




**HOLIDAY SEASON KIT**  
**FOOD DRIVE AND PACKING PARTY**  
**GUIDELINES, CHECKLIST, AND PRINTABLES**





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 908-485-4462

 [events@cfbnj.org](mailto:events@cfbnj.org)

# HOLIDAY SEASON KIT



650,000 people in New Jersey are struggling with hunger and their financial futures remain uncertain. You can be the hope for our hungry neighbors in a time when that need is still so great. Together, we can fill the empty plates of our hungry neighbors this holiday season and throughout the year.

## ITEMS NEEDED FOR EACH HOLIDAY SEASON KIT\*

1.



1 BOX OF STUFFING  
6 OZ.

2.



2 BOXES OF  
MAC AND CHEESE

3.



1 CAN OF SOUP  
14.5 OZ., LOW SODIUM

4.



2 CANS OF CHICKEN  
12.5 OZ. PER, IN WATER

5.



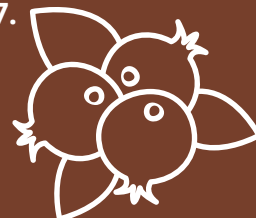
1 CAN OF GREEN BEANS  
14.5 OZ., LOW SODIUM

6.



1 CAN OF SWEET POTATOES  
15 OZ., IN LIGHT SYRUP

7.



1 CAN OF CRANBERRY  
SAUCE, 14 OZ.

## GUIDELINES AND CHECK LIST

- 1. Set Your Event Date(s) and Location(s)
- 2. Register Your Event and/or Set Up an Adjacent Virtual Fundraiser at [cfbnj.org/fundraise](https://cfbnj.org/fundraise)
- 3. Spread the Word and Promote Your Event
- 4. Purchase or Start Collecting Items Needed and Funds
- 5. Contact [events@cfbnj.org](mailto:events@cfbnj.org) for Donation Drop-off Information

*\*Important Note: All items must be new and in original packaging and must contain nutrition facts.*

**For more information, contact [events@cfbnj.org](mailto:events@cfbnj.org).**

# HOLIDAY SEASON KIT

## EVENT SETUP INSTRUCTIONS AND RECOMMENDATIONS



**LENGTH OF PACKING EVENT:** ONE HOUR

**NUMBER OF PARTICIPANTS:** 15 PER ASSEMBLY LINE

**GOAL:** 15 KITS PER VOLUNTEER

### PRE-EVENT PREPARATION

- Purchase\* or collect all items needed for the **Holiday Season Kit**, including the special kit carriers (two gallon Ziploc bag, grocery bag, or a type of carrier which can be sealed or tied), and boxes to store packed **Holiday Season Kit** for donation
- Event location with counter space for assembly line(s)

### PARTICIPANT ASSIGNMENTS

- Identify three participants as event working staff per assembly line to
  - Assist with event setup
  - Replenish items at the assembly line as needed
  - Box all the packed **Holiday Season Kits** at the end of the line for donation after the packing activity
- Divide the rest of the participants equally into teams for **Holiday Season Kit** packing at each assembly line

### INSTRUCTIONS FOR SETUP

- If you have multiple assembly lines, divide all purchased/collected items equally
- Each assembly line should have the items placed in the suggested order below (start from heavier and bigger items then to lighter and smaller items)
  1. Cans of Chicken
  2. Cans of Sweet Potatoes
  3. Cans of Soup
  4. Cans of Green Beans
  5. Cans of Cranberry Sauce
  6. Boxes of Mac and Cheese
  7. Boxes of Stuffing
- Create a couple of completed kits for display at the beginning of the assembly line next to the "CREATE **HOLIDAY SEASON KIT** HERE" signage.

*\*Important Note: The event organizer shall be responsible for item purchase.*

**For more information, contact [events@cfbnj.org](mailto:events@cfbnj.org).**

# CREATE HOLIDAY SEASON KIT HERE

- 1. Take one bag**
- 2. Add the following items to the bag in order:**
  - Two [2] Cans of Chicken
  - One [1] Can of Sweet Potatoes
  - One [1] Can of Soup
  - One [1] Can of Green Beans
  - One [1] Can of Cranberry Sauce
  - Two [2] Boxes of Mac and Cheese
  - One [1] Box of Stuffing
- 3. Seal and return the completed kit to the event working staff at the end of the assembly line**
- 4. Head back to the beginning of the line and continue packing!**

*Please proceed swiftly through the line so all guests have the opportunity to experience volunteering. Thank you for your cooperation and support!*



# NEEDED ITEMS

## Holiday Season Kit Food Drive

EVENT DATES: \_\_\_\_\_



BOXES OF STUFFING  
6 OZ.



BOXES OF  
MAC AND CHEESE



CANS OF SOUP  
14.5 OZ., LOW SODIUM



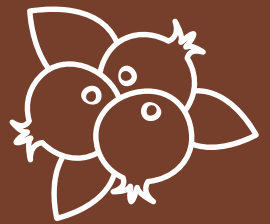
CANS OF CHICKEN  
12.5 OZ. PER, IN WATER



CANS OF GREEN BEANS  
14.5 OZ., LOW SODIUM



CANS OF SWEET POTATOES  
15 OZ., IN LIGHT SYRUP



CANS OF CRANBERRY  
SAUCE, 14 OZ.

*\*Important Note: All items must be new and in original packaging and must contain nutrition facts.*



**MONETARY DONATIONS ALSO ACCEPTED.**

**SAMPLE SCAN TO DONATE.**  
**\$1 = 3 MEALS.**



**NEIGHBORS  
HELPING  
NEIGHBORS**

# Holiday Season Kit Food Drive

# DROP OFF HERE

Thank you for providing food, help, and hope  
to our neighbors in need!





## NEIGHBORS HELPING NEIGHBORS

The power of coming together. **Neighbors Helping Neighbors** is CFBNJ's community-based effort to help spread awareness about food insecurity and raise funds to provide food, help and hope for our neighbors in need. Bring your family, friends, neighbors, and coworkers together for the cause. Join us.

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## ABOUT THE COMMUNITY FOODBANK OF NEW JERSEY

The Community FoodBank of New Jersey (CFBNJ), a member of Feeding America®, has been delivering food, help and hope across the state for over 45 years. Last year, CFBNJ provided nutritious food for over 85 million meals through its network of more than 800 community partners including pantries, soup kitchens, emergency shelters, mobile pantries, and child and senior feeding programs throughout the 15 New Jersey counties it serves. For our hungry neighbors, CFBNJ is the powerful agent of change that fills the emptiness caused by hunger and provides resources that are essential to earning a sustainable living.