

## FOOD DRIVES

### Policy

Members of Metropolitan United Church support the London Food Bank twice yearly with donations of food and/or financial support as part of Metropolitan’s community outreach mission.

### Procedures

1. Food drives at Metropolitan are held on Sundays, usually in the Spring during Lent and in the Fall around Thanksgiving. Dates are set by the Senior Minister who then notifies the Food Drive Coordinator.
2. Twice yearly, the Food Drive Coordinator:
  - a. contacts the London Food Bank 3-4 weeks in advance of each food drive to obtain a list of specific food items needed, and to arrange for pickup of donated food and monetary gifts at Metropolitan;
  - b. prepares the food drive announcements for the Church calendar; and
  - c. asks the office staff to place the announcements in the Church calendars on at least two Sundays before the actual Sunday dates when church members may bring their food and monetary donations to Metropolitan;
  - d. asks the Sexton to place bushel baskets for food collection at all entrances to the Sanctuary on relevant Food Drive Sundays. Churchgoers fill the baskets with their donations of non-perishable food;
  - e. asks two Metropolitan members to assist as “runners” with taking the baskets of food from within the Church to the London Food Bank truck which comes to pick up the donations after each food drive – usually at 10:15 a.m. on each of the two Sundays. Cheques and/or cash donations are given to the food bank employee at this time.
3. The Food Drive Coordinator, Sexton and “Runners” check all church entrances for additional donations between 10:15 and 11:00 a.m.
4. The London Food Bank employee is asked to report the weight of Metropolitan’s food donations, and the total monetary gifts to Metropolitan’s office staff.
5. A follow-up announcement regarding Food Drive weights and monetary support is placed by the office staff in the church calendar the following Sunday, and members of Metropolitan are thanked for their generosity.
6. The Food Drive Coordinator is informed of any additional monetary Food Drive donations which are forwarded by the office staff to the London Food Bank.
7. Yearly, when organizers begin the process for the Spring food drive, this policy is reviewed. If it is revised, it is then sent to the Board for approval.

### Related Metropolitan Policies

None

### Related Documents/External Resources

London Food Bank

Daily Bread Food Bank

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Approval Meeting of Board of Elders:	June 2014
Approval by Food Drive Coordinator:	June 2014
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Group/Committee Responsible:	Food Drive Coordinator and Senior Minister