

Welcome to Operation Feed!

Thank you for joining Mid-Ohio Foodbank and its partner agencies in the fight to end hunger. Each year, the lives of more than half a million central and eastern Ohio residents are touched through this network.

Operation Feed is a unique community-wide effort. It offers hope to people like Tracy. Tracy grew up in foster care and is now working hard to get her GED. She and so many others—Brayden & his siblings, Xander and his parents, WWII Veteran Jack—all benefit from the leadership, support and kindness of your organization. We encourage you to share their stories as you engage your associates in this important work.

Our goal this year is simple: raising funds so that everyone in our community has access to healthy, nutritious foods. With your help, Operation Feed will continue to have **real impact** for **real people**, right here in our community.











Sincerely,

Tiffany Priest
Campaign Manager

Stephenie Robertson
Campaign Manager

Craig Truax
Campaign Manager

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Materials and Resources

- Operation Feed’s Swiss Army Tool (it’s a table tent, two posters, personal stories and hunger stats, all in one!), The Asparagus, Pepper Pal and IOU Card are designed to help share the impact of Operation Feed donations with your associates. Your Campaign-in-a-Box contains a supply of these items to support your efforts. Food collection boxes are also available through the Foodbank.
- Mid-Ohio Foodbank’s online store is a great option for securing logo apparel to use as gifts or prize items (in addition to extra Operation Feed roll stickers, window clings, wristbands and grocery totes).
- Access tools and electronic resources through our Coordinator Resources web site: <http://midohiofoodbank.org/operationfeed/coordinator>.

Special Thanks



... to Jet Container Company, for providing boxes
to support food drive collection efforts

Real People. Real Impact.



“Appreciation is a wonderful thing; it makes what is excellent in others belong to us as well.”

-Francois-Marie Arouet de Voltaire

General Recognition Opportunities

- 📌 Events and activities of participating organizations will be promoted via **social media** during the campaign timeframe.
- 📌 The **Operation Feed Finale** event (held in August) publicly recognizes all organizations involved and awards outstanding campaign achievements.
- 📌 All participants are listed on the **Mid-Ohio Foodbank website**, where award-winning campaigns are also featured for their remarkable accomplishments.

Awards for Outstanding Campaigns – Descriptions & Criteria

- 📌 **MOST MEALS RAISED PER CAPITA:** For organizations with a current employee or member count on file, this award is presented to a small (1 – 249 associates), medium (250 – 999 associates), and large (1000+ associates) organization.
- 📌 **LARGEST PERCENTAGE INCREASE:** For returning organizations, this award also goes to three differently-sized organizations: 1 – 249 associates, 250 – 999 associates, and 1000+ associates.
- 📌 **AWARD OF EXCELLENCE:** This award is presented to a company that meets two of three criteria: a 40% increase over the previous year, a 50,000 meal increase, and at least 100 meals per capita.
- 📌 **OUTSTANDING NEW CAMPAIGN:** Recognizes a campaign showing great ingenuity, creativity, and effectiveness in implementing its first-year meal raising strategies.
- 📌 **ONLINE SUPER STAR:** Recognizes an organization that makes best use of online donations to raise meals and engage associates.
- 📌 **COMMUNITY PARTNER AWARD:** Critical to Operation Feed’s success, each year an outstanding partnership will be recognized.
- 📌 **DIRECTOR’S CHOICE AWARD:** Selected by Operation Feed staff to recognize exceptional achievements.
- 📌 **SPIRIT AWARD:** Recognizes best practices and campaign engagement.
- 📌 **BENCHMARK CAMPAIGN DESIGNATION:** Benchmark level contributors are recognized for successfully reaching goals suggested by Operation Feed staff, based on average meals raised per capita.
- 📌 **LAW FIRM CHALLENGE – MOST MEALS PER CAPITA:** Presented to a small, medium and large firm.
- 📌 **LAW FIRM CHALLENGE SUPER STAR:** Selected by Operation Feed staff to recognize exceptional achievements for small, medium and large firms.
- 📌 **EDUCATION ASSOCIATION AWARDS** – Presented to the outstanding small, medium and large association as well as the association that raised the most meals per capita.



