



It's Spooky To Be Hungry  
*Neighborhood Captain's Guide 2017*



*Welcome To The Spooky Team*  
Thank you so much for volunteering!

## IMPORTANT DATES!

### Aiken & Richmond County:

October 10  
October 10 - 13  
October 14 - 18  
October 21

Packet Pick Up Event for Neighborhood Captains. Location TBA  
Captains pick up collection packets at Golden Harvest during  
business hours if unable to attend Packet Pick up Event  
Distribute Flyers in neighborhoods (3-5 days before collection)  
**Collection Day Aiken County & Richmond County**

### Columbia County:

October 17  
October 17 - 20  
October 21 - 25  
October 28

Packet Pick Up Event for Neighborhood Captains. Location TBA  
Captains pick up collection packets at Golden Harvest during  
business hours if unable to attend Packet Pick Up Event  
Distribute Flyers in neighborhoods (3-5 days before collection)  
**Collection Day Columbia County**

## TIPS AND TRICKS FOR A GREAT DRIVE!!!

### RALLY YOUR FRIENDS AND NEIGHBORS!

- ❑ You will be recruiting volunteers to put flyers and bags on the front doors of the houses in your neighborhood 3-5 days before your collection.
- ❑ On your collection day, you and your volunteers will knock on the doors in your neighborhood to collect food and funds from your generous neighbors.
- ❑ You will take the food and funds you and your teams have gathered to your Drop-off Location or store it until Golden Harvest can come to pick it up.

### BEFORE THE FOOD DRIVE

- ❑ Recruit your volunteers! This drive is great fun for families, school and church groups. It's awesome to see how excited kids and adults get when they are collecting food and funds to feed the hungry.
- ❑ Count the number of houses in your neighborhood for your collection – Confirm the date and time you will collect in your neighborhood. Submit this neighborhood information on the Volgistics site. Your Coordinator will send you the link.
- ❑ Divide up your neighborhood into collection sections (typically 30-40 houses each), and determine how many volunteer collection teams you will need (one driver and two to three additional people to pickup from houses work well for each team).
- ❑ Prepare “Team” packets for each neighborhood collection team. They should include an envelope for checks and cash.
- ❑ Don't Worry! Golden Harvest will provide you with the flyers, envelopes, bags and a yard sign you will need for your food collection
- ❑ You might need to supply empty boxes, plastic bags, rubber bands, etc.
- ❑ *Optional: Work on additional neighborhood publicity (other than Spooky flyers and yard sign).*
- ❑ *Optional: Make signs and decorations for your driveway to identify your home as “Spooky Central” in your neighborhood.*
- ❑ *Optional: Order additional Spooky tee shirts/patches using the Order Form.*

- ❑ The YELLOW Collection Drop-Off Instructions Sheet in your packet tells you where to take your food once collected or for Larger neighborhoods (400 houses or more) the dates of when barrels or other containers will be delivered and picked up from your collection site.
- ❑ If you captain a smaller neighborhood, you will need to gather your own storage boxes. You will need to transport your neighborhood collection to your designated drop off neighborhood so plan extra help and extra vehicles to help.
- ❑ If you are a large neighborhood, you will receive barrels or totes from the food bank to store your collected food. You may want to collect additional boxes to store any overflow.

### **DISTRIBUTE THE BAGS AND FLYERS IN YOUR NEIGHBORHOOD**

- ❑ Have **ALL** volunteers sign in on the Volunteer Release / Sign in Form on the back of your Neighborhood Collection Envelope.
- ❑ Your volunteers will help you distribute the Bags, Flyers and Envelopes to every house in your neighborhood 3-5 days before your collection date.
- ❑ Please hang them on door handles in the neighborhood. **Please do not place the Bag, envelope or flyer in/on the mailbox.** Also, please do not use tape to secure bags to other painted surfaces. Tape can rip paint off.

### **COLLECTION DAY:**

- ❑ Have **ALL** volunteers sign in on the Volunteer Release / Sign in Form on the back of your Neighborhood Collection Envelope.
- ❑ Gather volunteer teams at the Collection Site for “cheerleading” and instructions. Use the instruction sheet in your Collection Packet when going over the directions for the collection.
- ❑ Send Teams out to collect food and monetary donations from the neighborhood homes.
  - If a bag of food or check is left by the door for pick up, the volunteer takes it and leaves a “thank you” slip where the food was left. NO TAPE, PLEASE.
  - If a bag or check is not left by the door, have the volunteer knock or ring the doorbell at EVERY home.
  - If no one is home, leave a Sorry we missed you slip and proceed to the next house.
  - If someone answers the door, respond “It’s Spooky to be Hungry!”, introduce yourself, and explain that you are collecting for the annual Golden Harvest Food Bank It’s Spooky To Be Hungry neighborhood food drive. Ask if they would like to make a donation to Spooky and have the flyer available.
  - If they ask you to come back while they gather food, be sure to thank them in person and make a note of which houses you need to return to. If they say they aren’t interested, simply say, “Thank you for your time”.
- ❑ As Teams return to your location place the donations in boxes or containers. Be sure to check for any monetary donations in the bags.
- ❑ If needed, Hand out Volunteer Acknowledgement Forms. These are available on line at [www.itsspookytobehungry.org](http://www.itsspookytobehungry.org)
- ❑ Complete collection envelope provided, place your checks and cash in the envelope, and give to the Neighborhood Captain at your designated Drop-Off Location.
- ❑ Drop off your food, Monetary Donations and yard signs at your designated Drop-Off Location between 1pm – 5pm. Call first to avoid making extra trips.

### **AFTER COLLECTION DAY**

- ❑ Thank your volunteers. CELEBRATE!
- ❑ Remove any additional signs advertising “Spooky”.
- ❑ Larger neighborhoods: Food is picked up by the food bank.

## ANY QUESTIONS? CALL YOUR COORDINATOR

### IMPORTANT SPOOKY POLICIES

Over the many years of Spooky's fun and success, we have established just a few general policies that we ask all our Captains to comply with. Please take special note of the following:

- **Please place flyers and envelopes in bags and hang on doors in your neighborhood.**
- **PLEASE DO NOT PUT BAGS, ENVELOPES OR FLYERS IN OR ON MAILBOXES. It is a federal offense to put anything other than U.S. Mail in or on mailboxes.**
- **PLEASE DO NOT USE TAPE TO SECURE BAGS PAINTED SURFACES.**
- **OTHER THAN USED BOXES, PLEASE DO NOT SOLICIT MATERIALS FOR YOUR FOOD DRIVE.**
- **PLEASE DO NOT USE SPOOKY TO PROMOTE A PERSONAL OR PROFESSIONAL AFFILIATION.**

### COLLECTION PACKET Checklist

- **Part 1** contains everything you need to get ready for collection day:
    - Collection Drop-Off Instructions Sheet (yellow).
      - For most neighborhoods**, this sheet informs you where to drop off your food.
      - For larger neighborhoods (Over 400 homes)**, this sheet will tell you when to expect your containers to be dropped off before your collection and picked-up after your collection.
    - Letter with last minute instructions (off-white)
    - Bags, Flyers and Envelopes
  - Part 2** contains your Collection Day materials.
    - Collection Envelope with Volunteer Release and Sign in Sheet
    - Instructions to Volunteers & Safety Guidelines
- \*\*Again This Year\*\* On Line Forms – [www.itsspookytohungry.org](http://www.itsspookytohungry.org)**
- Volunteer Acknowledgement Forms
  - Sample “Thank You” letter for volunteers
  - Thank You / Sorry we missed you Slips

If something is missing, contact your Coordinator.