



# GOVERNOR'S STATE EMPLOYEES

# FOOD DRIVE

Coordinator's  
Handbook

Learn more: [www.oregon.gov/fooddrive](http://www.oregon.gov/fooddrive)

Revised January 2022



**OREGON**  
FOOD BANK  
NETWORK

## Welcome!

*Thank you for your willingness to work as a coordinator for this year's Governor's State Employees Food Drive.*

*We appreciate your time and hope the materials contained in this handbook will answer your questions and help you plan a terrific food drive!*

*Please email our team with questions or comments at [FoodDrive@odhsoha.oregon.gov](mailto:FoodDrive@odhsoha.oregon.gov).*

*Thank you for your service,  
Governor's State Employees Food Drive Committee*



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# AGENCY COORDINATOR POSITION DESCRIPTION

For the annual Food Drive:

- Majority of donations are collected via **Payroll Deduction, credit card, or check.**
- Arranging food and cash donations is dependent on state agency and local Regional Food Bank guidelines and resources.

One or more coordinators for each state agency will carry out the following functions:

- Attend the virtual orientation session or in-person kickoff event.
- Act as a liaison between agency employees and the Statewide Planning Committee.
- Respond to questions from agency employees.
- Motivate agency employees to donate. The Planning Committee will share template emails for agency coordinators to use when communicating with employees.
- Provide ideas, encouragement, and recognition to agency employees to stimulate full participation.
- Participate in a closing ceremony.



## UTILIZING SITE COORDINATORS

For large agencies or agencies with multiple locations, Agency Coordinators may wish to designate Site Coordinators for each division, section, or location. Site Coordinators should obtain management approval to participate and discuss time availability with both management and the Agency Coordinator.

### **Site Coordinators typically carry out the following functions in support of the food drive:**

- Support and motivate local office or section employees to exceed agency's food drive goal by use of email, newsletters, staff meetings, and other promotional strategies. Provide ideas, encouragement, and recognition to inspire full participation.
- Display posters.
- Plan and publicize fundraising events.
- Serve as primary point of communication with local office or section employees for information and questions.

### **Agency Coordinators are encouraged to share the Food Drive website with Site Coordinators, and point out helpful documents, including:**

- Fundraising Ideas
- Frequently Asked Questions
- Governor's Challenge
- Payroll Deduction—Workday Requests
- Receipt Information
- Regional Food Banks

**Agency Coordinators should also clearly communicate deadlines for Workday Payroll Requests.**



## HOW TO RECRUIT SITE COORDINATORS

Here is a suggested process for recruiting Site Coordinators:

- Determine what sites (sections within your agency, local offices around the state) you want coordinators for. If you have several divisions in your agency, you may want a Site Coordinator for each division. If your agency has more than one location in the state, you may want a Site Coordinator for each office. Make a list of these sites/locations.
- Consider combining sites where it makes sense. You may have staff on more than one floor in your building. If your divisions are rather small, consider having one coordinator for each floor, for example.
- Send an email to all agency staff with the site list attached. Or, ask your agency director or other administrator to send the email if you think that may be more effective.
- Let staff know you need a coordinator for each site on the list, and the basic responsibilities of Site Coordinators.
- Give them a deadline to respond.
- If appropriate, request that managers identify a coordinator for each location. It can be very effective to get a response if the email goes out from an agency director and requests that all managers identify Site Coordinators for their areas of responsibility.
- Collect names for each site. For those sites that you do not hear from, follow up with staff or management for that site via email or phone.
- Send a personal thank you email to each site coordinator as you receive their name, letting them know you appreciate their participation and that you will provide additional information as the food drive progresses.
- Create an email group with all the Site Coordinators. Use this list to communicate food drive information to all Site Coordinators at one time.

If you have any questions, please contact the Food Drive Committee or refer to our website at [www.oregon.gov/fooddrive](http://www.oregon.gov/fooddrive).



## AGENCY COORDINATOR CHECKLIST

Here are the major agency coordinator activities and recommended dates for completion. While you are free to plan your agency food drive as you see best fits your agency, these activities are generally foundational for all coordinators for a successful drive.

