



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: Individual

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) and location

Decide where you want to place your collection site and the day or days that you want to collect. The collection site could be at a local store, your workplace, your place of worship, or anywhere you think will work. Be sure to get approval from the manager or supervisor if needed. If it's a one-day event, such as at a store, the event should be 3-4 hours.

Step 3: Advertise and prepare for your pet food drive

- Spread the word! Tell your friends, neighbors, family, congregation, co-workers, or anyone else you can think of. Post the information on Facebook, Twitter, or other social media, and publish it in your neighborhood or church newsletter.
- Print flyers from www.awlmc.org to put at your collection table. Create other large posters to draw attention to your table at the event.
- Plan other decorations such as helium balloons and ribbon.
- Ask friends and family to help out at the event and with the delivery.
- Locate a table for the event and gather supplies such as scissors and tape to create an attractive table. You will also need a large box or plastic bin to hold donated pet food.

Step 4: The event

- Arrive 20-30 minutes before the event to set up. If your event is at a store, check in with the store manager. Ask the manager if they have a preference of where you set up.
- Set up your table where you will not be blocking entrances and exits.
- Decorate your table.
- Actively explain to people what your event is about and ask them 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.
- Thank the store manager before you leave if your event is at a store.
- 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, you may want to contact AWLMC at Chompers@awlmc.org to arrange a day and time to bring the food to the shelter.