

# Funding Your Food Pantry



HOBART AND WILLIAM SMITH COLLEGES

# History of Hobart and William Smith's pantry called Pass the Plate

- Idea germinates in 2017 with ribbon cutting opening January 2018
- Lots of campus support – NO BUDGET!
- We asked for forgiveness, not permission

**“WE CAN'T HELP  
EVERYONE,  
but...  
EVERYONE  
CAN HELP  
SOMEONE.”  
~ DR. LORETTA SCOTT**

[HTTP://WWW.REWARDING-FUNDRAISING-IDEAS.COM/CHARITY-QUOTES.HTML](http://www.rewarding-fundraising-ideas.com/charity-quotes.html)

# How Much Funding Do I Need, Anyway?

- **Space** – do you have it, do you need it, is it free? Consider both pantry space AND storage space
- **Infrastructure** – this includes shelving, tables/counter/shelves for intake process, dehumidifier, collection bins, dolly for moving heavy items
- **People power** – will you operate strictly on volunteers and/or existing staff or will additional staff and/or students be hired?
- **If you intend to offer perishable food items**, consider refrigeration options – do you need to purchase a refrigerator/freezer or can you be located close to a campus facility that has a fridge you can share?

# How Much Funding Do I Actually Need?

- **Office supplies** like paper, pens, and folders for the welcome area of the pantry.
- **Cleaning products** including disinfectant, brooms, mops, buckets, and gloves, and a safe place to store them.
- **Reusable grocery bags** (if possible).
- **Marketing/promotional materials** – if your campus does not provide comp copy services.



## SAMPLE PANTRY BUDGET

### PANTRY START-UP EXPENSES

Regional Food Bank Membership Fee (Annual)	\$75
Grocery Bags (200 @ 50 cents each)	\$100
Mobile Heavy-Duty Shelving (8 @ \$150 each)	\$1200
Fire Extinguisher (with bracket and installation)	\$130
Wall-Mounted Paper Towel Holder and Soap Dispenser (with installation)	\$100
Industrial mop, bucket, and cleaner	\$110
Supplies (gloves, paper towels, disinfectant, broom, dustpan, etc.)	\$80
Utility Cart and Dolly	\$150
Computer and Software	\$200

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<b>Start-Up Total</b>	<b>\$2145</b>
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### SEMESTER OPERATING EXPENSES

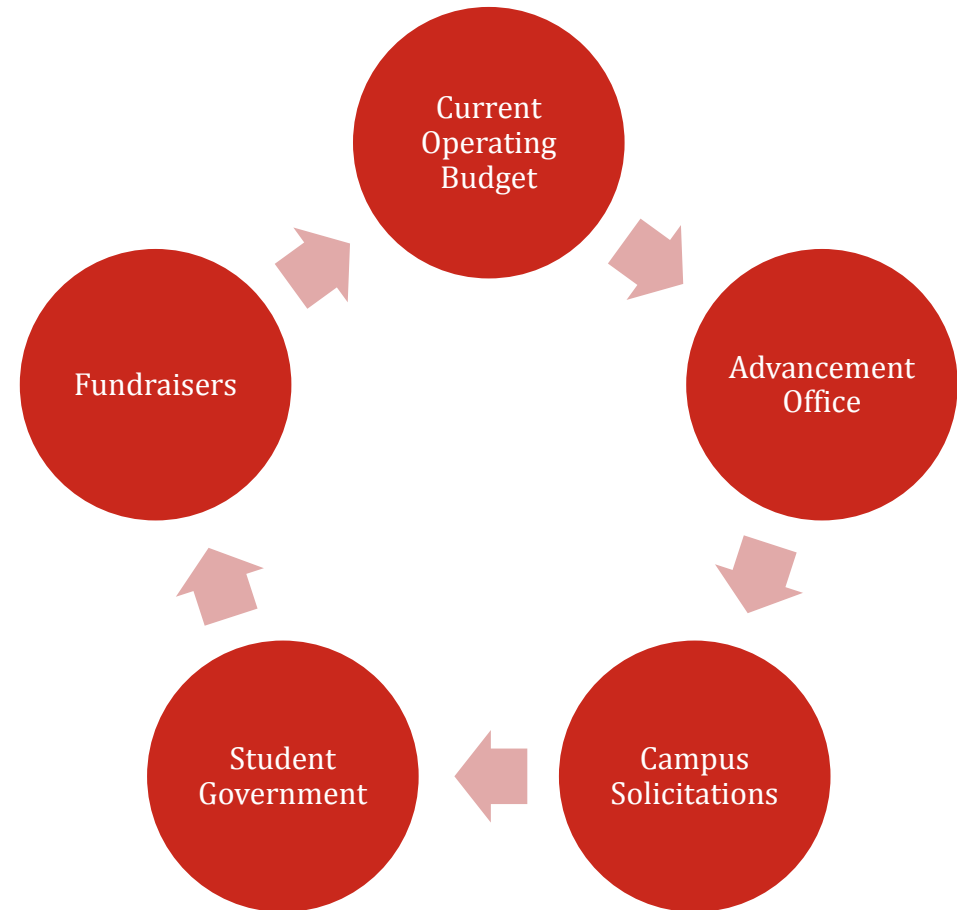
Regional Food Bank Food Orders	\$500
Food Restocking Reserve Funds	\$2000
Printing (marketing posters, flyers, brochures, etc.)	\$200
Transportation to Food Bank (8 trips x 20 miles @ 50 cents/mile)	\$80

