

**From:** Emily Dawson [mailto:emilyd@foodbankvictoria.org.au]  
**Sent:** Wednesday, August 29, 2018 10:40 AM  
**To:** kerry.kornhauser@gmail.com  
**Subject:** Foodbank Victoria Food Drive

Morning Kerry,

Thanks for your call about running a Food Drive in your Rotary area in the coming months.

As discussed, once you have 500kg of donation, just let me know and we can organise a collection for you. I have provided some general information below and also attached our Food Drive poster for your use.

We are the state's oldest and largest food relief charity, helping to feed more than 100,000 vulnerable Victorians each month. Food Drives enable us to pack thousands of emergency grocery hampers for struggling families each year, and are a great activity for raising awareness of food insecurity in your community.

There are a few simple steps to follow:

1. **Confirm dates** – Let us know when you will be running your food drive.
2. **Communicate** – Send emails, make an announcement, and put your donation containers/boxes in a visible spot. Put up the attached poster at your collection spot and elsewhere to promote items most in need. Send reminders. Let people know about Foodbank Victoria and how their donations help (<https://www.foodbankvictoria.org.au/our-impact-in-victoria-2/>)
3. **Collect and deliver** – If your donation is over 500kg, we may be able to assist with collection. Label your food drive with your name and organisation name so we can properly identify and acknowledge your contribution.

Once again, thank you so much for your support and I look forward to hearing from you soon.

#### *USEFUL EMAIL TEMPLATE*

*Subject: Food Drive for Foodbank!*

*We're hosting a Food Drive for Foodbank from [date] to [date].*

*In Victoria, Foodbank rescues and distributes millions of kilograms of food each year - helping to feed more than 100,000 Victorians each month via 450 charity partners across the state.*

*With 1 in 7 Australians struggling to put food on the table, demand for food relief far outweighs supply. We are hoping to collect donations of much-needed pantry and personal hygiene items, which will be packed into emergency hampers to assist struggling Victorian families.*

*Please see attached some of the most in demand items and guidelines from Foodbank. OR*

*Some of the most in demand items include canned fruit, vegetables, fish, soups and meals; rice, pasta and noodles; cereals; and personal hygiene items.*

*Please bring your donation to [location] and help support this worthy cause.*

*Kind regards,*

Thanks,

**EMILY DAWSON**

FOOD DONOR COORDINATOR

Foodbank Victoria Ltd

4/2 Somerville Rd Yarraville VIC 3013

**P** +61 03 9362 8328 **M** +61 0435 685 225 **E** [EmilyD@foodbankvictoria.org.au](mailto:EmilyD@foodbankvictoria.org.au)



**WE MAY NOT BE ABLE TO SEE THEIR  
HUNGER, BUT THEY FEEL IT.  
AND WE CAN STOP IT.**

**DONATE TODAY**

