

HOW TO HELP IN YOUR OWN COMMUNITY

During these tough times, we have found a lot of people want to help but don't know how. The plan below will make helping easy and works for one restaurant or many! When putting together your own community plan, be sure to try to include a few donation centers, as sometimes a single donation center will become overwhelmed and won't be able to accept donations on the assigned day. The more options for places to donate the better!

Step One – Finding Donation Centers:

Call around to local donation centers to see if they are taking food/catering donations. If they are ready to take donations you will need the following information

Information Needed

- Point of contact at their location and best contact number
- Number of meals that would best serve their location
- Days and hours they accept deliveries
- Preference for individually wrapped meals or a larger catering-sized format

Step Two- Setting up the Restaurants for Success:

Call your favorite restaurants to see if they would like to participate in this program. Pick something to support that is meaningful to you. Whether it's family owned, neighborhood businesses or a particular food variety. We chose plant-based restaurants because we believe plant-based meals are better for the planet as a whole and will also travel better to donation centers.

- Pick a day and time for orders to be produced and delivered that works for both the restaurant to prepare and the donation center to receive.
- For best results, they should follow these guidelines:

Restaurant Instructions

- Ensure the chosen restaurants have a single point of contact for pickup instructions from the delivery company and a way for people to donate easily within their own food ordering systems.
- At the end of the week the restaurant will add up all the week's donations and report the amount and how many meals they are able to contribute. They should be contributing **full meals**.
- The restaurant will have the food donation ready on assigned date and time while ensuring it is packaged as the donation center requested.
- It is the restaurant's responsibility to follow all CDC guidelines for proper food handling.

Keep in mind it may take restaurants more than a week to come up with enough donations for a large enough order. Also understand that during these uncertain times, restaurants are not ordering as many supplies as they usually do, so it will likely take them a few days to turn over a large order.

Step Three- Delivery:

Find out if the restaurant is already working with a preferred delivery service.

- If the restaurant has a preferred delivery service and would like to arrange their own delivery of the food, then great!
- If the restaurant does not work with a particular delivery service and would like help arranging deliveries check around to see what options for delivery are available in your area. They should follow strict CDC guidelines for pickup and delivery of food items.
- If delivery service has a fee attached, make sure to let the restaurant know to include that fee when calculating their margins. The restaurant should pay the delivery fees directly from the received donations.
- Provide that point of contact for the restaurants to arrange pickup and delivery OR help them schedule the pickup and deliveries.

Step Four- Spread the Word:

Get the word out using the tools you have. Social media, phone calls, text messages, local papers, and even calling your city council to get them involved are all effective ways to spread the word!