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<b>Semester Total</b>	<b>\$2780</b>
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# You'll Need Both Cash and Supplies. Cash First.

- Current Operating Budget
- Connect with Advancement Office to develop an appeal (alumni donations, payroll deductions)
- Appeal to your campus Student Government representatives (especially effective for us during COVID)
- Hold fundraising events with some/all ticket proceeds going to the pantry



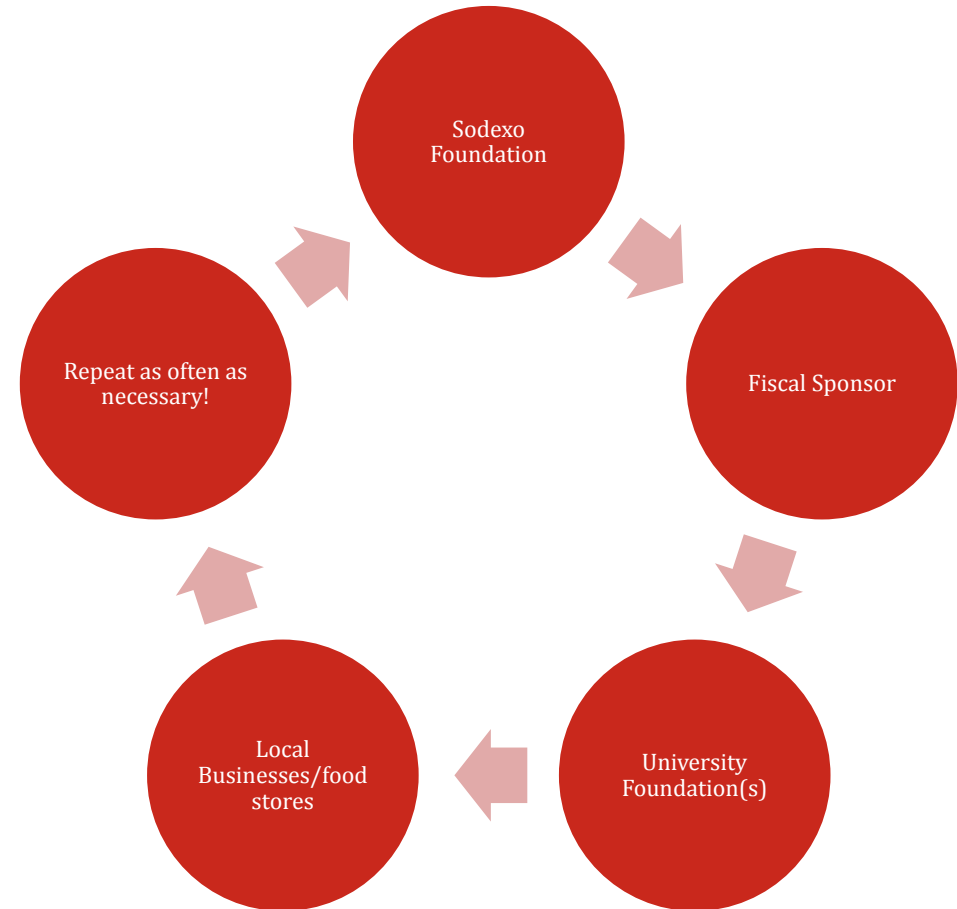
# More Cash Opportunities

- Sodexo Dining Service? Sodexo Foundation can offer support
- Fiscal Sponsor
- University Foundations