- 📌 All donations received by **JUNE 30th**, are recognized in Mid-Ohio Foodbank’s Annual Report.
- 📌 Donations must be received by **JULY 31st** to be considered for Operation Feed Awards.

Learn about 2016 Award Winning and Benchmark organizations at

<http://www.midohiofoodbank.org/wordpress/wp-content/uploads/2016/09/2016-Operation-Feed-Champions.pdf>



*“Knowledge is power. Information is liberating.
Education is the premise of progress, in every society, in every family.” -Kofi Annan*

Q: What is Operation Feed?

A: Operation Feed is a community-wide drive coordinated by Mid-Ohio Foodbank. Each spring, hundreds of community members volunteer to organize a variety of fundraising activities in their organizations to provide food for families struggling to make ends meet.

Q: Who benefits from Operation Feed?

A: Operation Feed helps stock the shelves of hundreds of food pantries, soup kitchens and emergency shelters in central and eastern Ohio. About 524,300 children, adults and seniors receive emergency assistance each year through this network. Community partners depend on Operation Feed to provide healthy, nutritious food for the people they help, and **100% of every dollar raised through Operation Feed is used to provide food for local families.**

Q: How have hunger and food needs changed, and how has Mid-Ohio Foodbank responded?

A: One in six Ohioans is food insecure, meaning they don't know where a next meal is coming from. More people, especially working families and suburban residents, are turning to our network for food assistance. The mix of food distributed has also changed, moving away from non-perishable items to the acquisition and distribution of surplus fresh foods. According to Feeding America, each year in the United States, some *14 billion pounds* of fresh produce does not make it from field to market, providing a huge opportunity for food banks nationwide. More than half of the food distributed by Mid-Ohio Foodbank is now fresh—including fruits, vegetables, meat, dairy, and bread.

Q: How do we organize an Operation Feed campaign?

A: Start by getting your leadership on board to support your plans and creating a strong committee. Then develop a strategy that fits the unique needs and culture of your organization. Operation Feed will provide training, materials, ideas and suggestions – everything you need to make your campaign a success. Online giving and monthly giving options even make it convenient for your team to help hungry neighbors year round. Use our print materials and messaging threads to help tell the story of hunger in our community.

Q: How can Operation Feed benefit our organization?

A: Operation Feed brings associates together by involving each individual in an organization-wide effort. Involvement gives organizers the chance to develop leadership and project management skills. Operation Feed provides tremendous team building opportunities for your organization, both within and across departments. Coordinators also report a great morale boost from employees knowing they are making valuable contributions to the communities in which they live and work. Participating organizations are also recognized publically by Mid-Ohio Foodbank for their efforts.

Q: Do you prefer financial donations or food donations?

A: Financial donations have a huge impact. Due to efficiencies of donated food, bulk purchasing and economies of scale, for every \$1 the Foodbank receives, we're able to distribute \$10 worth of groceries. With a dollar, you could purchase one can of food. That same dollar donated to Operation Feed provides four meals! **Online & Monthly Giving** options allow anyone to donate by credit card or spread their pledge over the course of a year, further increasing the impact of your drive.

Q: What are campaign goals, and how will they affect our collection effort?

A: We will suggest a realistic and achievable meal-raising goal for each organization. Goals consider employee per capita giving and are designed to push each campaign to exceed prior year results. This emphasis is designed to help Mid-Ohio Foodbank respond to increasing need and new opportunities to acquire more produce and other fresh foods.

Q: How does Operation Feed calculate the number of “meals” raised?

A: Operation Feed uses a “meal” as the unit for measuring and tracking the amount of dollars and food raised by a campaign. One dollar is equal to four meals, and one pound of food is equal to one meal. Operation Feed leverages economies of scale, bulk purchasing and partnerships with grocers, food companies and others to make sure each donation has the greatest possible impact.

Q: How can we help our associates commit to fighting hunger and meeting community food needs?

