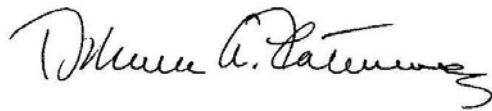


To Our Friends:

For over 30 years, the Maryland Food Bank has been feeding Marylanders in need. We celebrate our proud history and continually work to reinvent, reinvigorate, and renew ways to meet our mission *“to lead the movement and nurture the belief that together we can improve the lives of Marylanders by ending hunger.”* Demand for our services has increased 30-50 percent and in response, we distributed over 18.5 million pounds of food in Fiscal Year 2010.

Currently we are working on capitalizing on our successes and improving our operations to better serve Marylanders - but we need your help. Within this packet you will find inspiration as you consider getting involved. I challenge you to commit yourself personally, socially and corporately to help end hunger in Maryland. Commit personally by volunteering your time with the Maryland Food Bank. Commit socially to inspire your friends and family to find creative ways to donate food and money. Commit corporately to engage your company and coworkers to become involved.

As each year passes we realize that we are indeed fortunate to have the support of our donors, our many volunteers and our community partners. For this we are most grateful. With your help, we will fulfill our mission to end hunger.



Deborah A. Flateman
Chief Executive Officer

HOW MARYLAND FOOD BANK GETS FOOD TO HUNGRY MARYLANDERS

Donated Food

Manufacturers
Distributors
Retailers
Individuals
Food Drives
Farmers & Gleaners
Feeding America



Purchased Food

Wholesalers
Retailers
Feeding America



Maryland Food Bank Services and Programs

Procurement	Back Pack Program
Warehousing	School Pantry Program
Logistics	Summer Food Service Program
Distribution	At-Risk Snack Program
Produce Drops	Pantry-on-the-Go
Kids Cafe	



Network Partners

Food Pantries
Soup Kitchens
Shelters
Community Centers
Children's Programs
Faith-Based Organizations



The Hungry

Poor	Children
Working Poor	Homeless
Unemployed	Single Parent Families
Disabled	Victims of Natural Disasters
Senior Citizens	Physically and Mentally Ill



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VOLUNTEER OPPORTUNITIES

Thanks to our volunteers, we are one step closer to achieving our goal of ending hunger in Maryland. Last year, our volunteers dedicated over 18,000 hours of time to our organization which helped assist our partner agencies in distributing over 18.5 million pounds of food. By volunteering, you are showing your commitment to ending hunger in Maryland.

Volunteer Activities

Distribution Center

The Maryland Food Bank relies upon volunteers to sort all of its donated food items. Using a conveyor belt system to sort food into 34 different categories, volunteers pack items into boxes. These boxes are distributed to Maryland Food Bank partner agencies. Due to the physical nature of this activity, individuals must be able to lift 25 pounds. Casual attire and closed-toe shoes are required. (Minimum age: 18)

Volunteers also assist with packing food and toiletry boxes. These boxes are distributed to emergency feeding programs such as SNAP (formerly known as the food stamp program) and the Backpack program which are distributed to select schools and after school programs. Due to the physical nature of this activity, individuals must be able to lift 25 pounds. (Minimum age: 12)

Administrative

The Maryland Food Bank is always in need of support with administrative duties. Volunteer opportunities include data entry, filing, assembling mailings and other organizational projects. These tasks are ideal for individuals with physical limitations and/or strong office skills. (Minimum age: 15)

Community Kitchen FoodWorks

The Community Kitchen FoodWorks at the Maryland Food Bank is a culinary training program that creates and produces an additional 1.1 million meals per year. Volunteers pack and flash freeze prepared meals into family and commercial sized portions. (Minimum age: 15)

Special Events

The Maryland Food Bank works in conjunction with many organizations such as the Baltimore Orioles and the Baltimore Ravens to conduct weekend and evening events. Activities include collecting monetary donations, distributing information, and handling nonperishable food donations. (Minimum age: dependent on event)

Scheduling

For more information or to schedule time to volunteer, please call the Volunteer Coordinator at (410) 737-8282 ext. 232.

