



*feeding lives together*

**2019 It's Spooky To Be Hungry  
Neighborhood Captain Guide**



**Golden Harvest Food Bank  
Contact: Ann Malay  
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**Website: [www.itsspookytobehungry.org](http://www.itsspookytobehungry.org)**

**SAVE THESE DATES**

**Aiken County & North Augusta:**

Tuesday, October 8

Pick up your Captain Kit

**Aiken neighborhoods** pick up kits from  
Golden Harvest Food Bank warehouse in Aiken  
Anytime between 8:30am-7:00pm  
Address: 81 Capital Drive  
Aiken, South Carolina 29803  
This is located near the intersection of Banks Mill & East Pine Log Road

**North Augusta neighborhoods** pick up kits from  
Sno-Cap Drive in North Augusta  
Anytime between 5:00pm-7:00pm  
Address: 618 West Avenue  
North Augusta, South Carolina 29841

Saturday, October 12

Recommended day to distribute orange bags in neighborhoods  
Please place one flyer and one donation envelope inside each bag

Saturday, October 19

Food Collection Day for Aiken County & North Augusta 9:00am-1:00

**Columbia & Richmond County:**

Thursday, October 10

Pick up your Captain Kit.  
Columbia County neighborhoods pick up kits from

First Baptist Church in Evans  
Anytime between 5:00-7:00pm  
Address: 515 North Belair Road  
Evans, Georgia 30809  
This is located across the street from Cracker Barrel

Saturday, October 19

Recommended day to distribute orange bags in neighborhoods  
Please place one flyer and one donation envelope inside each bag

Saturday, October 26

Food Collection Day for Columbia & Richmond County 9:00-1:00

## **STEP 1: REGISTER YOUR NEIGHBORHOOD**

- ❑ Count the number of houses in your neighborhood
- ❑ Submit your neighborhood information online before mid-September: [www.itsspookytohungry.org](http://www.itsspookytohungry.org)  
\*Note: We cannot guarantee the availability of supplies for captains who sign up after Labor Day.

## **STEP 2: PICK UP YOUR CAPTAIN KIT**

- ❑ Orange Donation Bags
- ❑ Monetary Donation Envelopes
- ❑ Neighborhood Flyers
- ❑ Thank You / Missed You” slips
- ❑ Neighborhood Collection Envelope (large)
- ❑ Volunteer Release & Sign-In Sheet (printed on large collection envelope)
- ❑ Spooky Stickers (if requested)
- ❑ Volunteer Instructions & Safety Guidelines
- ❑ Food Collection Day instructions
- ❑ T-shirt (for captains who registered before Labor Day)

Many forms are also available online via the “media” tab on our Spooky website:  
[www.itsspookytohungry.org](http://www.itsspookytohungry.org)

## **STEP 3: DISTRIBUTE ORANGE BAGS**

- ❑ Recruit volunteers, friends and family to help put orange bags on the front doors of the houses in your neighborhood. The ideal time to accomplish this is on a Saturday.  
This is when most volunteers are available to help and sunset usually occurs around 6:00pm in October.
- ❑ Place a flyer and monetary donation envelope inside each orange bag before distributing to each home
- ❑ Determine specific streets to assign your volunteers.
- ❑ Ask all volunteers sign in on the Volunteer Release / Sign in Form. This is located on the back of your (large) Neighborhood Collection Envelope.
- ❑ Reminder: Placing the bag, envelope or flyer on or inside the mailbox is NOT allowed.  
Also, please do NOT use tape to secure bags to other painted surfaces. Tape can damage paint.

## **STEP 4: FOOD COLLECTION DAY**

- ❑ Recruit volunteers, friends and family to help walk around the neighborhood and collect orange bags with food donations between 9:00am-1:00pm
- ❑ Volunteers with pick-up trucks, beach wagons and golf carts are extremely helpful.
- ❑ 2 volunteers in one vehicle also works well (one to drive and one to approach each home)
- ❑ Determine specific streets to assign your volunteers.
- ❑ Greet your volunteers with a warm welcome, introductions and instructions when they arrive.
- ❑ Have all volunteers sign in on the Volunteer Release / Sign in Form on the back of your Neighborhood Collection Envelope.
- ❑ You and your volunteers will walk (or drive) around the neighborhood to collect food and funds from your generous neighbors.

## **STEP 5: FOOD COLLECTION POINTS**

Due to limited resources and an increase in transportation costs, food collection points have been consolidated this year. You (and your volunteers' assistance) in transporting food donations to ANY of these food collection points is greatly appreciated. This helps us reduce operating costs so that we can more efficiently serve children, families and seniors in need.

- ❑ A full list of food collection points for each county is available via our Spooky website: **[www.itsspookytohungry.org](http://www.itsspookytohungry.org)**  
Then select "For a full list of participating neighborhoods..." (middle of the page)  
This will bring you to a full list of food collection points, with complete addresses.
- ❑ Your volunteers can help transport/deliver food and might need to make multiple trips in their vehicles.
- ❑ Most food collection points will have several large totes (i.e. large boxes) and wooden pallets delivered 1-2 days prior to collection day.
- ❑ A few select collection points will have a GHFB truck or a small trailer parked on-site

## **STEP 6: MONETARY DONATIONS**

- ❑ Complete information on the large collection envelope provided
- ❑ Place all checks and cash inside this envelope and give to the Neighborhood Captain at the nearest Food Collection Location before 2:00pm

## **FRIENDLY REMINDERS**

Over the many years of Spooky's fun and success, we have established just a few important guidelines:

- ❑ **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.**

On behalf of everyone at Golden Harvest Food Bank:

Thank you for your time, coordination efforts and helping us "Scare Away Hunger!"

**Ann Malay**  
**Golden Harvest Food Bank**  
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