### JANUARY

- Determine your communication strategy for food drive activities (email, calendar of events, flyers)
- Determine what fundraising events you will oversee
- Communicate with site coordinators regarding planning events in their sections and encouraging staff participation
- Solicit donations from businesses and/or staff as appropriate to support events
- Coordinate with local food bank for food donation options.

### LATE JANUARY

- Post food drive posters (available for printing on [www.oregon.gov/fooddrive](http://www.oregon.gov/fooddrive)) or email food drive posters to staff and site coordinators.
- Send initial email to staff preparing them for the food drive.

### FEBRUARY

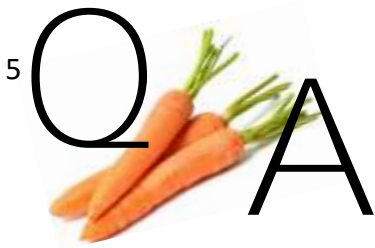
- Announce the beginning of the food drive to employees.
- Hold fundraising events
- Encourage staff to engage in events
- Encourage payroll deductions
- In Salem, deposit cash donations with Heritage Grove Federal Credit Union as required by agency cash holding procedures.

### MARCH

- Assure all checks are delivered to your local food bank (see list of Regional Food Banks in Handbook for locations)
- Submit agency check and credit card donation totals to Food Drive Planning Committee using the Agency Report Form







## FREQUENTLY ASKED QUESTIONS

### **What is the Governor's State Employees Food Drive?**

In 1982, Governor Vic Atiyeh sponsored the first State Employees Food Drive. State Employees collected food and funds for the Oregon Food Bank (OFB) Network. This tradition has repeated annually ever since. Agencies work in partnership with Regional Food Banks in the OFB Network to provide food assistance throughout the state and southwest Washington to individuals and families in need.

### **Who participates?**

All state agencies, commissions, boards, and employees are eligible to participate. They may enlist the support of community partners in some of their fundraising activities. It is always a good idea to contact your Regional Food Bank before contacting community partners to see if there are any existing agreements already in place.

### **When is the food drive?**

The food drive runs the month of February.

### **What can employees donate?**

To make the greatest impact, the Food Drive has been adapted to focus on payroll deductions, and check/credit card donations directly to their Regional Food Bank. Arranging food and cash donations is dependent on state agency and local Regional Food Bank guidelines and resources.

### **Who gets the donations?**

The donations that are given in your area stay in your area unless a donor specifically wants their donation to go to a nonlocal food bank.

### **Who should checks be made out to?**

Checks should be made out to the Regional Food Bank the employee wishes to support. The Oregon Food Bank Network operates on the principle of keeping donations in the area where they are collected.

### **What if an employee wants his or her one-time donation to go to a certain Regional Food Bank?**

For payroll deductions, the employee will fill out a "Payroll Deduction Request" in Workday and designate the Food Bank they wish to donate to in their request. If giving by credit card, the employee will give online on the Regional Food Bank's website and complete a "Credit Card or Checking Account Designation Form." For donations by check, checks should be made out to the Regional Food Bank of choice.





**How many meals are assigned fund donations?**

A \$10 donation allows the food bank to collect and distribute 30 meals. When the Governor's State Employee Food Drive totals are calculated, the conversion that will be used is three (3) meals for every dollar collected.

**Can our agency count donations received outside of the designated food drive period as part of the Governor's State Employees Food Drive?**

Fundraising events should be planned during the designated food drive period if possible. Some agencies, due to specific resources or through planning outside of the Governor's State Employees Food Drive, collect donations in other months. Those donations are very much appreciated by the Oregon Food Bank Network. However, those donations should not be counted toward the donation totals for the Governor's State Employees Food Drive.

**Where can I get speakers to talk to staff about hunger and the role of food banks?**

Contact your Regional Food Bank representative.





## FUNDRAISING ACTIVITIES

### **Can I solicit donations from grocery stores, vendors, shops, or vacation and recreational businesses?**

Yes. Donated items can be solicited for silent auctions or raffles. Make sure you are following regulations regarding gaming events. Tax receipts CANNOT be given for donations used for silent auctions, raffles, or food events.

### **Who approves activities?**

Agency Coordinators or Site/Office Coordinators should discuss activities planned for the Governor's State Employees Food Drive with agency management. Management is responsible for agency activities and must know about food drive activities regardless of management participation.