FOOD DRIVE INFORMATION

Food drives account for more than 1 million pounds of food collected each year. Thanks to the many coordinators, the Maryland Food Bank has been able to collect nutritious food all year long. Food drive coordinators throughout the state have inspired those around them to collect food and help lead the fight against hunger. Below is the framework on how to become a successful food drive coordinator.

How to conduct a food drive

Designate a coordinator

This person will be responsible for communication with the Maryland Food Bank, promoting the food drive and coordinating the collection. If you decide to coordinate the food drive as a group, please designate a primary contact who will work with the food bank.

Determine collection dates

While the fall holidays create a large demand, food is needed year-round!

Set a goal

Ideas include: two cans per participant; a number of significance (i.e. 2500 cans for a 25th anniversary or birthday); fill a certain number of boxes; or focus on collecting most needed items.

Register your food drive

www.mdfoodbank.org/fooddrive

Plan how to collect the food

- Where will collection points be located? Do you need permission to leave collection containers? Plan on several collection points. Large visible collection points act as continuous publicity for your drive. Decorate containers and hang posters around them to draw attention.
- Where will the food be kept if there is overflow?
- What type of containers and how many can you use to collect the food? You will need at least one container at each collection point. Cardboard boxes work best since they are easily manageable by individuals. If you are planning a large scale collection, the Maryland Food Bank can provide barrels. Each barrel can hold about 75 - 150 items. A minimum of 3 and a maximum of 8 barrels can be requested. Make requests through the Food Drive Coordinator at 410-737-8282 x223.
- Will there be a monetary collection? For every \$1 donated, the Maryland Food Bank is able to process almost three pounds of food.

Promote

Hang posters, hand out flyers, send emails, make announcements at meetings, put notices in your local newsletter and put collection boxes out early. Spreading the word is essential to your food drive success.

NOTE: Any advertisement (i.e. press releases, online ads, print material, etc.) using the Maryland Food Bank name or logo must be approved by the Maryland Food Bank prior to distribution. Contact the Food Drive Coordinator at 410-737-8282 x223.

Collect

Continue promoting throughout the collection. As donations come in, check collection points for overflow and box items as you go.

Donate the food

Prepare food for delivery or pick-up.

Pick-up and Drop-off Requirements**Food Drop-off Information**

Donations are accepted at the Maryland Food Bank between 8:30 a.m. and 3:30 p.m. Monday through Friday at 2200 Halethorpe Farms Rd. Halethorpe, MD 21227. Upon arrival, please see the front office manager to fill out a donor receipt and submit any monetary donations. Once the paperwork is complete, you will be directed to the weigh station where a Maryland Food Bank staff member will assist with unloading your vehicle. For any additional questions, please contact the Food Drive Coordinator at 410-737-8282 x 223.

Pick-up Requirements

All pick-ups must be:

- At least 500 items or more.
- Scheduled as soon as possible. If requests are made after a food drive is complete, the pick-up may take up to 1-2 weeks.
- In boxes or barrels and labeled with the organization name.
- Located at the lowest level of the building.

Pick-up Requests

Pick-up date and time requested can be made through the Food Drive Coordinator at 410-737-8282 x223. The Food Bank is closed on weekends and holidays. Pick-ups will be scheduled accordingly.

We would appreciate if you notify the Food Drive Coordinator as soon as possible if any changes need to be made to the pick-up date or time.

Unfortunately, our drivers cannot accept monetary donations. Please see monetary donation section below.

Monetary donations that are not delivered to the Maryland Food Bank

Please send the monetary donations and letter to:

Attn: Food Drive Coordinator
Maryland Food Bank
2200 Halethorpe Farms Rd.
Halethorpe, MD 21227

Virtual Food Drive

A great addition to a traditional food drive or alternative to a traditional food drive is a *virtual food drive*. It has all the impact of a traditional food drive without any of the heavy lifting.

Through this on-line supermarket, you are able to make monetary donations to the Maryland Food Bank to purchase food that is desperately needed. We are a member of a purchasing consortium allowing us to purchase food at 40 percent less than wholesale prices. With the virtual food drive, we are able to respond quickly and obtain the items that our partner agencies are requesting for Marylanders in need. The Maryland Food Bank can *stretch your dollars*. In most cases, this is over four times as much as you could purchase at the supermarket.

