

FREQUENTLY ASKED QUESTIONS



What is Harvest for Hunger?

Harvest for Hunger is one of the largest food and funds drives in the United States. In 2017, more than \$5 million and nearly 400,000 pounds of food were collected, providing more than 21 million meals to hungry men, women and children in 21 counties. Harvest for Hunger is a collaborative effort of four area food banks serving the food insecure in Northeast and North Central Ohio. Our goal this year is to raise enough funds and food to provide 22 million meals.

Who does Harvest for Hunger help?

The Greater Cleveland Food Bank provides services in six Ohio counties including Cuyahoga, Ashland, Ashtabula, Geauga, Lake and Richland. More than 44% of the people served are children and seniors, 23% have at least one person living in their home who is in poor health, and 64% of households must choose between paying for food and paying for utilities.

Food and funds donated through the Greater Cleveland Food Bank's Harvest for Hunger campaign are distributed to more than 800 local hunger centers throughout our six-county service area.

How can I help?

We're so glad you asked! You can host a food and funds drive at your school, business, or organization in the spring of 2018. All proceeds from your drive help feed families and individuals in our six-county service area. While we gladly accept food donations, we encourage you to raise funds in lieu of food due to the Food Bank's incredible purchasing power. For every dollar donated, the Food Bank can provide four nutritious meals for our neighbors in need.



To sign up to host a food and funds drive at your organization, visit GreaterClevelandFoodBank.org/HFHRegister today!

Can I volunteer for Harvest for Hunger?

Of course! The Greater Cleveland Food Bank has volunteer projects available for individuals ages 12 and older. We can accommodate groups of up to 20 people. One of our most important projects involves repackaging donated food. Please contact our Volunteer Services Department at 216.738.7240 or visit GreaterClevelandFoodBank.org/volunteer for more information or to sign up for an available shift.

Where can I find more information?

Please contact us at 216.738.2140 or 216.738.7254, or email harvestforhunger@clevelandfoodbank.org with any questions you may have. Also, check us out on the web at GreaterClevelandFoodBank.org/HFH to find more information on how to get started!



Greater Cleveland
Food Bank

15500 S. Waterloo Road | Cleveland, OH 44110 | 216.738.2265
harvestforhunger@clevelandfoodbank.org
GreaterClevelandFoodBank.org/HFH

HOW TO HOST A DRIVE

**HARVEST
FOR HUNGER**

1

REGISTER

Go to GreaterClevelandFoodBank.org/HFHRegister to register your drive.



2

SET GOALS

Determine a goal and organize activities to raise funds. Remember: Every dollar donated provides four nutritious meals!



3

RALLY YOUR TEAM

Recruit a committee to assist with planning events and activities. Don't forget to engage members of your organization's leadership team. Support of management is key to a successful drive!



4

SPREAD THE WORD

Share info about your drive via email and social media. Send regular progress updates and appeals for support to your team, friends, and family.

Materials for promoting and tracking your drive are available at GreaterClevelandFoodBank.org/HFHMaterials

5

SUBMIT YOUR DONATIONS

Fill out a contribution report and send or drop off your donations.

For more details, visit: GreaterClevelandFoodBank.org/HFH.



6

CELEBRATE!

Join us as we celebrate your hard work at our Harvest for Hunger Recognition event in June!



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\$1 = 4 MEALS

GreaterClevelandFoodBank.org/HFH

SET UP A VIRTUAL FOOD DRIVE

Create a customized donation page for your organization in just minutes. Personalize it with goals, logos, and messages for donors. Learn more at GreaterClevelandFoodBank.org/VFD.



COMPETE

Some of your best fundraising initiatives may come from friendly competition among groups, departments, or neighboring organizations. Determine a goal and organize activities to raise funds.



MATCH YOUR GIFTS

If your organization has a matching gifts program, encourage your colleagues to complete the necessary paperwork to add additional value to their gifts!



SPORTS MADNESS

Create March Madness brackets or sports-themed contests with a portion of the proceeds going to Harvest for Hunger.



