

# UA4Food – Faculty Staff Drive

## March 1 – April 6, 2016

### Department Ambassador Information

Thank you for acting as a department “ambassador” for the UA4Food Drive. Your generous participation will help us support the Community Food Bank of Southern Arizona.

#### IMPORTANT CONTACTS

Sheila McGinnis – ua4food@email.arizona.edu or 626-4671 (general questions – cash pick up)

Hilary Beggs – hbeggs@communityfoodbank.org or 449-8347 (food pick up, boxes and materials)

#### WHAT TO DO?

- 1) Announce drive to your department, building or area.
- 2) Encourage people who wish to donate money to use the online giving option provided at [www.ua4food.arizona.edu](http://www.ua4food.arizona.edu).
- 3) Place food collection boxes with posters in a convenient area.
- 4) If you choose to collect check donations, provide employees with Food Bank donation envelopes. **Please ask them to make checks payable to Community Food Bank and note *UA4Food* on the memo line of their check.**
- 5) If you choose to collect check and cash donations, you are responsible for maintaining and securing a collection canister or other method. Please make sure it is not left unattended, and please find safe, locked storage for it when you are away.
- 6) If you wish, conduct or encourage others to hold special events to raise food, money and awareness. (e.g. Bake sales, dress up day, jeans day, years of service, raffle)  
If you conduct a one-time event that collects money, please contact Sheila McGinnis at 626-4671, or Hilary Beggs at 449-8347 to arrange monetary pick up as soon as possible after the event.
- 7) At the end of the drive, put all cash and checks in the large envelope provided, and fill out the form on the back of the envelope.
- 8) Please deliver food to the “Stuff the Bus” event on Wednesday, April 6 from 7 am to 6 pm at Cherry and University. You can also deliver cash envelopes to Sheila McGinnis at the event between 11 am and 1 pm.

**IMPORTANT:** Please encourage staff interested in donating money to use the online giving option by visiting [www.ua4food.arizona.edu](http://www.ua4food.arizona.edu). This is an easy and secure way to give!

#### WHAT IS NEEDED?

**Both food and monetary donations to support the Community Food Bank of Southern Arizona.**

#### Monetary Donations:

Donate online through [www.ua4food.arizona.edu](http://www.ua4food.arizona.edu). Checks and cash are also accepted. Donors can mail their check directly to the Food Bank in a remittance envelope, or give to an ambassador. Don't forget to make checks payable to Community Food Bank with a note *UA4Food* on the memo line.

**Food Donations:**

We will accept any unopened canned and non-perishable items, but we are particularly focusing on foods that are in great need and expensive for the food bank to purchase, in particular peanut butter, cereal, canned vegetables and canned meats.

**WHO TO CONTACT FOR INFORMATION AND MATERIALS?**

I need more supplies (i.e., empty boxes, canisters, remittance envelopes), who do I call?  
Hilary Beggs @ hbeggs@communityfoodbank.org or 449-8347

I'm having an event, and would like to see it put on the UA4Food Website, what do I do?  
Email: ua4food@email.arizona.edu

I'd like to arrange for a Food Bank speaker for my event, who do I call?  
Hilary Beggs @ hbeggs@communityfoodbank.org or 449-8347

I have miscellaneous questions, whom do I call?  
Email: ua4food@email.arizona.edu  
Sheila McGinnis at 626-4671 or Hilary Beggs at 449-8347

Someone wants to give money, and I don't have a canister, what should I do?

1. You can refer them to the website ([www.ua4food.arizona.edu](http://www.ua4food.arizona.edu)). There is a link to a site where they can make donations via the internet, in a secure manner.
2. You can give them a remittance envelope, seal it and put it in the larger manila envelope, you were given at Orientation.

I'm having an event (ex. a breakfast fundraiser). Who should I call to pick up the money donated for the treats I made? If you aren't able to bring money to the Stuff the CatTran, please call:  
Sheila McGinnis at 626-4671

**Thank you for teaming up with us to help *squash* hunger in Pima County.  
We appreciate your dedication and commitment!**