The virtual food drive can also be customized for celebrations, corporations, businesses, and organizations. Invite coworkers, friends, and family to your personalized virtual food drive page that includes your information and logo or image. A progress report can be e-mailed to coordinators to track the funds raised. The virtual food drive allows easy-to-judge giving contests between departments, divisions, locations, or individuals.

To set-up your virtual food drive, please provide the following information:

- Organizations name
- Name of the food drive
- Dates of the food drive
- A logo or picture you would like to use
- An introduction paragraph to participants
- Contact person's name, phone number, and address

If you are interested in setting up a personalized virtual food drive, please the Food Drive Coordinator at 410-737-8282 x223.

FUN IDEAS

The most important factor to a successful food drive is promotion.

Food Drives

- Coordinate a kick-off event to generate excitement!
- Provide every employee/group member with a bag to fill with food items.
- Plan special days for the donation of certain items (i.e. soup day, canned meat day, baby items day, canned fruits and vegetables day, etc.)
- Hold competitions between departments or groups for the most food collected.
- Make a large graph that shows your goal and color it in as you close in on your goal.
- If holding a drive at a school, consider starting a 'Read-to-Feed' program, in which family and friends sponsor students and donate cans based on how many books read.
- Take pictures of everyone who donates 5 pounds or more and post in a central location.
- Try to "stuff" an office, school bus or car with food.
- Build can structures out of donated food.
- In lieu of gifts, collect nonperishable items for a birthday or celebration.
- Organize an event, party, car wash, etc. where food is the cost of admission.

Monetary Collections

- Hold casual-dress days at your office, where employees who donate \$5 or canned goods are allowed to wear jeans or casual clothes.
- Set goals and reward the group with a lunch or party.
- Take pictures of everyone who donates a certain amount of money and post in a central location.
- Hold a penny war. Have teams collect change in jars to be donated to the Maryland Food Bank. Competing teams can throw dollar bills into competing teams' jars to "cancel out" the other team's change. In other words, change in the container equals "positive" points, while bills equal "negative" points.

Other Ideas

- Invite a public official, television reporter or sports celebrity to a kick-off event.
- Invite a representative from the food bank to talk about the importance of your collection.
- Take a tour of the Maryland Food Bank.
- Purchase honor cards or holiday cards in lieu of a gift for coworkers, friends and family.

ADDITIONAL OPPORTUNITIES

There are a number of additional ways you, your community group, organization or business can help to end hunger in Maryland. We hope the ideas listed below will inspire you - *together* we can improve the lives of Marylanders by ending hunger.

Financial Support

Monetary donations help the Maryland Food Bank purchase high quality foods, buy nutritious fruits & vegetables, pay for product transportation, and help cover our operating expenses. There are currently over 800 organizations helping feed the hungry in Maryland who depend on the food bank as their primary source of food. Your contributions help make sure the Maryland Food Bank will always be here to help.

Corporate Matching Gift programs can double or even triple your donation to the Food Bank. If your company does not have a program, establish one. Encourage monetary support from employees and match their gift. Or, provide a grant to challenge employees to support the food bank *or* challenge other area companies to contribute. Inquire within your company's Human Resources Department.

Fund Drives: Make the Maryland Food Bank your charity of choice!

- Hold casual-dress and/or sports jersey days at your office, and ask employees to donate \$5 to "dress down".
- Provide incentives for United Way or Combined Charity Campaign giving.
- Hold a holiday party benefiting the Maryland Food Bank.
- Consider including information about the Maryland Food Bank in your company or organizational newsletter, advertising, or invoicing.
- Consider challenging other area companies or organizations to join in your fund raising.

Other Ideas:

- Invite a representative from the Food Bank to speak at your next organizational, religious or staff meeting.
- Take a tour of the Maryland Food Bank.
- Purchase honor cards or holiday cards in lieu of a gift for co-workers, friends or family.