A: Educating associates about the need is one of the best ways to get them involved. Statistics about populations like children and senior citizens that are particularly hard-hit by hunger are especially powerful. Asking each individual personally to get involved and putting the value of even a small contribution into perspective (*for example, a monthly donation of just \$23 feeds a child for a year*) are other ways to encourage active participation. For additional resources visit: http://www.midohiofoodbank.org/get_involved/operation-feed/

Q: How can we increase our engagement with Mid-Ohio Foodbank?

A: Make the issue of hunger “real” through a tour of the Foodbank, or by hosting your meeting in one of our event spaces, scheduling a Foodbank volunteer activity, or inviting an Operation Feed speaker to address your group can increase engagement. Associates can also connect with the Foodbank on Facebook & Twitter.

Q: Where do we send our financial donations?

A: All cash/coin should be converted to check or money-order by one of our banking partners. Mail donations with your contribution form to:

*Operation Feed
P.O. Box 715547
Columbus, Ohio 43271-5547*

If you are converting a group collection to a check, please indicate “group collection” in the memo line.

Q: Where do we take our food donations?

A: Please deliver food donations to Mid-Ohio Foodbank located at 3960 Brookham Drive in Grove City (Agency area at the east/freeway side of the building), between 8:00 a.m. – 4:00 p.m., Monday – Friday. Once you arrive at the Foodbank, a staff member will help you unload, weigh your food and provide you with a poundage receipt. Collection boxes are also available for pick-up. Don't forget to ask for a quick tour of the repurposed, LEED Gold certified facility when you visit!

Q: How do we get our food items picked up?

A: We consider the delivery of your food donations to the Foodbank a valuable part of your contribution to Operation Feed. Delivering the food gives you a chance to tour the Foodbank (please call ahead to let us know when you're coming), and it makes a great photo opportunity for your newsletter. Donor drop-off of any contribution that fits inside a passenger vehicle helps Mid-Ohio Foodbank to minimize fuel & transportation costs, and it also allows our trucks to focus on large-scale food industry donations & deliveries to partner agencies. If you can't find a vehicle large enough for your donation, please contact the Operation Feed team.



Real People. Real Impact.

One goal – simplified: food on the tables of families struggling to make ends meet.

General Information

- 🛒 Online donations and monthly giving are quick & easy ways to increase your campaign's impact.
- 🛒 Mid-Ohio Foodbank's online donation form lets associates support your Operation Feed campaign through a secure credit card gift.
- 🛒 Get started here: <https://www.midohiofoodbank.org/donate-opfeed-r1>

Five Simple Steps

1. Link to your company's Operation Feed campaign in the drop down menu.
2. Choose a one-time or monthly gift amount.
3. Click *Proceed to Checkout*
4. Enter billing information.
5. Click *Donate Now* and help end hunger!

Monthly Giving Details

- 🛒 Credit/debit cards will be charged on the 6th or 21st of each month based on when the donation is initiated.
- 🛒 Donations are in perpetuity unless otherwise specified by the donor.
- 🛒 The total of the first 12 monthly gifts will be applied to the current Operation Feed Campaign.
- 🛒 Further monthly gifts will be applied to the following year's campaign.
- 🛒 Monthly giving initiated after July 31 will be applied to following year's campaign.
- 🛒 *Example: a \$10.50 monthly gift initiated on May 7, 2017, will be processed on the 21st of each month and will result in \$126 being applied to 2017's campaign total.*

For monthly giving questions, contact Jessica Wright, Donor Relations Coordinator,
jwright@midohiofoodbank.org, 614.317.9409)



First Merchants Bank is proud to partner with Mid-Ohio Foodbank's Operation Feed campaign! Campaign funds may be deposited into an Operation Feed checking account at any FMB location. In addition, free use of FMB CoinZone/CoinStar machines can be used to process coins collected for campaign efforts.