**HARVEST
FOR HUNGER**

**FUN
FUNDRAISING
IDEAS**

HOST CASUAL DAYS

Interested in wearing jeans to work? Host casual days! For a donation to Harvest for Hunger, employees can dress in jeans or other fun attire on designated days.



ORGANIZE A TOURNAMENT

Have staff loan their cornhole sets, putt-putt golf materials, or Wii for the day. Set up a tournament in the break room, hallway or auditorium and charge a fee for teams to compete!



INVOLVE FOOD

Host a bake sale, doughnut + coffee sale, chili cook-off, or ice cream sundae bar. The possibilities are endless when it comes to food fundraisers.



RAFFLE/SILENT AUCTION

Ask supporters to donate items for a raffle or silent auction. Gift cards to local restaurants, spa packages, and concert/event tickets make for great raffle items!



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Register your drive at GreaterClevelandFoodBank.org/HFH

2018 CAMPAIGN RESPONSE FORM



YES! WE WOULD LIKE TO PARTICIPATE IN HARVEST FOR HUNGER 2018.

PLEASE FILL IN YOUR CONTACT INFORMATION

Name of CEO/Leader _____

Name of Coordinator _____

Organization _____

Address _____

City _____ State _____ Zip _____

Phone _____

E-mail _____

Number of Employees _____

WE WILL SUPPORT THE CAMPAIGN IN THE FOLLOWING WAYS:

For every \$1 donated, the Greater Cleveland Food Bank can provide 4 nutritious meals.

We will host an employee food and fund drive. Our staff coordinator will be:

We will make a corporate gift of \$ _____ in addition to our employee food and fund drive.

We will offer employees a corporate match for donations made to the campaign.

We will offer employees an opportunity to support the campaign through an employer-sponsored matching gift program.

We would like more information regarding volunteer opportunities.

We are interested in sponsoring Market at the Food Bank on the evening of Sunday, April 29 and would like to receive information about this event.

I will make a personal contribution of \$ _____ to the 2018 effort.

Sorry! We cannot participate in Harvest for Hunger this year.

Thank you for all that you do for Harvest for Hunger! Your support is appreciated.



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Register your drive at GreaterClevelandFoodBank.org/HFH

RECOGNITION LEVELS



There's no better way to celebrate your fundraising efforts than by recognizing your success. We ask that when setting a goal for your drive, you consider aiming for one of the recognition levels listed below. We would be honored to recognize your organization in our end-of-campaign ad in *The Plain Dealer* and at our Harvest for Hunger Recognition Ceremony in June. Together, we are working to ensure that everyone in our communities has the nutritious food they need every day.

AWARD RECOGNITION LEVELS

EMERALD

Total Giving **\$50,000 and above**
Per Capita **\$100 and above per employee**

PLATINUM

Total Giving **\$20,000 - \$49,999**
Per Capita **\$60 - \$99 per employee**

GOLD

Total Giving **\$15,000 - \$19,999**
Per Capita **\$50 - \$59 per employee**

SILVER

Total Giving **\$10,000 - \$14,999**
Per Capita **\$40 - \$49 per employee**

BRONZE

Total Giving **\$5,000 - \$9,999**
Per Capita **\$30 - \$39 per employee**

SPECIAL AWARDS

In addition to the recognition levels listed above, there are special awards each year presented to two deserving organizations based on self-nominations. **The Bag of Hope** and **The Edmond V. Worley** awards are presented to companies that demonstrate an unparalleled commitment to Harvest for Hunger. Companies are considered for these awards based on the participation of employees in their internal drive, creativity of the coordinator and company's efforts, and overall enthusiasm and support for local hunger relief efforts. The Bag of Hope award is presented to an organization with 250 employees or more, and the Edmond V. Worley award is awarded to an organization with fewer than 250 employees. Harvest for Hunger coordinators will receive more information and award applications via email in April.



