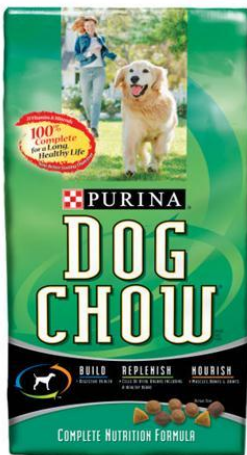
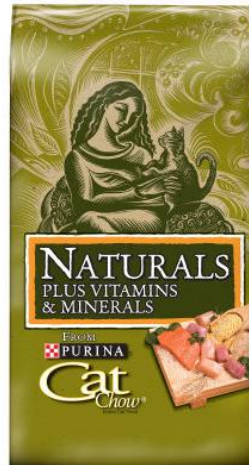


Pocatello Animal Services Pet Food Drive Starter Kit



Thank you for coordinating a pet food collection drive to benefit the animals at the Pocatello Animal Shelter. Your efforts will help feed the animals in our care at the Shelter.

This guide will help you plan a successful collection drive.

*Please keep in mind that in order to keep the animals on a consistent diet the Shelter feeds the foods pictured on the front of this guide: **Purina Dog Chow, Little Bites, Puppy, Large Breed Puppy, Cat Chow, Kitten Chow, and Naturals Cat Chow.** We also accept **ANY BRAND** wet Cat or Dog Food.*

Step One: Choose a Location

Pick a location for donors to drop off food donations. Here are some suggestions:

- ✿ Your place of business
- ✿ Your school
- ✿ Your place of worship
- ✿ A local business
- ✿ A veterinarian's office
- ✿ A pet grooming or boarding facility
- ✿ A pet supply store
- ✿ A grocery store
- ✿ A fire department

**Always ask permission from the manager or school administrator to collect donations.*

**If your food collection is open to the public, let us know so we can advertise the drop-off location on our website.*

Step Two: Set a Time Frame

Questions you should ask yourself:

- When will your food collection drive start?
- How long would you like the collection to last? (A week? A month?)

Step Three: Set a Goal

How many animals would you like to feed? Setting a goal will help your supporters visualize the number of pets you are hoping to help. For example, 30 lbs. of dog food will feed one dog or three cats for a month. If you collect 300 lbs. of food, you will be helping 10 dogs, or 30 cats.

Step Four: Prepare your Supplies

Once you've picked a location, time-frame, and goal for your food drive, assemble the following supplies before you start:

- ✿ Large Bins or Cardboard Boxes (One for each drop off area)
- ✿ Sign showing the BRAND & TYPE of food you are collecting (one for each box)
- ✿ Sign showing your goal (one for each box)
- ✿ Flyers (see "Post flyers in public areas" section) announcing:
 - When your collection drive will begin & end
 - Location of ALL drop boxes
 - Your collection goal
 - The types of food that will be accepted.
- ✿ Tape & Tacks to hang your signs and flyers. (**ALWAYS** ask for permission before hanging a sign up on private or business property)

Step Five: Advertise Your Food Drive

The most important part of holding a successful food drive is getting the word out. Here are some ideas to market your collection:

- **Post flyers in public areas*.**

We have included one at the end of this kit or you can create your own**.

**Always ask permission to post flyers in public areas.*

****REMEMBER:** *Include the drop-off location, your goals, the time frame for your drive & the type of food you will be accepting.*

- **Contact your local newspaper.** They may be able to run a free story or ad about your collection drive to encourage people to donate.
- **Use social media.** Get the word out on Facebook, Twitter, MySpace, etc. Send status updates to let your friends and family know how close you are to reaching your goal.
- **Promote in person!** If you're collecting at a local business, make arrangements with the manager to come in person to hand out flyers to their customers.