- 📌 No account is necessary.
- 📌 Bring in any amount of coins to a First Merchants branch location. The machine provides a voucher to be deposited into the Mid-Ohio Foodbank Operation Feed checking account at the banking counter.
- 📌 First Merchants Banking Center locations:
 - **Olentangy Banking Center** – 3650 Olentangy River Rd., Columbus, OH 43214 (614.583.2200)
 - **Clintonville** – 3425 N. High St., Columbus, OH 43202 (614.408.0470)
 - **Graceland** – 5090 N. High St., Columbus, OH 43214 (614.408.0480)
 - **Grandview** – 1669 W. 5th Ave., Columbus, OH 43212 (614.408.0250)
 - **Karl Road** – 1616 E. Dublin-Granville Rd. Columbus, OH (614.408.0410)
 - **Reynoldsburg** – 6950 E. Main St., Reynoldsburg, OH 43068 (614.408.0375)
 - **Sawmill** – 5811 Sawmill Rd., Dublin, OH 43017 (614.408.0274)
- 📌 Visit https://www.firstmerchants.com/sites/default/files/documents/FMC_Locations.pdf for location hours.
- 📌 If you have questions about this service please contact : Zo Sellers, Executive Administrative Officer, at 614-583-2037 or zsellers@firstmerchants.com



KEMBA Financial Credit Union is once again providing financial services to assist with Operation Feed efforts. Cash/unrolled coin donations (NO CHECKS / MONEY ORDERS ACCEPTED) can be converted into an Official Check payable to “Operation Feed” at participating central Ohio branch locations.

- 📌 The service is offered free of charge, 9 a.m. – 4 p.m. weekdays, March – July.
- 📌 Utilize lobby machines for coin, and obtain a receipt for the teller. Please respect a limit of 1 – 2 bags per visit, and clearly state your association is with Mid-Ohio Foodbank's Operation Feed.
- 📌 Provide the name of your organization for the teller to include on the comment line of the check.
- 📌 This check should then be mailed—along with a Monetary Contribution Form and any other checks/money orders collected—to the Operation Feed lockbox.
- 📌 The following central Ohio branches are participating:
 - **Clintonville** – 4311 N. High St., Columbus, OH 43214 (614.235.2395)
 - **Gahanna** – 110 N. Hamilton Rd., Gahanna, OH 43230 (614.235.2395)
 - **Grove City** – 4141 Hoover Rd., Grove City, OH 43123 (614.235.2395)
 - **Hilliard** – 5555 Renner Rd., Columbus, OH 43228 (614.235.2395)
 - **Pickerington** – 941 Hill Rd. N., Pickerington, OH 43147 (614.834.3089)
 - **Reynoldsburg** – 6230 E. Broad St., Columbus, Ohio 43213 (614.235.2395)
 - **Westerville** – 622 N. State St., Westerville, OH 43082 (614.235.2395)
 - **Whitehall** – 4220 E. Broad St., Columbus, OH 43213 (614.235.2395)



Chase supports Operation Feed by accepting cash/coin generated by campaign fundraising activities at a *select group* of participating locations listed below.

- 🛒 Cash/rolled coin donations can be deposited (free of charge) directly to Operation Feed.
- 🛒 Complete a pre-printed Operation Feed Chase Deposit Ticket (available through Operation Feed or at the branch); be sure to clearly print the name of your organization on the ticket.
- 🛒 At a specified branch, ask to deposit Operation Feed funds (**cash only**, please DO NOT DEPOSIT CHECKS OR MONEY ORDERS).
- 🛒 Present your cash/coin with the Deposit Ticket and be sure to provide the name of your organization if the teller is completing the deposit ticket.
- 🛒 Wait for the deposit to be counted and verified, and get a transaction receipt.

IMPORTANT NOTE: To ensure correct crediting of the deposit to your drive, please mail the transaction receipt— along with a Monetary Contribution Form and any additional checks/money orders collected— to the Operation Feed lockbox.

