



GoochlandCares Food Drive HOW TO

Thank you for working with your neighbors and colleagues to collect food for Food Pantry.
Because of YOU,
we can provide food for over 2,000 Goochland residents in need.

STEP 1

Make a collection plan that works for your neighborhood, club, group, church, business or organization. (i.e. collection day/time at a specific location, create teams by street if doing neighborhood, etc.). Then communicate the plan to your neighbors or colleagues.

STEP 2

Email to FoodPantry@GoochlandCares.org the following information –

If you need collection bins, yard signs, bags and flyers and how many of each...

If you want the flyer to accompany the bags, we need the following information

- number of bags needed
- contact information
- when and how the full bags of food will be collected

The flyer will also have the list of non-perishable food items most needed. We will let you know when your bags are ready to pick up with your flyer attached.

STEP 3

The Food Drive Captain/designee can pick up the requested number of bags, bins, yard signs for food collection from **GoochlandCares** at 2999 River Road West in the Goochland Courthouse area at a pre-arranged time.

Between these dates, we will be open as follows:

- Monday, Wednesday, and Thursday between 9am–4pm
- Tuesday between 9am–7pm
- Friday between 9am–3pm
- Other dates and times can be pre-arranged.

STEP 4

Let the gathering commence! The bags are collected on the selected date and time and then delivered **GoochlandCares** at 2999 River Road West in the Goochland Courthouse area anytime when we are open as follows:

- Monday, Wednesday, and Thursday between 9am–4pm
- Tuesday between 9am–7pm
- Friday between 9am–3pm
- Other dates and times can be pre-arranged.



GOOCHLAND CARES

Free Clinic and Family Services

2999 River Road West | Goochland VA 23063

804-556-6260 | www.GoochlandCares.org