

**Have A Heart - Fill The Cart**

**Inter-District Food Drive Challenge**

**The West End Food Pantry & Pleasant Valley HOSA**



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# **I. General Information**

## **A. Food Drive Challenge**

### **1. The Challenge**

The “Have A Heart - Fill The Cart Food Drive Challenge” is designed to collect healthier boxed and canned goods for the West End Food Pantry. This challenge will be issued by the food pantry, and coordinated by the student leadership of Pleasant Valley HOSA - Future Health Professionals. The mission is to collect goods to provide families with an increased quantity of food during the cold months, and through the ongoing difficult economic times imposed by the COVID-19 (SARS-CoV-2) Pandemic. This drive is designed to run from February 1, 2021- February 28, 2021.

a. Some examples of healthier boxed and canned goods are:

- Canned or Boxed Tomatoes/Tomato Sauce
- Canned Fish (Tuna, Salmon, Sardines)
- Whole Wheat Spaghetti
- Peanut Butter
- Granola Bars

### **2. “Why?”**

According to the United States Department of Agriculture, there is a direct correlation between food insecurity and student’s academics, athletic performance, and mental health. Aside from the fact that the COVID-19 Pandemic has put many middle class families in a position of inability to provide food for themselves, there is a significant percentage of families that suffer from food insecurity in our communities already. Families and individuals that require the aid of a food pantry should not have to settle for less than enough. The purpose of the “Have a Heart - Fill The Cart Food Drive Challenge” is to provide local food pantries with a means of obtaining food to provide those in the community who suffer from food insecurity.

### **3. For Districts**

Participating districts will receive the formally issued food drive challenge from the West End Food Pantry. Following this, districts will have the opportunity to conduct a food drive throughout the schools in any way they see fit, as long as they adhere to the guidelines stated in the handbook. Districts may also use any of the suggestions provided in the food drive handbook to institute the drive into their schools.

#### **4. Health Guidelines**

In compliance with CDC Health Guidelines, there are a few precautions that must be taken in order to conduct a safe and healthy food drive.

- a. Collection areas must specify to donors to not touch what has already been placed in the box.
- b. Collection areas **MUST** have a box or other container (ie. cardboard box, milk crate, bag, ect) for donations. **NOT JUST TABLES.**
- c. When a donation container is full it should be promptly collected and put aside, closed (if possible), to make transportation and counting of items easier at a later date.
- d. It is recommended that all donation items be stored in a single location that is only accessible by a few individuals to limit potential contamination of donation items.

#### **5. Pleasant Valley HOSA Involvement**

Pleasant Valley HOSA will be coordinating the organization and distribution of all information to every participating school districts' selected representative. Any logistic questions or concerns should be directed to the leadership of PV HOSA. All concluding information for the drive from all school districts will be reported to PV HOSA.

#### **6. West End Food Pantry Involvement**

The West End Food Pantry is the beneficiary of the food drive, and will be receiving all of the collected food items. They also will be involved in the retrieval of the items from each school district during the designated date and time. The location of the retrieval should be a location where the district has compiled the entirety of their collected items. These times will be coordinated by HOSA leadership and the West End Food Pantry, for each individual school district in the beginning days in the month of March, 2021.

#### **7. Where the Food Goes**

All food collected by each school district will be donated to the West End Food Pantry. The West End Food Pantry holds their food distribution dates on the 1st and 3rd Saturday of each month. On these distribution days, the pantry will include the items collected from this food drive to increase the quantity of items that they provide to each family.

## **B. Included Geographic Location**

### **1. Monroe County**

The school districts included in Monroe County are Pleasant Valley, Stroudsburg Area, and Jim Thorpe Area. When these school districts reach out to the community for donations or any type of advertisement, they should stay confined within the school district's boundaries.

### **2. Carbon County**

The school districts located in Carbon County involved with the food drive are Palmerton Area and Lehigh Area. When these school districts reach out to the community for donations or any type of advertisement, they should stay confined within the school district's boundaries.

## **C. How To Win**

### **1. Point Breakdown**

With the collection of canned and boxed goods, there are certain criteria that they need to meet to receive the correct amount of points. Both cans and boxed goods will be broken into two separate categories; Cans and similarly shaped cylindrical food containers will be worth 1 point, and boxed goods will be worth 2 points.

### **2. Point Tracking**

There are certain steps that should be followed to ensure a fair and accurate point total.

- a. Schools should keep track of items collected during the drive
- b. Schools **MUST** have a counting event at the conclusion of the drive, if they kept a running count throughout the drive, they can compare it to the final tally
- c. Schools will submit a finalized point total to the West End Food Pantry representative on the designated date so that the districts' final count can be compared to the count conducted by PV HOSA & The Beneficiary

### **3. Scoring**

After the points are totaled, they will be divided by the total student population of the school district participating, therefore all schools in the district should try to participate, and smaller districts have an equal opportunity to win.

#### **4. Accountability**

Districts will be asked to keep track and submit a numerical quantity of items and their point calculations to the West End Food Pantry representative on the day of item retrieval. These items will be recounted by West End Food Pantry Volunteers once it arrives at the pantry, so we ask that the count the district provides be as accurate as possible.

- Schools are encouraged to have student volunteers count the items that the school collects. High School students in clubs and organizations can benefit from community service hour opportunities.

### **D. Recognition**

#### **1. Participation**

All districts that participate in the “Have A Heart - Fill The Cart Food Drive Challenge” will be formally challenged by the beneficiary preceding the starting date of the drive itself, February 1, 2021. Online advertisement that takes place independently from the advertisement of the school districts will include the name of all participating districts. The participating districts will also be displayed on the centralized website for the drive.

