

Step 1: Drop off food donations at Mid-Ohio Foodbank.

Please deliver food Monday through Friday between the hours of 8:30 a.m. – 6:00 p.m.

The delivery address is:

*3960 Brookham Drive
Grove City, Ohio 43123*

For directions, visit www.midohiofoodbank.org or see Visiting Mid-Ohio Foodbank (included in packet).

Food should be packed in boxes (available through Operation Feed) and should weigh no more than 40 pounds – a comfortable weight for most adults to lift. This makes it easier for the volunteers at the food pantries, soup kitchens and shelters that receive donations to manage the food.

Please be sure to specify that you are delivering an Operation Feed donation. Bring or send a Food Drive Contribution form (included in packet) to clearly identify organization/department/agency names, and get a poundage receipt to help track meals raised and submit final results to Operation Feed.

Step 2: Send in any remaining financial donations.

Mail any remaining financial donations to the Operation Feed lockbox.

The mailing address is:

*Mid-Ohio Foodbank
Operation Feed
Dept L-3231
Columbus, Ohio 43260-3231*

Please send only checks and money orders to the lockbox. Submit a Monetary Contribution Form (included in packet) with each batch to ensure the donation is credited appropriately. Cash should be converted to a check or money order. Please note that bank partnerships can help you process cash and coin – see Cash and Coin Processing Resources (included in packet). To ensure proper crediting of your contribution, checks should be made payable to “Operation Feed.” If using a personal check for group collections, indicate “group collection” in the memo line of the check.

Step 3: Track the meals raised by your campaign activities.

We encourage you to send food and financial contributions regularly during your campaign. Each time you submit food or funds to Operation Feed, please record the meals raised on the Meals Tracking Log (included in packet). This will make it easy for you to submit your final results at the end of your campaign.

Step 4: Submit your results to Operation Feed.

Once all activities have been finalized, visit the Operation Feed Coordinator Resources web page to share your results: <http://www.midohiofoodbank.org/act/operation-feed/coordinator>.

Please fill in all of the information requested. If you are from a government agency or other organization that tracks results by department, it is important that you include the department name (not initials or acronyms) in your report form so that your results can be credited appropriately.

Operation Feed retains a copy of all poundage receipts for our records, so there is no need to include that information with your report.

If you have any questions, please contact Operation Feed at 614-274-7770.