YOUR LOGO

is holding a

Food and Fund Drive

to benefit the



[INSERT DATES]

We are collecting:

 [INSERT LIST OF WHAT YOU ARE COLLECTING]

***If your organization is collecting food or household items:***

All items must be nonperishable. The Pantry cannot accept expired, opened, or damaged items.

Please bring donations to [INSERT WHERE DONORS CAN DROP OFF ITEMS AT YOUR LOCATION. EXAMPLE “Please place donations in the box in our lobby at 123 Main Street, Franklin, Massachusetts]

***If your organization is collecting monetary donations:***

We are accepting monetary donations to support The Pantry. Donations can be delivered to [INSERT YOUR CONTACT INFORMATION AND ADDRESS], mailed directly to The Pantry, or made online.

**Cash:** Place cash in a sealed envelope, write Franklin Food Pantry Donation and your name on the envelope and bring to[INSERT YOUR DROP OFF INSTRUCTIONS]

**Checks:** Make checks payable to Franklin Food Pantry and write [INSERT NAME OF COMPANY OR ORGANIZATION] on the memo line and [INSERT YOUR DROP OFF INSTRUCTIONS] or mail directly to Franklin Food Pantry 341 W Central Street Franklin, Massachusetts, 02038.

**Online Donations:** Visit [www.franklinfoodpantry.org](http://www.franklinfoodpantry.org) and write [INSERT NAME OF COMPANY OR ORGANIZATION] in the online form’s Acknowledgement Box.

For more information, please contact [INSERT YOUR CONTACT NAME, PHONE NUMBER AND EMAIL ADDRESS]