#### **2. For The Winner**

The winner will be publicly announced at the conclusion of the food drive, as well as advertised in a similar manner to the announcement of the drive. At the conclusion of the drive, all districts will be formally recognized, with the designation of “Winner” for the winning district.

## **II. Advertisement**

### **A. In The Community**

Advertisements prepared by PV HOSA will be forwarded to newspapers and news stations that encompass the areas of the participating schools, however they will only be used at the discretion of the individual news outlets. If the school would like to partake in additional advertising for the drive, PV HOSA Leadership will work with school districts to prepare forms of advertisement for the drive upon request. These additional forms of advertising can consist of flyers, news articles, and social media posts. The school can also create its own advertisements for the drive, as long as the advertisement pertains to the particular districts’ involvement in the drive, and not the drive as a whole.

## **B. In The Schools**

Advertisements prepared by PV HOSA will consist of virtual designs for flyers, pre-written announcements, and physical posters. Virtual flyers can be printed and used at the discretion of each schools' administration. These flyers will be formatted to fit on a standard 8.5in. X 11in. piece of paper or can be used as a social media post. The pre-written announcements can be used by building administrators over the speaker system in the school, or even simply posted online. Lastly, PV HOSA will provide a standard physical poster that can be posted at collection stations or wherever else building administrators see fit.

## **III. Participation & Implementation**

### **A. Communication**

#### **1. District Representatives**

Each school district will be given the opportunity to appoint a District Representative to be the liaison between PV HOSA and their school district. This individual will be held responsible for maintaining contact with PV HOSA and communicating all important information. Also, they should be able to contact PV HOSA with any questions or concerns.

See topic "V. Contact Information" on page 11

### **B. Collection of Food Items**

#### **1. Collection Stations**

Schools are asked to create collection stations both around the school, and outside the physical school building. There are certain criteria that collection stations must meet:

##### **a. Proper Identification**

- All collection stations must be marked with the "Have a Heart - Fill the Cart Food Drive Competition" standard poster or a flyer provided by PV HOSA, however additional decoration of collection stations can be determined by school administrators.



b. Proper Collection Container

- All collection stations must have a collection container that can be swapped out to account for item overflow, as well as prevent potential contamination. Viable containers can consist of many things (ie: cardboard box, milk crate, bag, etc...).
- It is recommended that containers be swapped out regularly, even when not full to prevent potential contamination.

For collection stations that are outside of the physical school building, but on the premise, it is recommended that these boxes are collected and replaced with empty boxes at the end of every day of operation for the institution.

## 2. Specialized Collection

Aside from the collection stations, there are other ways that districts can attempt to collect food. These ideas are not required, however they are highly recommended to inspire the highest degree of participation.

a. Dress Down Day

- Districts (that use a dress code or uniform) could employ the use of a dress down day. With limitations, students would be allowed to wear casual clothing to school, however students that participate, are expected to contribute to the food drive.

b. Community Drive-Thru Drop Off Day

- Members of the community can come to the designated location chosen by the administration of the school to drop off any donations. This may be a good event to use as a conclusion to the drive.

c. Help From the Community

- Each school can ask different organizations and businesses within their community for permission to set up boxes for donations.

## C. Retrieval of Food Items

### 1. Location of Retrieval

Each school district will designate a specific location centralized for all the participating schools. All items should be collected and stored in an area within the individual location that has easy access for transportation. On the day of the retrieval, all donations(already counted), should be brought to the determined location prepared for transportation. Food should be organized either in milk crates, in boxes, or on pallets if possible. Food should also be separated by cans and boxed goods.

## **2. Retrieval Logistics**

The date and time of the retrieval for each district will be different, however the process that will occur will be the same. Upon the arrival of the West End Food Pantry Box truck at the retrieval location, we ask that schools have individuals present to load the collected items into the truck. Student volunteers from higher grade levels of clubs and organizations, would be a great source of manpower for the process.

## **IV. Incentive**

### **A. For The District**

The winning school district will be rewarded with a trophy engraved with the school name and year, as well as a sizable press release stating the winner of the drive, the total points they earned, and the approximate number of people they impacted in the community.

## **V. Contact Information**

Any questions about the “Have A Heart - Fill The Cart Food Drive Challenge” can be answered by contacting any of the following individuals below.

### **A. Pleasant Valley HOSA**

#### **1. Online Contact**

- a. PV HOSA Instagram: [pv.hosa](#)  
PV HOSA Twitter: [pv\\_hosa](#)

#### **2. Youth Leadership**

- a. Tyler Mann - President  
Phone: 570-350-9635  
Email: [mmann.tyler@gmail.com](mailto:mmann.tyler@gmail.com)
- b. Madison Fava - Vice President  
Phone: 570-730-7805  
Email: [madisonfava@gmail.com](mailto:madisonfava@gmail.com)

### **3. Adult Leadership**

a. Mr. Mark Rehrig

Email: [rehrig.mark@pvbears.org](mailto:rehrig.mark@pvbears.org)

b. Ms. Carol Patterson

Email: [patterson@pvbears.org](mailto:patterson@pvbears.org)

c. Ms. Jenna Wernett

Email: [wernett.jenna@pvbears.org](mailto:wernett.jenna@pvbears.org)

## **B. West End Food Pantry**

### **1. Online Contact**

Facebook: West End Food Pantry

Website: [westendpantry.com](http://westendpantry.com)

### **2. Pantry Director**

a. Karena Thek

Email: [karena@westendfoodpantry.org](mailto:karena@westendfoodpantry.org)

Phone: 570-730-6055

## **VI. Conclusion**

The West End Food Pantry and Pleasant Valley HOSA - Future Health Professionals thanks everyone for their interest and participation in this food drive. Participation in this drive shows everyone's commitment to tackle the terrible problem of food insecurity. We thank you all for your participation and we wish you the best of luck in this competition.