

Captain Duties

	Notes
<p>Contact and Coordinate with Food Bank <i>Ask the food bank representative:</i></p> <ul style="list-style-type: none"> • Their service area and corresponding food shelves • If they have food bins for your locations to use • Standards for perishable and non-perishable foods, what can they take and not take • Shipping and receiving times and loading dock specifics • Do they have any campaign ideas and if they are willing to come speak to an employee and/or community meeting/event 	
<p>Coordinate your local drive</p> <ul style="list-style-type: none"> • Plan and implement communications to promote the campaign • Posters/flyers, food bins, petty cash drop boxes and Agris information out to all locations • Reminders that the contributor needs to be asked at time of donation if they want a receipt • Tally, total and communicate drive success • Coordinate donation to food bank including media relations • Coordinate donation to local charity including media relations • Complete local donation form for approval. All charities must have a 501(C)(3) 	
<p>Track and report</p> <ul style="list-style-type: none"> • Your business unit controller or head bookkeeper will have detailed instructions on how to input cash, grain and pound contributions on Agris • Visit www.chsh4h.com to record daily campaign activities including capturing stories and photos. Look under “Share Your Story” for posting instructions 	

Campaign Ideas

Below are some of last year's most successful fund-raising ideas. Don't see your idea here? Be sure to share it at www.chsh4h.com.

- Holding food-related event like pancake breakfast, Reuben feed, Cajun boil, taco dinner, bake sale
- Asking other local businesses to contribute
- Organizing events to encourage attendance and participation such as kids carnival, dance, team competitions, contests, auctions, fun runs, bike races, bowling
- Partnering with your local FFA or 4-H club to raise money bagging and carrying out groceries
- Placing CHS Harvest for Hunger posters at locations around town
- Putting information on the website and/or on location counters
- Working with the local paper and/or radio station to promote CHS Harvest for Hunger
- Holding a raffle. You may need to obtain a gambling permit as required by law in many states
- Working with your local 4-H, FFA, schools and scouting organizations to collect food. Make it a competition!
- Inviting food bank representatives to speak to employee groups and others about the need for food