



## Tips to Using Your Own Collection Containers

When hosting a drive for Sacramento Food Bank & Family Services (SFBFS), you may opt to use your own containers to collect donations. This is a great option for quick drives, small spaces or when SFBFS containers are not available. To make this process easier, we've created this list of helpful suggestions:

- Contact our Donation Drive Coordinator, Tarah Frost, at [tfrost@sacramentofoodbank.org](mailto:tfrost@sacramentofoodbank.org) to receive the wish list related to the program or type of items you are collecting.
- Fill out and return a drive form, marking the **“using our own containers”** option:
  - Drive forms can be submitted via fax at (916) 313-7649, e-mail to [tfrost@sacramentofoodbank.org](mailto:tfrost@sacramentofoodbank.org), or by mail to our main address – 3333 Third Avenue, Sacramento, CA 95817.
  - Use forms to request official SFBFS donation drive posters and wish lists to clearly mark your containers and make donors aware of our most desired items.
  - Although we have donation drive posters in stock for our most common drives, we'll gladly work with you to create custom posters should your drive require them.
  - You may also use your registration form to request additional services such as a tour of our facility and information about volunteering or fundraisers.
- Use sturdy boxes or reusable containers to collect donated items.
  - Do not overfill your containers – be sure you can safely lift them.
  - For cardboard boxes be sure to secure the bottom of the boxes properly with strong packing tape to prevent them from opening up.
  - When your drive is done, simply drop off the boxes at our Oak Park location. We'll recycle the boxes for you.
  - Consider donating your reusable containers to SFBFS! Reusable storage containers are needed for a number of our programs. Again, simply drop off the entire container and we'll include that in your donation acknowledgement.
- Donations can be delivered to our Guest Services area in the parking lot at the corner of 33<sup>rd</sup> Street and 3<sup>rd</sup> Avenue during regular donation hours. (Monday through Friday from 8 am to 4:30 pm, with extended hours Wednesdays until 7:00 pm)
  - To ensure that your items are properly tracked, be sure to inform the volunteer or staff members receiving your items of the company, organization or group name associated with your drive.

**Feel free to contact us directly for more ideas and suggestions on how to host a fun and successful donation drive!**

**Sacramento Food Bank & Family Services**  
**3333 Third Avenue. Sacramento, CA 95817**  
**Tel (916) 456-1980 \* Web site: [www.sacramentofoodbank.org](http://www.sacramentofoodbank.org)**