- Local Business donations in the form of small grants and/or gift cards that can be redeemed for supplies

**PRIORITIZE**

**+**

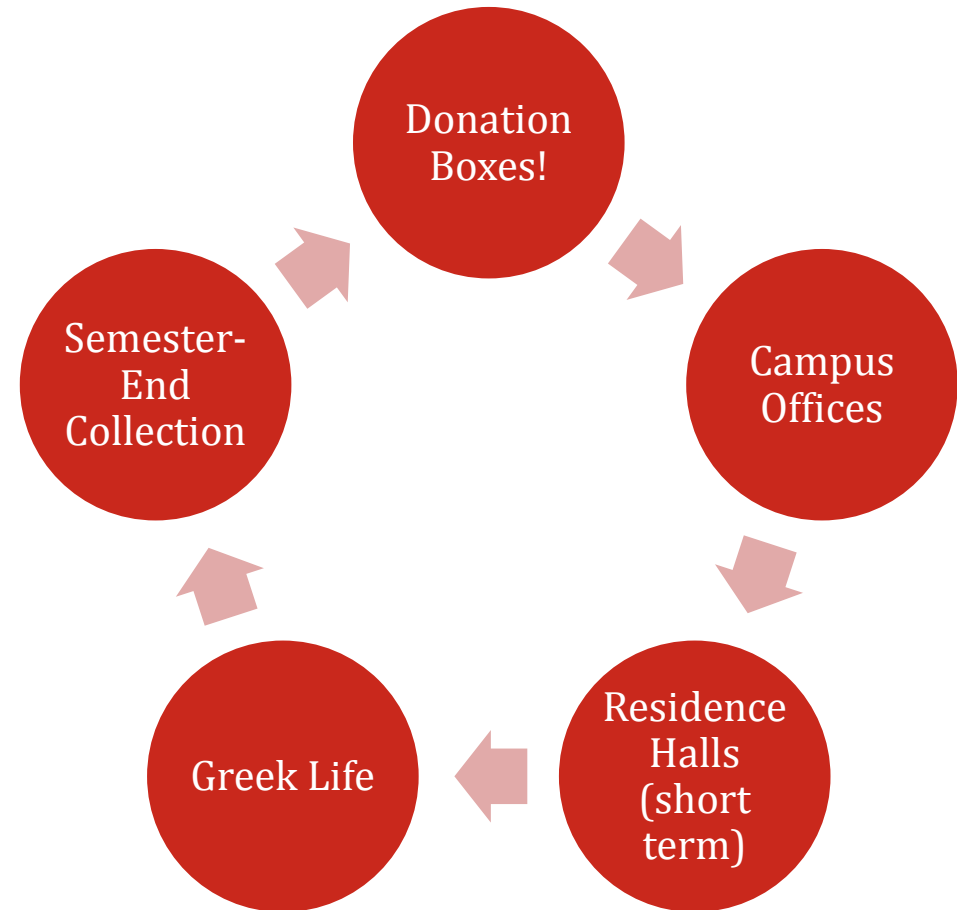
**FOLLOW THROUGH**



# Now the Supplies

- Donations boxes!
  - Send out a campus invitation for departments to keep donation boxes in their offices.
  - Ask Residential Life about connecting with students to have donation boxes in the residence halls (short term).
  - Encourage “Battle of the Floors” for short term student donations.
  - Connect with Greek Life about a service project involving food collection.
  - End of semester residence hall clean out – excellent opportunity to collect left behind goods!

