

## *Food Pantry Outline/Donation and Pledge Program*

1. Pick a planned pledge day that will serve as base dated in which to plan renewal pledges in following years.
2. Educate the parishioners on the real need of the pantry by having flyers in the bulletin 2-3 weeks prior to a planned pledge day (Samples 1 and 2).
3. Emphasize the need for all parishioners' help and that nor more than a \$4.00-\$5.00 per month donation of food is expected, but that both smaller and greater donations will always be greatly appreciated depending on their situation.
4. Plan collection points and assign people to pick up the food and deliver it to the pantry after the masses. Vestibules of the church are great drop off points so they can do it when they attend mass without making a special trip.
5. Identify the most needed items for the pantry no more than about 20.
6. Develop and design a pledge card (Sample 3).
7. Recruit good and passionate speakers to speak at the masses on pledge day to help people fully understand the program before they take the Pledge at mass, and then have the ushers collect them.
  - a. Note: Have extra pledge cards at the designated places for people who missed pledge day, or would like to pledge additional items.
8. Then, in 2-3 weeks have all the information recorded and then pass out their pledge cards with their assigned item noted on it so they will have a reminder of what time they are signed up for.
9. Every few weeks give the people a small reminder in the bulletin of the value of their donations and how it is benefiting many.
10. Consider developing a "Friends of the pantry group" so they can assist the pantry in stocking, relaying information to the parish, and help with special events such as holiday baskets and more. It will give the coordinator easy access to a group of core people that they can rely on.