### **What about having a "dunk tank" or "pie throwing" event to raise money?**

While these are very popular, there are safety concerns with these activities. If you wish to investigate this option further, we suggest contacting a DAS-Risk Management representative.

### **What about raffles and other gaming activities?**

Raffles, BINGO, chance drawings and other activities are considered gaming activities by the Oregon Department of Justice and there are regulations regarding record keeping and amounts raised. The Committee cannot answer questions about gaming activities. There is a document available at [www.oregon.gov/fooddrive](http://www.oregon.gov/fooddrive) that summarizes gaming activities in relationship to the food drive called: "Gambling Events." The Gaming Registrar can provide a more detailed gaming information packet upon request. Contact [Charitable@doj.state.or.us](mailto:Charitable@doj.state.or.us).

### **Do "silent auctions" fall under the gaming restrictions?**

No. In a silent auction, you only pay if you make the highest bid — you don't pay for a "chance" to win. Therefore, silent auctions do not fall under the gaming rules.

### **Where can I get speakers to talk to staff about hunger and the role of food banks?**

Contact your Regional Food Bank representative.



## FUNDRAISING IDEAS

TIP! Payroll deductions are one of the easiest and most effective fundraisers. A few dollars a month goes a long way over the year!

**Keep in mind that COVID-19 is still in the community when planning activities. It is recommended all activities be approved by management.**

Questions? Contact us at [FoodDrive@odhsoha.oregon.gov](mailto:FoodDrive@odhsoha.oregon.gov).

- Use hunger facts in staff communications to show the extreme need for monetary donations at this time to encourage payroll deductions and credit card donations.
- Share videos on the **Oregon.gov/Fooddrive** website to encourage payroll deductions and credit card donations.
- Gather tangible donations from businesses to use as prizes, donor incentives, or in silent auctions.
  - Ask for gift card donations from businesses and ask them to mail it to you if possible
  - Gather donations from agency employees to use as prizes, incentives or in a silent auction.
- Consider fundraising events that are socially distanced.
  - Jog-a-thon
    - Employees gather pledges for laps or miles walked or run over a given time period
- Book Sale
- Penny War
- Jeans on a certain day for a donation
- You can get creative and do a fundraising activity, or keep it simple and make all donations credit card or payroll deductions.





## TIPS ON HOW TO INCREASE PARTICIPATION IN PAYROLL DEDUCTIONS

### Email Workday Job Aid to all staff with encouragement to participate

- Emphasize how a few dollars a month goes a long way and its an easy way to help when you don't have a lot of time.
- Compare a monthly donation to the cost of a couple cups of coffee, and how many meals can be served
  - Two coffees = \$8 = 24 meals!

### Offer a prize for setting up a payroll deduction

- The prize could be a donation from a business or from a staff person

### Share hunger facts and information

- Take an excerpt from the *Hunger in Oregon* page on the Oregon Food Bank website ([www.oregonfoodbank.org](http://www.oregonfoodbank.org)) or *Hunger Facts* in this handbook and share with staff.



# GOVERNOR'S CHALLENGE

**What's the Governor's Challenge?** The Governor has challenged state employees to each donate at least \$180 annually to the food bank of their choice.

**How can I meet the challenge?** You can meet the challenge through a one-time payroll deduction, a monthly payroll deduction of at least \$15 per month (for one year), or a one-time donation.

## Picture your **DONATION:**



\$15/mo

45 meals



\$20/mo

60 meals



\$30/mo

90 meals



## RECEIPT INFORMATION

NOTE: Tax receipts cannot be issued to donors of in-kind or auction items.

Below are some of the ways state employees can elect to donate to their regional food bank of choice. Receipt information is provided for each method of payment:

**Payroll Deductions** — Contributions through payroll deductions are cost-effective. However, food banks **are not able** to send a tax receipt to state employees giving through payroll because they receive a lump payment from each agency payroll department and are not provided specific information for each employee. Please ask that the donor use their paycheck stub as a receipt.

