

Fighting Irish Fighting Hunger

Sept 3-29, 2018

Basic volunteer duties

- Communication within your department/building
 - You are the voice of the drive in your department/building
 - Use postcards, emails or posters to get the word out to your people
 - Let them know about the drive, what you have planned (if anything) and where you are located if they want to give you checks
 - If you choose to collect food, let them know where the collection box is located
 - Sample communications and templates are available at fightinghunger.nd.edu under the resources link
- Monetary donations
 - If you have a donation jar out, keep an eye on it and put it in a secure location overnight and on weekends
 - Collect checks from people who wish to donate by check and direct them to the web sites if they wish to donate online
 - Checks can be made out to:
 - University of Notre Dame (but they will get no receipt for tax purposes)
 - Food Bank of Northern Indiana (FBNI will send them a receipt once the drive is over and the checks are delivered)
 - People Gotta Eat (the United Way will send them a receipt once the drive is over and the checks are delivered.)
 - Ask for pickups when you have some money to hand off
- Food donation box
 - If you have a box for food donations, make sure your name and location are on it so people can find you with questions
 - Ask for a pick up when the box is getting full

[Fundraising ideas](#) can be found by clicking on the link