- 🛒 Participating locations:
 - **Downtown** – 100 E. Broad St., Columbus, OH 43215 (614.248.5601)
 - **Dublin** – 6275 Frantz Rd., Dublin, OH 43017 (614.248.2800)
 - **Easton Town Center** – 4000 Morse Crossing, Columbus, OH 43219 (614.476.1910)
 - **Grove City** – 2161 Stringtown Rd., Grove City, OH 43123 (614.248.2270)
 - **Hilliard** – 4056 E. Main St., Hilliard, OH 43026 (614.248.2510)
 - **Northwest Columbus** – 4810 Sawmill Rd., Columbus, OH 43235 (614.217.6301)
 - **Powell** – 4066 W. Powell Rd., Powell, OH 43065 (614.248.3315)
 - **Reynoldsburg** – 7112 E. Main St., Reynoldsburg, OH 43068 (614.248.2590)



- 🛒 We encourage you to send financial contributions regularly during your campaign. This will make it easy to tally your final results at the end of your campaign.
- 🛒 To ensure donations are credited to your campaign, please mail all checks and money orders with a *Monetary Contribution Form* to:

**Operation Feed
P.O. Box 715547
Columbus, Ohio 43271-5547**



Utilize Corporate Engagement Team members to help you with event and activity ideas.

INVOLVE LEADERSHIP Ask your top management to participate in a celebrity luncheon. Have them serve a meal to employees with donations and tips to benefit Operation Feed. Or, sell chances to “soak the supervisor” with a squirt gun or water balloons. A “pie the chief” pie-in-the-face contest is another popular way to involve executives or managers.

CHALLENGES Some of the best meal-raising may come from challenges between departments, floors, or business areas! Competition fosters teamwork and gets everyone involved, while raising dollars for Operation Feed. The team that raises the most meals wins a prize!

FOOD Try anything food related. Have a bake sale, a dessert auction, a sub sandwich sale, or a company cookout. Set up a salad bar or baked-potato bar where employees can make their own healthy lunch. Other ideas include a PB&J sandwich sale or brown bag lunch day. Ask for a suggested donation to benefit Operation Feed.

GIFT MATCHING Find out if your company has a matching gift program, and if Operation Feed donations qualify for a match, then encourage employees to use this benefit!

ONLINE & MONTHLY DONATIONS

Online giving is the quickest and easiest way to help fight hunger. Anyone can support Operation Feed through a secure credit card donation that links directly back to your drive. Combine it with the new IOU Card for even more creative cash-free options for events and activities.

Monthly giving is a great way to dramatically increase the impact of your campaign. The first 12 months of pledges are included in your organization’s 2017 campaign total. A recurring donation of just \$10.50/month will feed a child or senior for six months!

UTILIZE I.O.U.’S Many people don’t carry cash so offer them a way to participate without paying right away. Give them one of our new IOU Cards with the amount they owe and they can go directly to the online donation page to pay via credit card, then email the receipt to the campaign coordinator for confirmation of payment.

EVENTS There’s no better way to create a sense of community in your company than putting together a fun event! Host a carnival and offer associates the chance to play fun games such as corn hole or plinko. Screen a popular movie in your office space and charge for admission and snacks. Involve food and have a cook-off with chili, baked goods, anything! You could even try a craft fair to allow creative associates the opportunity to show off their skills and sell crafts to raise meals.

POINT OF PURCHASE If you have a cafeteria, gift shop, or bank counter consider point of purchase fundraising. Individuals are invited by cashiers to donate to the Foodbank during check-out by rounding up to the nearest dollar or donating an amount they choose. Donations can be compiled into a single check to Operation Feed when your campaign is finished. It’s a simple, hands-off way to increase your overall meal count.

GET YOUR VISITORS INVOLVED Consider holding events or contests on days when agents, satellite employees, or board members will be in the office. This lets you showcase community-based company values.



An **Anthony-Thomas** Non-profit fundraising wrapped Operation Feed candy bar sale is a great way to raise meals for your campaign! Selling price is \$1.00 per bar (cost is \$90 per case, 180 bars per case-one variety only). Available varieties: Crisped Rice, Roasted Almonds, Soft Caramel and Peanut Butter. Visit <http://www.atfundraising.com> for ordering options – click “Mail Orders (PDF)” on the left, then choose “Anthony-Thomas Wrapper - Order Form” or you can make a credit card purchase by ordering directly online through their web site. When making credit card purchases, please include “Operation Feed Campaign” in your billing or shipping information as you process your order.



