



BLUE TABLE

**TOOLS AND TIPS TO HELP GUIDE
AND SUPPORT COMMUNITY
DONATION DRIVES**



Blue Table Community Toolkit

The Blue Table Community Toolkit includes tools and tips to help guide and support donation drives

- 1. Getting Started**
- 2. Tips**
- 3. Donation Drive Wish List**

1. Getting Started

Blue Table exists through the generous support of the UB and Buffalo community. Donated food, personal care items, and funds sustain Blue Table and help keep students healthy and safe.

A drive has one focus: collecting shelf-stable food or personal care items for Blue Table. Blue Table has a specific inventory of healthy food options and hygiene products and donation drives should support that inventory.

Whether you are working with a specific population of students, faculty or staff, within an office or department, or in the Buffalo community, drives for Blue Table can bring a group or team together to support students.

2. Tips

Donations are incredibly important - whether they are donated food items, personal care products, or funds. Hosting a donation drive is a fun and easy way to engage members of your community.

- Establish a team to organize your donation drive. It is helpful to designate one person that will communicate with the Blue Table Coordinator.
- Determine a timeframe. Most donation drives are successful when they run for 1-2 weeks.
- Promote the donation drive to your community. E-mails, flyers, and social media are successful marketing approaches. Need a jumpstart? Use the Blue Table branded flyer template.
- Utilize the wish lists. Blue Table offers specific food and personal care items and only these items should be collected during a donation drive.
- Collect items in a visible, highly-trafficked space. Doing so helps raise awareness of your drive and of Blue Table.
- Have a delivery plan. Contact the Blue Table Coordinator through the Dean of Students Office to coordinate how and when you will deliver your collections.

Looking to host a drive?

Contact the Dean of Students Office at 716-645-2982 or buffalo.edu/blue-table.

What if someone wants to donate funds?

Cash cannot be collected as part of a donation drive, but monetary donations can be made directly to Blue Table online.



3. Donation Drive Wish List

HEALTHY FOODS

Blue Table offers the following healthy food options. Only these food items should be collected during food drives.

Fruits & Vegetables

- Fruit – canned/cups
- Vegetables – canned
- Soup/stew/chili

Dairy

- Shelf-Stable Almond or Soy Milk (32 oz. cartons)

Fruits and Vegetables

- Green beans, corn and sweet peas (15.25 oz. cans)
- Jelly (18 oz. jars)
- Peaches, pears, pineapple and fruit cocktail (15.25 oz. cans)

Grains and Pasta

- Cereal (12 oz. boxes of whole grain varieties)
- Crackers (boxes of sleeved crackers)
- Elbow or Penne Pasta (7-16 oz. bags or boxes)
- Granola Bars (boxes of individually wrapped bars)
- Macaroni and Cheese (7-8 oz. boxes)
- Rice (16 oz. bags)

Mixes and Instant Meals

- Flavored Pasta Sides (4.3 oz. pouches)
- Instant Noodles (2-4 oz. cups or packages)
- Instant Oatmeal (boxes of individual packages)
- Ravioli (15 oz. cans)

Proteins

- Chicken (5 oz. cans)
- Peanut Butter (28 oz. jars)
- Peanuts (boxes of 1-2 oz. packages)
- Beans or Lentils (15.5 oz. cans)
- Tuna (5 oz. cans)

Soups and Sauces

- Beef stew (15-20 oz. cans)
- Chili (15 oz. cans)
- Tomato sauce (15 oz. cans)
- Vegetable, chicken noodle and tomato soup (10.5 oz. cans)

PERSONAL CARE

Blue Table is in need of hygiene products. Only these personal care items should be collected during a donation drive:

- Deodorant (2-3 oz. stick for any body)
- Menstrual Care Products (pads and tampons in various sizes)
- Soap (3-6 oz. individually wrapped bars)
- Toothpaste (2-3 oz. tube)

Questions

Do you have any questions about the Blue Table Community Toolkit or a donation drive? Contact the Dean of Students Office at 716-645-2982 or buffalo.edu/blue-table



University at Buffalo

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Student Life