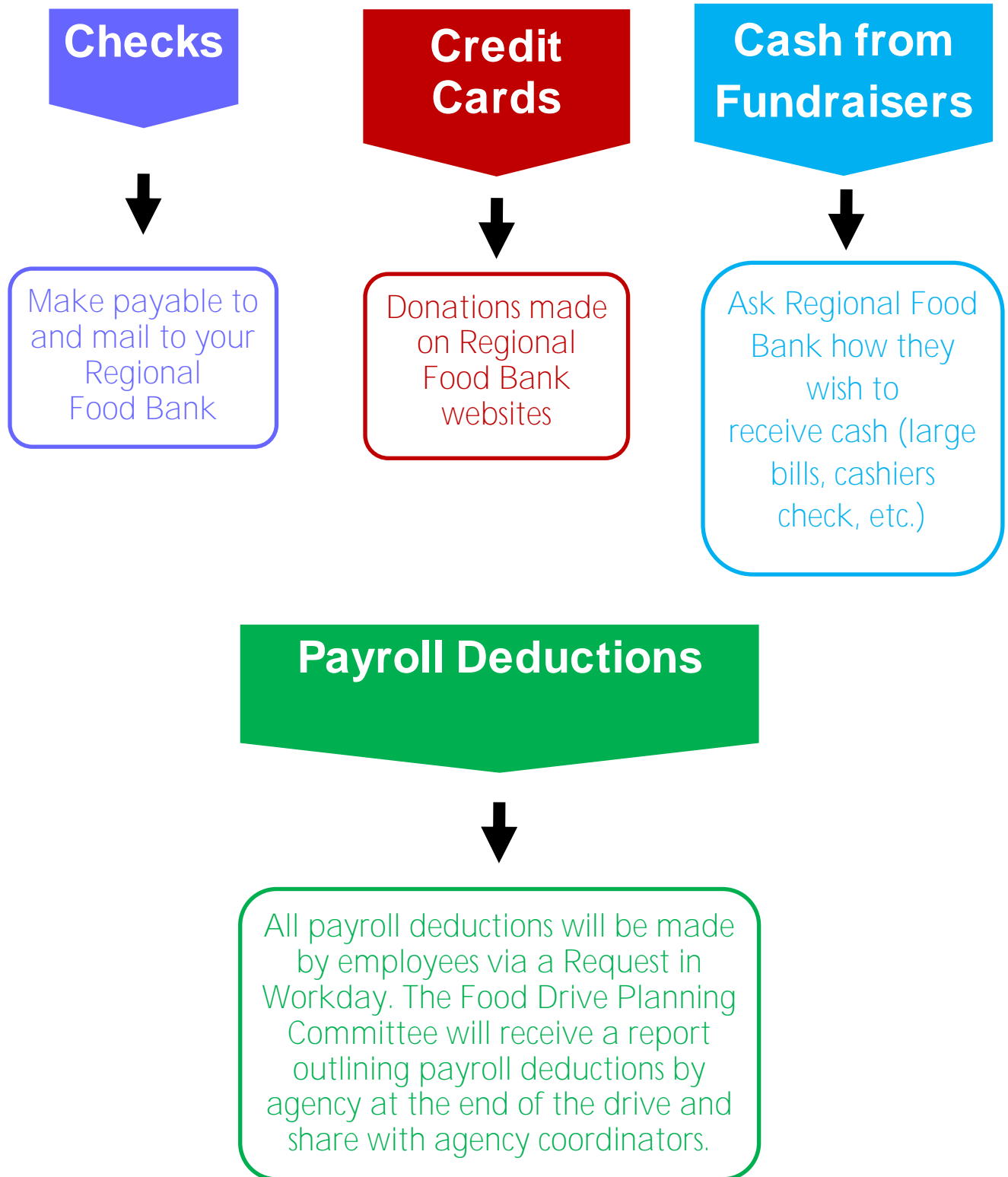
**Automatic Donation** — Regional Food Banks that receives automatic donations through checking accounts or credit cards will send the donor a receipt for tax purposes. Visit [www.oregonfoodbank.org](http://www.oregonfoodbank.org) for more information about the regional food banks.

**Silent Auction Donations/In-kind Donations** — A tax receipt cannot be issued to a donor of in-kind donations (donations of goods or services for use in silent auctions or bake sales, for example) given to individual State of Oregon agency or university as the Regional Food Bank did not take possession of the item.