Choose a **Collective Goods** (formerly Books are Fun) event to support your Operation Feed campaign! Secure a high-traffic location and spread the word; Collective Goods does the rest. Printed promotional materials designed to your specifications are provided and representatives to set up, run and tear down the event. As the nation’s largest display marketing company, Collective Goods offers a large, current selection of books & gift items at savings of up to 70%.



Jewelry is Fun is Imagine Nation Book’s newest division. We now offer separate events featuring quality jewelry, scarves, bags & accessories, and the best part: everything is \$5.99! A percentage of all sale proceeds go to support Operation Feed.

Contact: Stan & Beth Stauffer at Stauffer33@EMBAROmail.com or (740) 627-1034

Jewelry Is Fun Contact: Randy Ridgeway at Randy_Ridgeway@jewelryisfun.com or (614) 975-0625

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Interested in hiring a mobile food business? We’re happy to connect you with our members. Whether your company is having an employee appreciation day, a client outreach event, or a philanthropic fundraiser, the Food Fort has you covered! Planning a wedding, tailgate, or graduation party? Look no further! The Food Fort’s diverse clientele can accommodate many event requests. *Event inquiries can be sent to kbrennan@ecdi.org.*

If you have a successful relationship with a vendor not listed here, please forward contact information to the Operation Feed team.



There are three ways **SmartRecycle** can help you raise meals and help our planet!

- **Phones 4 Food:** collect “unwanted” cell phones and receive free collection boxes and pick up services at your workplace or organization.
- **Recycle Toner and Ink:** recycle your inkjet and toner cartridges with SmartRecycle’s Green Bin Program, which includes free business pick-up in the Columbus area.
- **Buy Toner and Ink:** in cooperation with Indoff Business Products, you can have discounted pricing and free delivery on all new and compatible laser and inkjet cartridges including HP, Brother, Canon, Dell and more. Enjoy savings, great service, free recycling and raise money for Operation Feed year round!

For a planning guide, FAQ, and registration, visit www.SmartRecycle.com or contact SmartRecycle at info@smartrecycle.com or call 866-384-3033.



Papa John’s Pizza can help your organization raise meals for Operation Feed with:

- **Discounted Pizza Pricing:** order pizza at a discounted rate and re-sell the product to make a profit—discounts available on large one-topping & large specialty items (5-pizza minimum).

Contact: Julie Kooser at (740) 549-2201 EX.2007 or julie@papajohnscolumbus.com



“Never doubt that a small group of thoughtful committed citizens can change the world. Indeed, it is the only thing that ever has.” – Margaret Mead







Take your campaign to the next level by working with leadership to develop a campaign strategy. High level support will make your drive a success!

Start by scheduling a meeting to get approval and discuss campaign plans.



Items to Cover

- Background on Operation Feed’s impact (see the *Swiss Army Tool* for facts & statistics)
- Leveraging the benefits of Operation Feed:
 - leadership development
 - all-employee involvement
 - team-building
 - engagement/morale boost
 - public recognition and awards
- Fundraising goal (suggestion provided by Operation Feed)
- Hosting a leadership giving campaign for management
- Specifics of support

Examples of Leadership Support

-  Signing a letter to associates (template provided)
-  Appointing individuals to chair the campaign and/or serve on the planning committee
-  Being visible and involved in campaign activities
-  Sponsoring a kick-off and/or finale event
-  Providing time at meetings for Operation Feed
-  Offering company donations of prizes/auction items (time off with pay, boxes/tickets to an arts/sporting event, etc.)

Deeper Foodbank Engagement

-  Is there understanding of competitors’ community/philanthropic activities? Are they interested in what other organizations are involved in Operation Feed? Would they be willing to meet peer-to-peer with leaders from other participating organizations?
-  Will they speak with Mid-Ohio Foodbank leadership or take a Foodbank tour to get a better understanding of hunger issues and the important contribution your organization can make?

Notes & Ideas



*“Coming together is a beginning. Keeping together is progress.
Working together is success.” – Henry Ford*

*Many hands make for light work! Don't coordinate your campaign alone – make Operation Feed a team effort.
Strong committees build strong communities.*

Getting Started

- Visit <http://midohiofoodbank.org/operationfeed/coordinator> for resources to help organize and engage your team.
- Include the right people on your committee.
 - Utilize Operation Feed as a leadership development opportunity.
 - Ask a manager or supervisor to suggest someone from each department.
 - Include communications, facilities and any other key areas that would offer needed support.
 - Select members based on availability, creativity and rapport with peers.
- Consider organizing over a group lunch.