Special Events

The **Blue Jean Ball** is the Maryland Food Bank's annual gala fundraiser, in which guests pair black-tie and blue jeans for a fabulous evening of fine food and beverage, live and silent auctions, and all-night dancing while raising critical funds for the Maryland Food Bank. Sponsorships begin at \$5,000 and feature benefits such as tickets to the event, signage, and program recognition. Please call 410-737-8282x 225 for more information

Special Projects & Funding Needs

Holiday Box Program distributes thousands of turkeys and boxes filled with all the "trimmings" to those in need in our community. Join others this holiday season in helping feed hungry Marylanders. Co-Hosting opportunities for this program are available. Please see www.mdfoodbank.org for more information regarding financial and volunteer support.

Grant Opportunities allow the Maryland Food Bank to work with partner agencies to offer programs for Marylanders in need. Financial support for these programs is always necessary and vital to our mission.

Food Distribution Programs includes our Pantry on the Go and Produce Giveaway programs, in which truckloads of much-needed food items and necessities are delivered to a partner agency holding a one-day large-scale food distribution to Marylanders in need.

School Pantry Program provides food for at-risk children and families while encouraging parents to take an active role in their child's education through volunteering at the school.

FoodWorks, The Maryland Food Bank's community reconstitutes perishable and prepared foods donated by food retailers, caterers, and restaurants into nutritious meals, allowing the food bank to distribute over 1.1 million additional pounds into the community. FoodWorks, a 12 week culinary training program will be offered to students age 18 and over. Students will receive job skills training in food preparation, food safety and nutrition, helping them to find future employment in the food service and hospitality industry. Funding for tuition and operational costs is needed.

For further information regarding Grant Opportunities, please see page 12 of this booklet.

Please see the form on the back of this booklet to make your commitment today. Questions, or for more details, please call 410.737.8282 ext. 225.

PROGRAMS

To supplement regular food procurement and distribution and ensure that food reaches those who need it most, the Maryland Food Bank operates special initiatives for children, seniors and the rural poor. These programs include:

Food Distribution Programs:

In Fiscal Year 2010, the Maryland Food Bank hosted 233 food programs, distributing over 1.3 million pounds of food across the state.

Produce Giveaways are the distribution of thousands of pounds of fresh fruits and vegetables delivered to one central location for immediate distribution to people in need in Baltimore City, Baltimore County and Anne Arundel County. Produce Giveaways are often held at or near assisted-living facilities to reach seniors who may be living on fixed incomes.

Pantry On The Go operates similarly to Produce Giveaways, delivering bulk loads of food to one central location. Unlike Produce Giveaways, the Pantry On the Go program offers a wide variety of foods, both fresh and non-perishable. Pantry On the Go events are usually held in rural areas, where residents do not have easy access to assistance sites.

The School Pantry Program, engages parents of low-income students in volunteer activities at their child's school. In exchange for their support, parents receive food from a school-operated pantry. The goal of the program is to provide food for children going hungry, while also encouraging parents to take an active role in their child's education. In Fiscal Year 2010, the School Pantry Program distributed 628,677 pounds of food in 93 schools. Parents donated more than 68,000 volunteer hours to underserved schools.

FoodWorks, The Maryland Food Bank's community kitchen opened in August 2010. The Community Kitchen reconstitutes perishable foods and prepared foods donated by caterers, restaurants and other institutions into nutritious, easy-to-distribute frozen meals. FoodWorks, a 14 week culinary training program is offered to students age 18 and over, free of charge. Students will receive job skills training in food preparation, food safety and nutrition, helping them to find future employment in the food service and hospitality industry.

Supplemental Nutrition Assistance Program (SNAP – formerly known as food stamps) outreach is targeted towards all individuals over the age of 54 who may be eligible for food stamps, but are currently not taking advantage of their benefits. The SNAP coordinator visits senior centers and senior living facilities and pre-screens residents on-site for SNAP eligibility. If eligible, the SNAP coordinator takes seniors step-by-step through the process with the goal of getting more seniors food. This outreach program eliminates the clients' need to go to the Department of Social Service (DSS) which is often a difficult and time-consuming task.

