

Food Drive Guide

As a “team captain” you can customize your team page, determine the overall team fundraising goal, and recruit fundraisers who will work to reach their individual, and the team’s fundraising goals.

Getting Started

As the food drive coordinator for your organization, you will serve as the liaison between your organization and Northern Illinois Food Bank.

We love to help. If you have any additional questions or need guidance in setting up your virtual food drive, please contact Kate Thomas, Special Events and Promotions Coordinator at 630-443-6910 ext. 117 or via email at kthomas@northernilfoodbank.org.

Registration Options

Click here to start virtual a food drive: www.SolveHungerToday.org/FoodandFundDrive. Before you register, please take a moment to become familiar with the registration options below. If you are unsure of how you should register, just give us a call and we will help.

- 1) **Register as an Individual.** Pick this option if you plan on setting up one fundraising page and want everyone to donate to that page. **Example:** A company that wants to set up a virtual food drive that all their employees donate to during the holidays, summer, or employee giving campaign or someone who wants to fundraise in lieu of gifts for their birthday. You can customize your page and you will be provided a unique URL to send out.
- 2) **Start a team.** Make your drive a team effort! Use this option if you are going to have multiple people raising money for you and want to track their progress. This is excellent for team competitions. **Example:** A company registers their team and all of their departments or branches join their team and compete to see who can raise the most funds.
- 3) **Join a team.** This option allows you to join an existing team and fundraise to reach the team’s goals!

Want to only collect food and not funds? No problem! You will follow the same food drive registration process below and will automatically receive a Virtual Food Drive fundraising link. You do not have to use the portal to fundraise.

6 Easy Steps to Starting your Food Drive

Step 1: Register as individual, starting a team, or joining an existing team.

Step 2: Do you want to start your fundraiser with a personal donation? Do so at this step. Otherwise set your fundraising goal and associate your participation with a company, if applicable.

Step 3: Register as New User or a Returning User

*If you receive our e-newsletters, have registered a virtual food drive or fundraiser using this site, or registered as a participant or volunteer at one of our Foodie 5Ks then **REGISTER AS A RETURNING USER** using the same email and password.

Step 3: If you are collecting physical food, setting up a virtual food drive, or doing both, register your food drive.

Step 5: Complete Registration. Unless you started your drive with a donation in step 2, your total will be \$0.00.

Step 6: You are complete! You will have received an email confirmation and are ready to access your participation and start fundraising.

NORTHERN ILLINOIS FOOD BANK
Feeding Our Hungry Neighbors in Northern Illinois
Solving hunger by providing nutritious meals to those in need in Boone, DuPage, DeKalb, Grundy, Kane, Kankakee, Kendall, Lake, McHenry, Ogle, Stephenson, Will & Winnebago counties

WELCOME, HANAH [Participant Center](#) | [Logout](#)

Northern Illinois Food Bank's Virtual Food Drive

Thanks for Registering

Thank you for registering for Northern Illinois Food Bank's Virtual Food Drive!
A confirmation email has been sent to hpapp+8@northernillfoodbank.org.

Start fundraising today with your Participant Center!

[Access your Participant Center](#)

Click to access your participation center and add your personal story, photos, or videos

Registration Summary

Miss Hanah Papp	Participation Type: Food and Fund Drive	\$0.00
hpapp+8@northernillfoodbank.org 273 Dearborn Court, Geneva Geneva, IL 60134-3587	Extra Gift:	\$0.00

Participant Total: \$0.00

[Access your Participant Center](#)

Participation Center

After you register your drive, you will receive an email with a link to your participant center. Click on the link and log in or go to www.SolveHungerToday.org/foodandfunddrive and log in at the top.



Feeding Our Hungry Neighbors in Northern Illinois
Solving hunger by providing nutritious meals to those in need in Boone, DuPage, DeKalb, Grundy, Kane, Kanikakee, Kendall, Lake, McHenry, Ogle, Stephenson, Will & Winnebago counties

MANAGE YOUR DRIVE

[About Us](#) [Fundraising Tips](#) [Contact](#)

You can manage your drive form the participant center.

- **Email:** Use our powerful email tool to let your supporters know about your virtual drive. We have included sample emails that you can send out to ask for donations and to thank your supporters.
- **Progress:** Track fundraising progress, update goals, and check the status of offline gifts that were mailed or delivered to the Food Bank.
- **Personal page:** Make your page stand out. Add your company/organization logo or personal story.
- **Team page:** If you are the captain of your team, you will have the ability to edit your team page and email your team members. This is a great place to rally your team behind the mission.

Snapshot of the Participant Center: “Home” Tab

Welcome, Hanah Papp TEST2 | Profile | Help | Log Out

Home **Email** Progress Personal Page Team Page

Overview

Your Fundraising Progress

\$0.00 I Have Raised	\$500.00 My Goal (change)	0% Percent	0 Days Left
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What to do next?

