



## Captain Duties

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

*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](http://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