



Hunger Hurts the Whole
COMMUNITY
FOOD & FUND DRIVE
LONGMONT • ST. VRAIN VALLEY

DRIVER INSTRUCTIONS & ROUTE SHEET

APRIL 7-9, 2017

THANK YOU FOR YOUR HELP TODAY! Volunteers are a crucial part of this annual event's success. You're helping us reach our goal to collect 30,000 meals in 3 days!

INSTRUCTIONS FOR PICKING UP FOOD DONATIONS

1. Each grocery store should have at least one purple barrel for collecting food donations. Some stores may have two doors --- please make sure to check both doors for a purple barrel.
2. At least one barrel should have a plastic milk crate sitting next to it. The crate contains our biodegradable, mint green, plastic grocery bags and an information folder (the volunteer greeter packet). Please check the crates as you are collecting food, and re-stock bags as needed. When you drop off your first load of food at the warehouse, you can collect a crate of extra green bags – to distribute as needed.
3. The information folder in each milk crate contains materials about CFS, along with blank volunteer nametags. If you do NOT have a name tag, please ask the greeters at the first store you visit to give you one. If there is no greeter, please open the folder and make yourself a name tag. Markers are included in the greeter packet. This step is important, because the volunteer greeters will be looking for drivers who are wearing volunteer name tags.
4. When loading your car, please use proper lifting techniques – and bend at the knees! **Please DO NOT tie knots in the bags.** When the food drive is over, we reuse the bags in our food distributions. If they are tied, we are unable to reuse them.
5. Please fill out the route sheet (see last page) as you are collecting bags. It is important for us to collect a bag count at each store.
6. Please visit all the stores on your route at least once. When your vehicle is full, you can head to the warehouse. If there is still time in your shift, please visit all your stores once more.
7. Please call the Volunteer Dept. cell phone **(303-591-0516)** when you are getting close to the warehouse. This will allow a staff member to make their way to the large dock door 3 and open the door so that they can help you back your vehicle into the warehouse for unloading. You must drive around to the back of the building, past the "Agency Shopping" doors, to access dock door 3. Please feel free to call if you have questions or issues while you are out driving. If greeters let you know they need more supplies or are overflowing after you pick up from them, please call us right away!

WHAT TO DO WITH FINANCIAL DONATIONS

1. Greeters have been provided with plastic containers to collect all non-food donations. We accept cash and checks, and have envelopes for donors to take home if they wish to mail in a donation.
2. Greeters have been instructed to transfer the money from the plastic container into the provided envelope at the end of their shift, or when a driver comes for a pickup. Greeters need to write their name, date and store location on the envelope. They will give the envelope with cash to the driver that is identified by his/her name tag.
3. Once you have finished loading the food in your vehicle, please check with the greeters to see if they have any financial donations to give you.
4. If a greeter is on for the last shift of the day or their shift has ended and a driver has not arrived for them to give the money to, we ask that the greeter please take the cash with them and:
 - a. Drop the monetary donations off at Community Food Share within 24 hours, **but please call (303) 591-0516 beforehand – to ensure a staff member is ready and available to receive you. Our staff will be in the warehouse and the front doors will be locked.**
 - b. Write a check to Community Food Share in the amount you collected and mail the check within 24 hours.

PLEASE DO NOT LEAVE THE MONETARY DONATIONS AT THE STORE

QUESTIONS?

Call **(303) 591-0516**. A Community Food Share staff member is monitoring the volunteer department's cell phone all weekend long, and we are here to help.

SEE LAST PAGE FOR DRIVER ROUTE SHEET!

IMPORTANT: Please count and record how many bags you get at each store on this sheet. We need to give this info to the grocery stores. **PLEASE RETURN THIS SHEET TO A STAFF MEMBER WHEN YOU ARRIVE AT THE WAREHOUSE.** Thank you for your assistance!

Hunger Hurts 2017 Collection Sites

Driver name: _____

Date & Shift Time: _____

Route 1 | North Longmont

	Time	Bags
King Soopers: 2255 Main Street, Longmont	_____	_____
King Soopers: 1611 Pace Street, Longmont	_____	_____
Safeway: 1630 Pace Street, Longmont	_____	_____
Safeway: 1632 Hover Street, Longmont	_____	_____

Route 2 | South Longmont

Lucky's Market: 700 Ken Pratt Boulevard, Longmont	_____	_____
Safeway: 1050 Ken Pratt Boulevard, Longmont	_____	_____
King Soopers: 995 S. Hover Road, Longmont	_____	_____
Sprouts Farmers Market: 1101 S. Hover Road, Longmont	_____	_____

Route 3 | Louisville and Lafayette

King Soopers: 1375 S. Boulder Road, Louisville	_____	_____
Alfalfa's: 785 E. South Boulder Road, Louisville	_____	_____
Sprouts Farmers Market: 555 W. South Boulder Road, Lafayette	_____	_____

Route 4 | Niwot, Gunbarrel, and Lafayette

King Soopers: 480 N. Highway 287, Lafayette	_____	_____
Niwot Market: 7980 Niwot Road, Niwot	_____	_____
King Soopers: 6550 Lookout Road, Gunbarrel	_____	_____

Some stores have two entrances, so please be sure to check all entrances for our donations bins. If anyone asks you for verification that you are with Community Food Share, show them this paper and your name tag.

Please call the Volunteer Dept. cell phone (303-591-0516) when you are getting close to the warehouse. This will allow a staff member to make their way to the large dock door 3 and open the door so that they can help you back your vehicle into the warehouse for unloading.