# What FUNDS will be collected?





# OREGON HUNGER FACTS

Learn more and get involved at [OregonFoodBank.org](https://OregonFoodBank.org)

## Hunger Fact #1

The rising cost of food and housing is worsening food insecurity in Oregon, Southwest Washington and across the country. **Last year, we saw 1.9 million visits to food assistance sites through the Oregon Food Bank Network – a 14% increase from the previous year.** We are seeing record numbers of visits.

## Hunger Fact #2

The Oregon Food Bank Network is made up of [21 regional food banks partnering with more than 1,400 free food markets, pantries, meal sites and delivery programs](#). **Our strength is this Network, which sourced and distributed over 87 million meals worth of food (104 million pounds) last year** – emphasizing fresh produce, dairy, protein and pantry staples. Many locations are shopping-style markets that allow families to select food that matches cultural and dietary needs. Oregon Food Bank alone sourced and distributed nearly 42 million meals worth of food (50 million pounds) last year.

## Hunger Fact #3

**Food insecurity disproportionately affects specific communities in Oregon, regardless of geography.** Historic inequities and systemic exclusions mean that [Black, Indigenous and Communities of Color, immigrants and refugees, single moms and caregivers, and trans and gender expansive communities](#) are two to three times more likely to face hunger and poverty in our region. By addressing these disparities we can ensure everyone in our state has access to the essential resources we need to thrive.

## Hunger Fact #4

**Today, 1 in 10 people face hunger in rural, urban and suburban communities throughout the state** – not knowing where our next meal might come from. Driven by the ongoing economic fallout of COVID-19 and sunseting pandemic safety nets, the rising cost of food and housing, and entrenched systems that perpetuate poverty, we are in an ongoing hunger crisis and it is not slowing down.

## Hunger Fact #5

Ending hunger starts with community power and a commitment to ending the unfair systems that create unequal access to food. [Through organizing and advocacy](#), we amplify community needs, address the root causes of hunger – from racism to sexism to transphobia – and support policies that put equity first such as supporting the successful effort to win overtime pay for farmworkers. Oregon Food Bank leads [Food for All Oregonians](#), a coalition that envisions an Oregon where all people have access to food no matter where we're born. Thousands of community members regularly demand change – and our advocacy makes a difference: **in the past year, 3,000+ people and 50+ events drove action to advance anti-hunger policy and systems change.**

### Hunger Fact #6

Food banks can stretch a dollar much further than any of us can as individual consumers. The Oregon Food Bank Network partners directly with local farmers, ranchers, manufacturers and grocers to source and distribute food by the truckload. **For every \$10 donated, our Network can support the community with as many as 30 meals – and support our local economy in the process.**

### Hunger Fact #7

Our communities have also struggled through the effects of natural disasters and climate change. Emergencies like wildfires, flooding and ice storms force thousands of our neighbors to leave their homes, shelter in place or lose access to safe food or water each year. The impacts are often felt long after. As part of state disaster response efforts, **the Oregon Food Bank Network is always ready to respond with water, food and other critical supplies through crisis.**

### Hunger Fact #8

Despite our scale, food banks are by no means immune to rising food and fuel prices. **At a time when nearly every aspect of food sourcing and distribution operations face cost spikes of 10% to 30%, the need for continued support is vital!**

### Hunger Fact #9

Because the Oregon Food Bank Network distributes food to over 1,400 food assistance programs throughout Oregon and Southwest Washington, donations stay local to help end hunger and its root causes in the communities we serve, together! **Last year over 38,000 donors collectively gave over \$21 million – with the most common gift of \$25 given over 16,000 times.**

### Hunger Fact #10

[Food justice centers food as a basic human right.](#) It's about communities having power over our own food systems, allowing us to make decisions about what we grow, produce, distribute and consume. By centering food justice in our mission, Oregon Food Bank recognizes the importance of equity, decolonization and systemic change. We are committed to addressing the root causes of hunger. **Together, we can ensure that food remains available to all who need it today – and make the changes needed to end hunger for good!**

*If you or someone you know needs food assistance, know that help is and that all are welcome – no matter where we were born, the identities we hold or the color of our skin. Visit [OregonFoodFinder.org](https://OregonFoodFinder.org) to find free food markets, pantries and meal sites near you!*