



Animal Welfare League of Montgomery County
P.O. Box 7041
Gaithersburg, MD 20898
Website: www.awlmc.org
Shelter Location: 12 Park Avenue, Gaithersburg, MD 20877

How to Host a Pet Food Drive: Groups and Organizations

Groups and organizations can organize very successful food drives. Your group might be a Girl Scout troop, a Boy Scout pack, a church youth group, an office group, or a community organization. Any group or organization can hold a drive.

Step 1: Fill out a pet food drive registration form

Fill out a Chompers Pet Food Bank Food Drive Registration form and email it to Chompers@awlmc.org. Your plan will be reviewed and you will receive an email response back within ten business days on whether or not your plan has been approved by AWLMC.

Step 2: Determine date(s)

Determine the day or timeframe for holding your pet food drive. If there is an upcoming event, try pairing your drive with the event. Offices can have a pet food drive at a holiday party, Girl/Boy Scouts can plan by troop/pack or service unit/den. Youth groups can hold car washes with discounts for those bringing pet food. Consider incentives such as prizes, early dismissal for contributing employees, or recognition for the person with the largest amount of food raised.

Step 3: Advertise and prepare for your pet food drive

- Spread the word! Tell the others in your group or organization. Post the information on Facebook, Twitter, or other social media, and send group-wide emails or write an article in your organization's newsletter. Send reminders as the event approaches.
- Select a storage area to hold the donations until you take them to AWLMC.
- Print flyers from www.awlmc.org to post around your group's area (if applicable).
- Recruit people to help manage and deliver the donated food.
- Set a goal for donations and advertise it. Promote the drive as a group effort.

Step 4: The event

- During the event, send out updates via emails or newsletters or social media. Make it fun to work toward the goal as a group.
- Ask group members to reach out to their friends and family to donate food.
- If people want to donate money, please direct them to our website www.awlmc.org.

Step 5: Wrap-up

- Tally the food donations and fill out the AWLMC Pet Food Donation form.
- Let everyone in your group or organization know the final tally of food and thank everyone who donated and/or helped.
- Load and deliver the food donations along with the donation form to AWLMC. (See prior page for drop off locations and times.) If you have a very large collection, contact AWLMC at Chompers@awlmc.org to arrange a day and time to bring the food to the shelter.