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WRAPPING UP: 4 EASY STEPS



▶ STEP 1: COMPLETE THE HARVEST FOR HUNGER CONTRIBUTION REPORT

Go to GreaterClevelandFoodBank.org/HFH to access the Harvest for Hunger contribution report. Please submit this report in person, online, or through the mail as described on the form.

You must submit the report no later than **MAY 18** so that your gift is included in the campaign total and you are appropriately acknowledged at our recognition ceremony.

▶ STEP 2: COMPILE YOUR DONOR LIST

All donors will receive a personalized thank you letter. Please provide us with a list of your cash donors, their donation amounts and their contact information on the Cash Donor Report, available online. Simply visit GreaterClevelandFoodBank.org/HFH to view all electronic campaign materials. You can open and print the "Cash Donor Report" from this section. You need not list any donors who made their contribution with a personal check.

▶ STEP 3: SEND US YOUR RESULTS

Mail or deliver contributions to: Harvest for Hunger c/o Greater Cleveland Food Bank, 15500 South Waterloo Road, Cleveland, Ohio 44110.

▶ STEP 4: DROP OFF FOOD DONATIONS AT THE GREATER CLEVELAND FOOD BANK

An appointment is not needed to drop off food donations. The Greater Cleveland Food Bank is able to accept food donations Monday-Friday between the hours of 8:30 a.m. – 3:30 p.m.

Address for delivery is: 15500 South Waterloo Road, Cleveland, Ohio 44110

Please drive around to the back of the building and up to the dock door on the east side, marked "All Donations." Ring the bell outside the door and a member of our staff will be happy to assist you.

Thank You for Your Support!

Final Checklist: Please include the following:

- A completed Harvest for Hunger Contribution Report submitted no later than **MAY 18**.
- All personal checks, alphabetized by last name. Checks should be made payable to Harvest for Hunger.
- A list of all cash donors and each donor's donation amount.
- All cash donations in the form of a **single check or money order** made payable to: Harvest for Hunger. **PLEASE DO NOT SEND CASH.**

If you have any questions, please contact our team at **216.738.2140** or **216.738.7254**, or email harvestforhunger@clevelandfoodbank.org.



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CONTRIBUTION REPORT



Please complete this Contribution Report and mail or bring it in with your monetary and/or food donation to: Harvest for Hunger, c/o Greater Cleveland Food Bank, 15500 South Waterloo Road, Cleveland, Ohio 44110, at the close of your drive or no later than **MAY 18**. A Contribution Report should accompany any donation to Harvest for Hunger so that proper recognition can be given to your organization.

PLEASE RETURN THIS FORM AND YOUR CONTRIBUTION BY MAY 18.

Because we would like to acknowledge the generosity of all donors that participate in Harvest for Hunger, we will retrieve donor information from all personal checks and send each donor a letter of thanks. We would appreciate receiving a list of your cash donors and their contact information so that we can acknowledge their gifts as well. An easy-to-use Cash Donor Report is accessible online at GreaterClevelandFoodBank.org/HFH. Please submit your Cash Donor Report via e-mail to harvestforhunger@clevelandfoodbank.org, or print and include it with your donations.

Reminder: If you receive cash donations, please submit them as a check or money order made payable to Harvest for Hunger. **PLEASE DO NOT SEND CASH.**

Date _____
Organization Name _____
Coordinator Name _____
Address _____
City _____ State _____ Zip _____
Phone _____
E-mail _____
Number of Employees _____

Providing updated information about the number of employees at your organization will make you eligible for one of our per capita awards at the Emerald, Platinum, Gold, Silver or Bronze giving levels. Participating organizations that reach one of these levels will be recognized at the Harvest for Hunger Recognition Ceremony, will receive a special certificate of achievement and will be included in our recognition ad to run in The Plain Dealer at the end of the campaign.

2018 Campaign Goal \$ _____

Total Monetary Contribution Enclosed Today \$ _____

Total Monetary Contribution to Date in 2018 \$ _____

Did your group also donate food? Yes No Poundage: _____

Did you host a Virtual Food Drive? Yes No

This is a final contribution report for our 2018 drive.

This is a mid-drive report.

Signature: _____



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