- 1 Set up your Personal Page
Customize your Personal Page with a story about why you are raising funds for this cause.
- 2 Add Contacts to Your Address Book
Add contacts to email from your personal Address Book on our site.
- 3 Send an Email
You have sent no emails to your family or friends. Add them to your Address Book and email them about your fundraising effort.
- 4 Thank your Donors
Thank your donors!

Recent Activity

Date	Activity	Description	Additional Info
Dec 10	Recruit	You joined Northern Illinois Food Bank's Virtual Food Drive	

Send email

Add Contacts
View Your Progress
Edit Personal Page
Email Team
View Team Roster

Message from Your Team Captain
You did not set a message for your team. Use the Edit link to leave a message on the Participant Center Home page of your teammates. [Edit](#)

Team captains: Change the above message for all of your team members to read.

Snapshot of the Participant Center: “Team Page” Tab

Welcome, Hanah Papp TEST2 | Profile | Help | Log Out

Home | **Email** | **Progress** | **Personal Page** | **Team Page**

Edit Your Team Fundraising Page [\(View Team Page\)](#)

Team Page URL: [\(URL Settings\)](#)
http://nifb.convio.net/site/TR/FoodDrive/General?team_id=2611&pg=team&fr_id=1100

Body

Font family | Font size |

Please join our team in the fight against hunger in our community!

Our team is hosting a Virtual Food Drive benefitting Northern Illinois Food Bank and will hope you will shop the aisles of most needed items to make a difference in the lives of thousands of people in northern Illinois who are hungry. For every \$1 donated, the Food Bank can provide \$8 worth of food to a family in need.

How you can participate?

1. SHOP OUR AISLE of most needed items and “Check Out” to make your donation.
2. Join our team and create a personal page to share with your friends, members of your family, or coworkers.
3. MAKE AN ONLINE DONATION to help our team reach our fundraising goal.

Photo

Images must be .gif, .jpg or .png files.
 No file chosen

Caption

or [remove photo](#)

The Preview will open in a new window, but will not save your changes.

Share your story about why you're supporting the Food Bank

Add your company logo, picture, or upload a video

Snapshot of the Participant Center: “Personal Page”

Use the “Email” tab to access pre-written thank you, recruiting, and solicitation emails.

Use the “Progress” tab to view and track progress of your Virtual Food Drive

Welcome, Leah Page TEST2 | Profile | Help | Log Out

Home Email Progress Personal Page Team Page

Edit Your Personal Fundraising Page (View Personal Page)

Personal Page URL: ()
http://nifb.convio.net/goto/ [input field]

This page is
 Public (Everyone can find and view and your Personal Page.)
 Private (Only people who know the exact URL can find and view your Personal Page.)

Cancel Save

Title
Welcome to My Personal Page

Body

Font family Font size [icons]

Please join me in the fight against hunger in our community!

Did you know 1 in 7 people in northern Illinois rely on food provided Northern Illinois Food Bank?

You can help me put food on their plates by donating to my Virtual Food Drive. “Shop the aisles” of most needed items to make a difference in the lives of thousands of people in northern Illinois who are hungry. The funds we raise together stay right here, in our backyard, and will provide nutritious food like fresh produce, protein, and milk to our hungry neighbors.

Did you know the Food Bank can turn you \$1 donated into \$8 worth of food?

Preview Save

The Preview will open in a new window, but will not save your changes.

Content
Photos/Video
Components

Customize URL to send to friends and family and share on social media

Use the above tabs to change your picture or upload a video

Share your story about why you’re supporting the Food Bank

Tips for Success

A successful virtual food drive can be easy and simple to organize with a little thoughtful planning. We've come up with a checklist for you to make sure that all your bases are covered:

- **Set a goal.** If this is your first drive, set a goal you think is attainable. Goals are a fun way to get people excited about your drive. You will also have the option to change your goal at any time in your participant center.
- **Set a date.** Giving people a deadline creates urgency and will encourage donors to support your drive in a timely manner.
- **Update your Personal Page.** Personalize your food drive with your company/organization/personal photo and story about why you are supporting the Food Bank.
- **Send emails** out to at least ten of your family and friends asking for support. We've provided you with ready-made messages, asking your contacts to donate to your virtual food drive.
- **Share your page via your social medial channels.** Encourage your friends/family/supporters to share your page after they donate.
- **Thank supporters.** Log into you participation center and thank your family, friends, employees, supporters for donating to your virtual food drive.
- Mail checks with the [offline donation form](#) so we can update the amount raised on your personal or team page.
- Once your drive is over, don't forget to **share** your success of with us.

Cash and Check Donations

Online Donations to your virtual food drive are the most efficient. These don't require delivery, generate instant receipts to the donor, and eliminate the handling of any money on your end.

If you receive cash or check donations, you will need to complete and submit an [offline donation form](#). **Please do not mail cash. In order for us to give you credit (move your thermometer up) for your donations, you need to complete and submit this form.**

Please include the offline donation form with your check donations payable to Northern Illinois Food Bank to:

Northern Illinois Food Bank
Attn: Kate Thomas
273 Dearborn Court
Geneva, IL 60134