



Your Guide to Hosting a Drive

WHICH DRIVE TYPE WORKS BEST FOR YOU?

STEP ONE: PLAN YOUR DRIVE

Set a date.

We recommend holding your drive for two weeks to one month.

Set goals.

Promote stronger engagement from participants by creating a goal and updating everyone on their progress.

How to calculate a goal: We suggest calculating a 75% participation scale.

Example: Your company has 100 employees. If 75% participated with an average gift of \$25 your goal would be \$1,875.

Pro-Tip: Reach your goal too early? You can always increase it! Don't forget to let participants know about the new challenge.

My drive type is:

- Virtual Drive
- Collecting in Person
- Mix and Match - you can now select most needed food items online!

My drive dates are:

_____ to _____.

My goal is to raise/collect:

_____.

STEP TWO: PROMOTE & ENGAGE

ENGAGEMENT IDEAS:

Get more participants involved by offering incentives for participation.

- Make participant incentives: dress down days, raffles for a free lunch or the closest parking spot at work.
- Create a theme for your drive to streamline donations and engage teammates and donors.

Examples: "Meat the Need," "Tons of Tuna" or "Spread the Love."

CREATE A BUZZ

- Email friends, family and colleagues to ask supporters to get involved.
- Post on social media your personalized link or drop off locations.

Pro-Tip: Copy & paste templates are readily available on your fundraising home base after you create your fundraising page

CONTACTS:



VIRTUAL DRIVES

KATRINA MACHADO
Annual Giving Officer
kmachado@lcfbank.org



FOOD DRIVES

KENDALL PRIDE
Strategic Initiatives Specialist
kpride@lcfbank.org

STEP THREE: FUNDRAISE & COLLECT

Virtual Drive

Create an individual or team page on our online fundraising platform: <https://secure.qgiv.com/event/2026lcfbvirtualfunddrive/>

Send out your personalized link to friends, family, and co-workers to donate directly to your drive.

Share your virtual drive link on your social media profiles and email signature. Don't forget to tag us! @lcfdbank



Connect your fundraising page to your Facebook by selecting the setting on your fundraising dashboard

Collect Food In-Person

- Collect healthy non-perishable items at a designated & highly visible location. Make sure to use a sturdy box!

Forgot cans? Select items on our website to purchase:
<https://secure.qgiv.com/event/2026lcfbvirtualfunddrive/store/>

Most Needed Items



canned protein



low sodium vegetables



nut butters



fruit in 100% juice

Please do not donate glass jars or expired food

STEP FOUR: WRAPPING IT UP

Once your drive is completed, a thank you letter will be sent.

If you would like to schedule a tour or check presentation, please reach out to Katrina Machado at kmachado@lcfbank.org



Thank you for supporting Lowcountry Food Bank's mission to unite our community in pursuit of equitable, dignified, and consistent access to food.

Drop off your donations at one of our three warehouse locations. Our hours of operation are 8:00a.m. - 3:00p.m.

2864 Azalea Drive
Charleston, SC 29405
843-747-8146

4716 Northgate Blvd
Myrtle Beach, SC 29577
843-448-0341

495 Commerce Parkway
Early Branch, SC 29916
843-589-4118
(Hours: 7:30a.m.-2:30p.m.)

If you have a donation of 500 cans or more, we can offer a pick up. Please contact Kendall Pride at kpride@lcfbank.org