\*More supplies donated means your cash donations can be used for specific items.



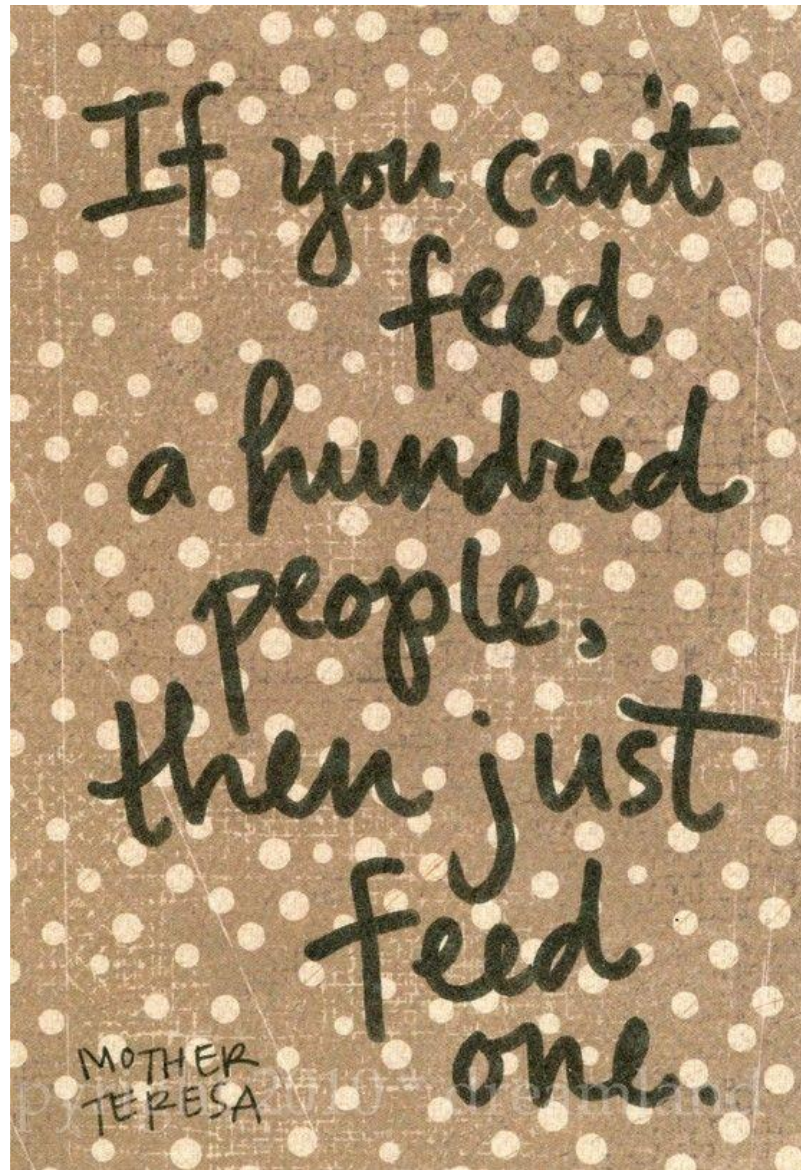


# Food/Fund Raising Toolkit

**College and University Food  
Bank Alliance 2016**

[https://docs.google.com/presentation/d/1hoVon3MiO3om2bzoeOkAsrBP\\_YvLrfriaKEwKiScoxY/edit#slide=id.p](https://docs.google.com/presentation/d/1hoVon3MiO3om2bzoeOkAsrBP_YvLrfriaKEwKiScoxY/edit#slide=id.p)





Do what you can  
with what you  
have.

Always say  
thank you.

Every bit helps.

Don't give up –  
there is a way.

**Jennifer Tufano, M.A.**  
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In collaboration with the Higher  
Education Institutions Food Service  
Initiatives Advisory Council