



Share of McLean is extremely grateful that you have chosen Share to be the beneficiary of your charitable drive. We want to partner with you to ensure that the drive is positive experience for all involved. Gaining agreement between all parties as to the drive dates and delivery dates will help ensure a smooth transition of food and personal supplies from your organization to ours.

Share's Food Drive Guidelines

- Please review the food drive checklist (How to Hold a Food Drive) provided below.
- After reviewing the checklist, send an email to Share (sharevolunteers1367@gmail.com) with your desired drive dates.
- Within a 10 day period you should receive an email confirmation or a call, from a Share representative, confirming the date for your food drive including a confirmation date for delivery. Please understand that your food drive is not considered approved until you receive a return email confirmation from Share.
- This confirmation email will include the dates of your approved scheduled food drive along with an assigned donation drop off date. Typically a donation drop off date is scheduled during our open Share hours, Wednesday or Saturday between the hours of 9:45-11:45 am. Under special circumstances arrangements can be made for an alternative drop off time or a Share truck can be scheduled to pick up donations (if the donation size warrants it). These special arrangements must be confirmed by a Share representative. Alternative delivery times are based on the availability of a volunteer to supervise the delivery during non-Share hours. Truck availability is limited based on the availability of a volunteer truck drivers.
- Share has found that donors respond well to themed food drives. If you would like a theme, the theme for your food drive will be included in your confirmation email.
- Share has provided a checklist that we hope will be helpful for organizing and managing the drive.
- Prior to your donation transfer to Share, Share would appreciate it if you could
 1. Sort donations by category, each in different boxes (beans with beans; soup with soup; shampoo and condition with personal hygiene products; ketchup and mayo with condiments; etc) Reminder: No glass bottles of any kind.
 2. Check expiration dates (Reminder: no expired items will be accepted).
 3. Fill boxes with no more than 20 lbs (many of Share's volunteers are senior citizens). No plastic or paper bags please as these can rip. Reusable, grocery bags are welcome. Hint: Giant's organic milk and egg boxes are the perfect sizes. Contact your local Giant as they typically have no problem saving them for your pick up. Boxes from VA's ABC stores are good choices as well.
 4. Label boxes with their contents.
- Deliver the boxes at the scheduled drop off day/time.

We appreciate your holding and running a food drive to benefit Share. Share is run solely by volunteers, not a single person is compensated for their time or expertise, and your donation of time to collect food or personal care items is most welcome. We rely on organizations like yours to help ensure that we have supplies for our clients. Thank you for working with us to make the drive a success! It takes a village!

If you have any questions, any questions at all, please contact the Share representative that sends your food drive approval email.

Community Food Drive Setup Checklist

KEY INFORMATION	
Organization name:	Share of McLean
Address:	1367 Chain Bridge Road, McLean, VA 22101 (McLean Baptist Church)
Our contact information:	703-229-1414 // info@shareofmclean.org
Your contact information:	How can donors with questions reach out to you?
Are you offering an incentive?	Eg. Giving out tickets to a performance in exchange for X amount of donations.
What you are collecting:	Eg. Food, Toiletries, Diapers, etc. See our website for our list of most needed items.
HELPFUL CHECKLIST	
<input type="checkbox"/> Choose where you are going to hold the drive.	Location:
<input type="checkbox"/> Select potential dates for your drive.	Start date: End date:
<input type="checkbox"/> Get permission from your employer, principal, or the head of your organization before advertising the drive and placing collection bins.	Their name: Their contact info:
<input type="checkbox"/> Please provide Share (sharevolunteers1367@gmail.com) with your collection dates. Note: You must confirm your date and time for delivery with Share so that we be sure to have someone available to receive your donation. We prefer deliveries between 9:30 – 12:00 on Wednesday or Saturday but can work with you on alternative times, if required.	Responsible party: Delivery date/time:
<input type="checkbox"/> Determine how you are going to advertise your drive (signs, email, flyer).	Responsible party:
<input type="checkbox"/> Put out collection bins in a visible area.	Responsible party:
<input type="checkbox"/> If your bins are in a public place, you may want to remove the donations at the end of each day and place in a secure place.	Storage location: Responsible party:
<input type="checkbox"/> Do you want to keep your donors updated? Consider posting updated information for how much you've collected or sending email updates to your office/organization.	Responsible party:
<input type="checkbox"/> At the end of your drive, remove the collection bins and any signs or flyers.	Responsible party:
<input type="checkbox"/> Please check your donations for expiration dates (Share cannot accept expired products). If possible, please sort the items by category, such as all the vegetables together, all the pasta together, etc.	Responsible party:
<input type="checkbox"/> Please place donations in boxes or paper bags weighing 20lb or less for ease of transport	Responsible party:
<input type="checkbox"/> You may want to count or weigh the food you collected to give a final report to your donor group.	Responsible party:
<input type="checkbox"/> Decide how the donations are being moved (car, truck). When you bring your donations to Share, you can use the door on the left side of the building at the far end of the sidewalk.	Transport: Car / SUV / truck / other Responsible party:
<input type="checkbox"/> If desired, get a picture taken with your donations to be added to your or our social media account and/or website!	

Share, Inc. A non-profit organization incorporated in 1969. Meeting local community emergency needs.
 Food/Clothing Room Donations (703) 229-1414 Furniture Hotline (703) 448-1054
Operated out of McLean Baptist Church