For more information on how you can help support these programs, please call 410.737.8282 ext. 225.

DIRECTIONS

The Maryland Food Bank is located at 2200 Halethorpe Farms Road, Baltimore, MD 21227. We are 1 mile outside the I-695 beltway in southwest Baltimore County.

From I-95 north of the tunnel

Use the I-95 Fort McHenry tunnel and exit at Exit 49 I-695 towards Glen Burnie. This exit is on the left. Proceed on I-695 to Exit 9 Hollins Ferry Road. Turn left at the end of the ramp and proceed 1 mile to a four way stop. Turn left on Halethorpe Farms Road and proceed 0.3 miles. The road ends at the Food Bank's driveway/entrance.

From Glen Burnie

Take I-695 to Exit 9 Hollins Ferry Road. Bear right at the end of the ramp and proceed 1.1 miles to the four way stop. Turn left on Halethorpe Farms Road and proceed 0.3 mile. The road ends at the food bank's driveway/entrance.

From Towson

Take I-695 to Exit 9 Hollins Ferry Road. Turn left at the end of the ramp and proceed 1 mile to a four way stop. Turn left on Halethorpe Farms Road and proceed 0.3 mile. The road ends at the Food Bank's driveway/entrance.

From the South

From I-95 take Exit 49 I-695 towards Glen Burnie (this exit is on the left.) Proceed on I-695 to Exit 9 Hollins Ferry Road. Turn left at the end of the ramp and proceed 1 mile to a four way stop. Turn left on Halethorpe Farms Road and proceed 0.3 miles. The road ends at the Food Bank's driveway/entrance.

From Downtown Baltimore or other points East

Follow the signs to I-395 and I-95 south bound or follow Martin Luther King Junior Blvd. south to I-395 to I-95 south bound. Take Exit 49 I-695 towards Glen Burnie (this exit is on the left.) Proceed on I-695 to Exit 9 Hollins Ferry Road. Turn left at the end of the ramp and proceed 1 mile to a four way stop. Turn left on Halethorpe Farms Road and proceed 0.3 miles. The road ends at the Food Bank's driveway/entrance.

Parking

Parking is available in the front of the building for visitors, volunteers and donation drop offs.

Hours of Operation

The warehouse is open from 8:30 a.m. to 3:30 p.m. Monday through Friday for deliveries. Office hours are 8:30 a.m. to 5:00 p.m.

MOST NEEDED ITEMS

(no glass, please)

MEAT & PROTEIN

Canned meat, ham and chicken
Peanut Butter
Macaroni and Cheese
Canned stews
Canned tuna, salmon and sardines
Nuts and seeds
Dried canned beans

BREADS & CEREALS

Oatmeal
Breakfast cereal
Rice and rice cakes
Pasta

FRUITS & VEGETABLES

Canned fruits and juices
Canned vegetables
Canned soup
Sauces/Salad Dressing

DAIRY FOODS

Evaporated milk
Powdered milk
Infant formula
Puddings and custards

NON-FOOD ITEMS

Diapers
Toilet Paper
Plastic/Paper plates and cups
Sanitary napkins and tampons

INTEREST FORM

I am interested in the following:

Volunteer Opportunities

- Warehouse—Sorting and packing food
- Warehouse—Packing emergency food boxes
- Administrative
- Community Kitchen FoodWorks
- Special Events

Food Drives

- Traditional Food Drive
- Virtual Food Drive

Additional Opportunities Financial Support

- Monetary Donation
- Corporate Matching Gift
- Fund Drive

Additional Opportunities Special Events

- Blue Jean Ball
- Recognition Event

Additional Opportunities Special Projects & Funding Needs

- Holiday Box Program
- Grant Opportunities
- Food Distribution
- School Pantry
- Community Kitchen

Contact person: _____

Name of Organization (if applicable) : _____

Contact Phone: _____

Contact E-mail: _____

Please return this form to:

2200 Halethorpe Farms Road, Baltimore, MD 21227

Phone: 410-737-8282 Fax: 410-536-0438 Email: Pon@mdfoodbank.org