Discussion Topics

- 📌 understanding Operation Feed and community food needs (see the *Swiss Army Tool* for facts & statistics),
- 📌 reviewing prior campaign results and current goals (suggestion provided by Operation Feed),
- 📌 setting campaign dates,
- 📌 considering special company policies,
- 📌 incorporating online donations & monthly giving (use the new *IOU Card!*),
- 📌 planning activities & events and sharing ideas,
- 📌 promoting the campaign & leveraging communication channels
(visit http://www.midohiofoodbank.org/get_involved/operation-feed/ for resources)
- 📌 brainstorming ways to build excitement,
- 📌 encouraging friendly competition between teams or departments,
- 📌 soliciting auction donations & prizes,
- 📌 planning around tracking & processing of donations,
- 📌 assigning duties for each member,
- 📌 making Operation Feed fun for everyone!

Notes & Ideas



Step 1: Track the meals raised by your campaign activities.

We encourage you to send financial contributions and food donations regularly during your campaign. Each time you submit funds or food to Operation Feed, record meals raised in a spreadsheet. This will make it easy for you to tally your final results at the end of your campaign. Don't forget to share meal raising progress with your leaders and associates throughout your campaign.

Step 2: Mail in any remaining financial donations.

Mail any remaining financial donations to the Operation Feed lockbox:

Operation Feed
P.O. Box 715547
Columbus, Ohio 43271-5547

Please send only checks and money orders to the lockbox. Submit a *Monetary Contribution Form* (p. 13) 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* (p. 6). 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.

Remember: 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 contribution form so that your results can be credited appropriately.

Step 3: Drop off food donations at Mid-Ohio Foodbank

Please deliver food Monday through Friday between the hours of 8:00 a.m. – 4:00 p.m.

Food must be packed in boxes (available through Operation Feed – copy paper boxes also work very well) and should weigh no more than 30 pounds or 30 items – 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.

Upon entering the Foodbank parking lot from Marlane Drive (east/freeway side of the building), proceed to the right to the Agency area. Pull up to garage door #1 (look for the “food drive” banner), and enter through the door at the left. Specify that you are delivering an Operation Feed donation, and bring or send a *Food Drive Contribution Form* (p. 13) to clearly identify organization/department/agency names. A staff member will help you unload, weigh your food and provide you with a white receipt. *Keep all poundage receipts to track meals raised.*

If you have any questions, please contact the Corporate Engagement Team.



Mid-Ohio Foodbank
| OPERATION FEED

2017 Monetary Contribution Form

Include this form when mailing **checks/money orders** to Operation Feed.

(Do not use initials or acronyms)

Organization: _____ Dept./Agency: _____

Coordinator Name: _____ Date: _____

Items Mailed: _____ Amount Submitted: \$ _____

Mail to:

Operation Feed

P.O. Box 715547

Columbus, OH 43271-5547

- **All items should be made payable to “Operation Feed.”**
- **Do not send cash – please convert any cash to a check or money order.**
See *Cash and Coin Processing Resources* (p. 6) for tools available to help.



Mid-Ohio Foodbank
| OPERATION FEED

2017 Food Drive Contribution Form

Bring or send this form with any food delivered to Mid-Ohio Foodbank

(Do not use initials or acronyms)

Organization: _____

Dept./Agency: _____

Coordinator Name: _____ Phone: _____

Total Pounds Received: _____ # Date: _____
(This number will be given to you by Mid-Ohio Foodbank staff upon receipt.)

Mid-Ohio Foodbank • 3960 Brookham Drive • Grove City, Ohio 43123 • (614) 274-7770



Mid-Ohio Foodbank
| OPERATION FEED

2017 Operation Feed Donation Receipt

(Internal receipt from coordinator to employee)

Date: _____ Amount: \$ _____

Name: _____

Coordinator Signature: _____