



TENANT-LANDLORD SPRING HOPE FOOD DRIVE

Countdown tasks to the Tenant-Landlord Food Drive on April 19!

Landlord & Staff Information

Your food drive materials are included with this package.

Posters

- Two poster designs are included (6 of each making 12 in total):
 - General Food Drive awareness posters to publicize in the weeks leading up to the event.
 - “Food Drive Today” posters to be displayed on the day of the food drive (April 19).

Stickers, Boxes & Bags

- **Boxes:** You have received the number of boxes that were requested for your building. Please read provided Food Drive Guidelines with important information regarding our boxes.
- **Stickers:** Each volunteer or staff person who is helping on the night of the food drive should wear a sticker. This assures tenants that this is a legitimate event and that their donations will go to the Ottawa Food Bank.
- **Bags:** These should be distributed to each unit (or mail box) on **Wednesday, April 12 or Thursday, April 13**, prior to the food drive. Bag distribution will increase donations, reminding tenants of the food drive while they are in their homes. Bags also make collection easier and quicker!

Volunteer Canvassers

- Volunteers can be your tenants, superintendents, property managers, head office staff, as well as their friends and family. Teenagers from the community may wish to participate as a way of earning high school volunteer hours.
- Canvassers are crucial the night of the drive! Aim to have one canvasser for every 50 units. Canvassers go door to door (wearing their food drive volunteer sticker) collecting food. Canvassers enable 15 times more food to be collected!
- Store the food donations safely prior to pick up (unattended food donations tend to disappear), let your volunteers know where the food will be stored. The rental office is generally an appropriate place – that way staff will have access to it when volunteers from Rogers Communications arrive to pick it up.
- Remember to thank your volunteers! This could be verbal or in the form of a letter from a senior manager from the owner or property management company.

Pickups

- Pickups will start the day after the food drive and we aim to be completed within 2 business days (from April 20 – 21). With Monday, April 24 as a buffer day if we need. Pickups are done by our volunteers at Rogers Communications and the Ottawa Food Bank.

Thank you for your participation and good luck!