



HOLIDAY SEASON KIT

FOOD DRIVE AND PACKING PARTY

GUIDELINES, CHECKLIST, AND PRINTABLES





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COMMUNITY FOODBANK OF NEW JERSEY**



908-882-0668



events@cfnj.org

HOLIDAY SEASON KIT



Nearly 1.1 million 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.



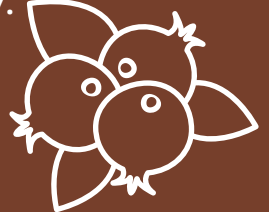
**1 CAN OF GREEN BEANS
14.5 OZ., LOW SODIUM**

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
- ☐ 3. Spread the Word and Promote Your Event
- ☐ 4. Purchase or Start Collecting Items Needed and Funds
- ☐ 5. Contact 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.

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 Kits** 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.

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



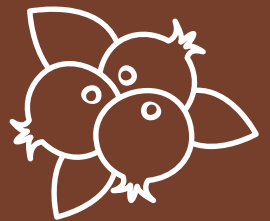
CANS OF CHICKEN
12.5 OZ. PER, IN WATER



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.

ABOUT THE COMMUNITY FOODBANK OF NEW JERSEY

The **Community FoodBank of New Jersey (CFBNJ)** is the largest anti-hunger, anti-poverty organization in New Jersey, where nearly 1.1 million neighbors, including 1 in 7 children, struggle with the emptiness caused by hunger. We are the lead source of nourishing food for 800 pantries serving everyone from infants to college students to families and seniors. Our comprehensive approach addresses the root causes of hunger through food benefits and social services, job training and certification, local farm partnerships, and food policies that nurture all New Jerseyans. By providing food, help, and hope, we are building a food secure future for our state. CFBNJ is a proud member of Feeding America®.