DEPARTMENT AMBASSADOR INFORMATION

Thank you for acting as a department “ambassador” for the UA4Food Drive. Your generous participation will help us support the Community Food Bank of Southern Arizona.

IMPORTANT CONTACTS
Karla B. Morales – ua4food@email.arizona.edu or 621-5522 (general questions – cash pick up)
Gabrielle Nimmo- gnimmo@catworks.arizona.edu or 720-775-5825 (general questions – cash pick up)
Brittany Taft – btaft@communityfoodbank.org or 449-8336 (food pick up, boxes and materials)

WHAT TO DO?

1) Announce drive to your department, building or area.
2) Encourage people who wish to donate money to use the online giving option provided at https://uacares.arizona.edu/content/ua4food-0
3) Place food collection boxes with posters in a convenient area.
4) If you choose to collect check donations, provide employees with Food Bank donation envelopes. Please ask them to make checks payable to Community Food Bank and note UA4Food on the memo line of their check.
5) If you choose to collect check and cash donations, you are responsible for maintaining and securing a collection canister or other method. Please make sure it is not left unattended, and please find safe, locked storage for it when you are away.
6) If you wish, conduct or encourage others to hold special events to raise food, money and awareness. (e.g. Bake sales, dress up day, jeans day, years of service, raffle)
   If you conduct a one-time event that collects money, please contact Karla B Morales or Brittany Taft. At the end of the drive, put all cash and checks in the large envelope provided
7) Please deliver food to the “Stuff the Bus” event on Wednesday, April 8 from 7 am to 6 pm at Cherry and University. You can also deliver cash envelopes to Karla Morales at the event between 11 am and 1 pm.

IMPORTANT: Please encourage staff interested in donating money to use the online giving option by visiting www.ua4food.arizona.edu. This is an easy and secure way to give!

WHAT IS NEEDED?

Both food and monetary donations to support the Community Food Bank of Southern Arizona and our very own Campus Pantry!
MONETARY DONATIONS

Donate online through www.ua4food.arizona.edu. Checks and cash are also accepted. Donors can mail their check directly to the Food Bank in a remittance envelope, or give to an ambassador. Don’t forget to make checks payable to Community Food Bank with a note UA4Food on the memo line.

FOOD DONATIONS

We will accept any unopened canned and non-perishable items, but we are particularly focusing on foods that are in great need and expensive for the food bank to purchase, in particular peanut butter, cereal, canned vegetables and canned meats.

FREQUENTLY ASKED QUESTIONS

Who do I contact if I need more supplies? (i.e., empty boxes, canisters, remittance envelopes)
✓ Brittany Taft @ btaft@communityfoodbank.org or 449-8336

How do I advertise my event?
✓ You can email your flyer to ua4food@email.arizona.edu and we will promote your event on our website.

Is there a way to have speakers from the campaign come to my event?
✓ Yes! Contact Karla Morales or Brittany Taft to have a speaker present from The Community Food Bank or UA4Food.

Who do we write the check out to if there are two separate organizations benefitting from this event?
✓ The check should still be made out to Community Food Bank and from there we will arrange all disbursements. All donations will be split among the groups evenly.

I have miscellaneous questions, whom do I call?
✓ Email: ua4food@email.arizona.edu
✓ Karla B. Morales at 621-5522, Gabrielle Nimmo at 720-775-5825 or Brittany Taft at 449-8336

Someone wants to give money, and I don’t have a canister, what should I do?
✓ You can either refer them to the website at www.ua4food.arizona.edu to make an online donation OR provide them with a remittance envelope and turn that in to Karla Morales at the end of the campaign.

Thank you for teaming up with us to help squash hunger in Pima County. We appreciate your dedication and commitment!