Step Six: Things to Remember

- ✿ Once your food drive starts you will need to pick one or two days every week to check your drop off boxes.
- ✿ If the drop boxes are more than 3/4 full make sure you remove the food from the box and store it in a CLEAN, DRY * until your drive ends.
- ✿ Places that have agreed to let you keep your box there will not allow you to do it again if they cannot count on you to keep the boxes monitored.
- ✿ If you find you are not receiving any donations at a particular drop off location, we recommend making some time to pass flyers out the food drive flyers in that area.
- ✿ If there is any food donated that is not the same BRAND & TYPE that we use at the shelter, DO NOT THROW IT OUT.....It can be donated to the Bannock Humane Society (BHS) for their pet food pantry, which provides food to owners who are unable to afford food for their pets for any reason. (The BHS phone # is 208-232-0371)

**Remember mice and other critters love to chew through bags and eat dog or cat food. If a food bag is chewed open it is considered contaminated and cannot be given to the shelter animals. Also if the food gets wet it will begin to mold, which also prevents it from going to the Shelter animals. Keep these things in mind when choosing a place to store the food.*

Step Seven: Complete the Pet Food Drive Wrap-Up Form (attached)

Please complete the attached form and bring it with you when you drop off your donation. The form asks for your contact information, and for a tally of the volume of food you've collected for us.

Step Eight: Drop-Off Your Donations

Once you've completed your collection, contact us to make arrangements to drop-off your donation. Contact our Animal Shelter Director at 208-234-6156 to make arrangements for a drop-off time.

Additional Considerations:

- Consider collecting monetary donations along with pet food. We can accept cash as well as checks made out to FPAS aka: Friends of the Pocatello Animal Shelter
- If you would prefer to hold a fundraiser rather than a collection drive, that is fine, too! Some ideas include a car wash, bake sale, tag sale, penny drive, plant sale, etc.

All funds raised will be used to help the animals of the Pocatello Animal Shelter.

Thank you again for your efforts to help feed the animals housed at the Shelter.

Contact our Volunteer Coordinator @ 208-234-6156 if you have any questions or need any further information



Pocatello Animal Services and Adoption Center

Pet Food Drive Wrap-Up Form

** Please complete this form and return it when you drop off your food donation.*

PRINT CLEARLY & LEGIBLY

Name of food drive coordinator _____

Organization _____

Street Address _____

City, State, Zip _____

Phone # _____ E-mail _____

Date(s) of food collection drive _____

Locations where food was collected?

<u>Bin #1</u>	Would you recommend this location again?	
<u>Bin #2</u>	Would you recommend this location again?	
<u>Bin #3</u>	Would you recommend this location again?	
<u>Bin #4</u>	Would you recommend this location again?	
<u>Bin #5</u>	Would you recommend this location again?	
<u>Bin #6</u>	Would you recommend this location again?	
<u>Bin #7</u>	Would you recommend this location again?	
<u>Bin #8</u>	Would you recommend this location again?	

Food Collection Totals:

**Please use the chart below to record the total volume of food collected.*

Lbs. of dry Dog Food	
Lbs. of dry Cat Food	
# of cans of Dog Food	
# of cans of Cat Food	
# of boxes of Dog or Cat Treats	
Miscellaneous	

How did you hear about our need for pet food donations?

May we thank you publicly for your efforts? (ex. on our Facebook page, website, newsletter, press release, etc.)

INITIAL: Yes _____ No _____

Thank you for your efforts to help feed our Shelter animals

Please DONATE PET FOOD for the SHELTER Animals.



OUR GOAL is to COLLECT _____ lbs
of PET FOOD. THAT'S ENOUGH TO FEED _____
SHELTER DOGS & CATS.

Please help make life a little easier for our friends in need.
Your generosity will help feed the animals at the Pocatello Animal Shelter!

We are seeking unopened, unexpired donations of the
following types of pet food:

DOGS

- ♥ Purina DOG CHOW (green bag)
- ♥ Purina LITTLE BITES (yellow bag)
- ♥ Purina PUPPY & LARGE BREED Puppy (blue bag)
- ♥ Any brand CANNED FOOD (PATE' is best)

CATS

- 🐾 Purina CAT CHOW (blue bag)
- 🐾 Purina KITTEN CHOW (yellow bag)
- 🐾 Purina NATURALS CAT (olive green bag)
- 🐾 Any brand CANNED FOOD



DATES of the Pet Food Drive:	
LOCATIONS of Collection Bins:	
CONTACT PERSON:	
CONTACT PERSONS PHONE #:	