser with a donation? If you do, don't forget to add your gift during this step. Also, don't forget to set a goal!

4

## Registration.

Fill out your registration page.

5

## Verify.

Verify your information, then hit the "Complete Registration" button.

6

## Congratulations!

You will have received an email confirmation with a link to manage your Virtual Food Drive. You will also receive an email to forward to friends. Good luck!



# Participant Center

After you register your fundraiser, you can log into your Participant Center. You will also receive an email with the link. When you're logged in, you can customize and manage your fundraiser. Below is a rundown of what you will find in there.

## Home

- **Your Fundraising Progress**  
You can track your progress and change your goal here.
- **Need help getting started?**  
Click "What to Do Next" for easy-follow-steps to get your fundraiser all set up!
- **Personal Donations**  
View your donation history and enter offline gifts, such as cash or check. These gifts will count towards your goal, but only after we have received them.
- **Personal Page**  
Make your page stand out! Create a customized link by changing your Personal Page URL Settings. Change the title of your page and create a welcome message telling your donors why this cause is important to you. Add a photo of yourself or your company's logo.
- **Team Page**  
If you are the captain of your team, you will have the ability to edit your team page and message your team members. This is a great place to get your team fired up!

## Email

- **Contacts**  
Easily import your contacts from Gmail, Yahoo! mail, or a file. You can keep track of who has been messaged and thanked using this powerful tool.
- **Messages**  
Let your contacts know about your fundraiser and send "thank you" messages using the provided templates or create your own.

## Connecting to Facebook

Your Virtual Food Drive has the ability to connect your fundraiser to Facebook and reach more of your contacts.

Once logged into your Participant Center, you will see where you can connect to Facebook on the right-hand side. Once connected, you will have a Facebook Fundraiser attached to your Virtual Food Drive and can fundraise on either platform.

The best part? Whether you raise money directly in your Virtual Food Drive page or through Facebook, your funds will update automatically!





# Online Toolkit

Your online toolkit page has images that you can share on social media or via email to encourage your family and friends to donate to your Virtual Food Drive. We've also included sample social media posts and hunger statistics that you can use on Facebook and Twitter.



## Tips for Success

A successful Virtual Food Drive can be easy and simple to organize with a little thoughtful planning. We've come up with a checklist for you to make sure that all your bases are covered:

- **Set a goal.** If this is your first drive, set a goal you think is attainable. Goals are a fun way to get people pumped up about your drive. You will also have the option to change your goal at any time in your Participant Center.
- **Set a date.** Giving people a deadline creates urgency and encourages them to support your drive in a timely matter.
- **Update your Personal Page!** Personalize your Virtual Food Drive with your company/organization/personal photo. Leave a personal message on your page that tells people why you are raising money.
- **Send emails out** to at least 10 of your family and friends! We've provided you with ready-made messages, asking your contacts to donate to your Virtual Food Drive.
- **Share your page** via your social media channels! Encourage your friends/family/supporters to share your page after they donate.
- **Connect to Facebook.** Studies show that being connected to Facebook can *double* your donations!
- **Thank your supporters.** Log into your Participant Center and thank your family, friends, employees, and supporters for donating.
- **Remember to mail us** your check and cash donations, so we can update your amount raised on your personal page.
- Once your drive is over, don't forget to **share the success** of your drive with us!



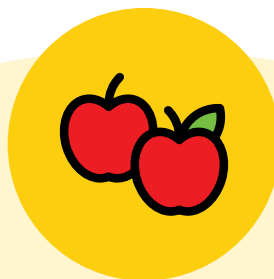
## How did Courtney reach her \$1,000 fundraising goal in just one week?

“Every day I continued to post my direct link on my social media sites and wrote quirky messages like, ‘The first one to donate will get a photo of the large smile they put on my face!’ or ‘Only \$26 dollars away from my daily goal, who wants to help me achieve?’ Those buzz words with calls to action got me a lot of donations.”

## Get Creative!

Create a team and divide employees by department, floor, or building. Encourage the groups to compete with each other to see who can raise the most for our neighbors in need. Arrange a lunchtime pizza party “on the company” for the highest contributors.

1. Plan a special event where the cost of admission is a donation to your Virtual Food Drive.
2. Sell “casual day” passes in exchange for online donations.
3. Arrange to take interested members of your organization on a virtual tour and/or volunteer to sort food at the Second Harvest Food Bank warehouse.
4. Enter anyone that donates to your Virtual Food Drive into a raffle. Hold your raffle live on Facebook and pick your winners.



**Your donations make a HUGE impact for kids and their families!**

# We want to hear from you!

What made your Virtual Food Drive a success? What advice would you offer others? What tools would help you maximize your fundraising efforts?

We'd love to hear your thoughts and ideas!

Please contact:

Pieter Snyman

407-514-1080

PSnyman@FeedHopeNow.org



## Final Step: Cash and Check Donations

Online financial donations to your Virtual Food Drive are the most efficient way to donate. These don't require delivery, generate instant receipts to the donor, and eliminate the handling of any money on your end.

If you receive cash or check donations:

1. Please ask your supporters to make their checks out to Second Harvest Food Bank of Central Florida.
2. Make sure to enter the gifts into your Participant Center as offline donations.
3. Please fill out the Cash and Check Donations form on the next page. Mail or drop off the completed form along with your cash and check donations to:

Attn: Pieter Snyman

Second Harvest Food Bank of Central Florida

411 Mercy Drive

Orlando, FL 32805

4. Remember: In order for us to give you credit (and move your thermometer up) for your offline donations, we will need this form.



**Don't forget - we're here for you!**

VirtualFoodDrive.org



# 2023 Summer Hope for Kids

## CASH AND CHECK DONATIONS



**Thank you for organizing a Virtual Food Drive!** This form is only for **offline gifts** that you have received, including **cash and checks**. In order for us to count these gifts towards your goal, please mail or drop off this form along with your offline donations.

Attn: Pieter Snyman  
 Second Harvest Food Bank of Central Florida  
 411 Mercy Drive  
 Orlando, FL 32805

**Important:** Please ask your supporters to make their checks out to Second Harvest Food Bank of Central Florida.

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Virtual Food Drive Name: \_\_\_\_\_

Team Name (if applicable): \_\_\_\_\_

First Name	Last Name	Address	Gift Amount	Payment
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# 2023 Summer Hope for Kids

## CASH AND CHECK DONATIONS



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MAIL TO:                   : Attn: Pieter Snyman  
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                                   : Orlando, FL 32805