

HELP US
FILL THE
SHELVES.



**CHS Harvest
for Hunger**
MARCH 1-20

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 	
<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.

- 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