



# Virtual Food Drive Toolkit Instructions

Hello!

Thank you for joining a community of hunger fighters and helping the Food Bank of Contra Costa and Solano get food to those in need. We hope you find this toolkit of materials helpful for promoting your food and fundraising drive.

In this document, you'll find details on how to easily print and customize these materials. If you would like more information, or need help with your food and fundraising drive, please contact the Food and Fund Drive Coordinator at [fooddrive@foodbankccs.org](mailto:fooddrive@foodbankccs.org).

All the PDF items in the Virtual Food Drive Toolkit can be filled in with your team name, goals, fundraising dates, and other information **simply by opening each PDF in either Adobe Acrobat or your internet browser and then clicking on the greyed boxes and typing**. After you fill in the PDF, you can either save it and send it to a professional printer or print it on your own.

**Note on QR codes:** We have left space on these toolkit materials for a QR code. We will email you an individualized QR code that links to your virtual fundraising drive. Unfortunately, right now there isn't an easy way to insert those QR codes into PDFs. If you are computer savvy and have access to Acrobat Pro or Adobe applications, you may be able to do it on your own. **Otherwise, you can print the QR code separately and glue or tape it onto your promotional materials. Or, you can reply to your QR code email to have us insert the code onto these materials for you.**

## Flyers and Half-sheets

### To print professionally

1. Fill in and save the PDF with your information.
2. You can then send it to your favorite printing shop.

**FastSigns of Concord has generously offered to print all Virtual Food Drive materials at a 20% discount, just mention "Food Bank Toolkit" when you place an order with them to redeem the discount.**

### To print at home

1. Both the flyer and half-sheets can easily be printed on standard white 8.5" x 11" copy paper.
2. If printing half-sheets, simply cut the paper down the middle after printing. You may want to use a paper cutter or ruler to get a nice straight edge.



## Poster

### To print professionally

1. Fill in and save the PDF with your information.
2. You can then send it to your favorite printing shop and let them know that it should be printed on 11" x 17" white paper.

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### To print at home

1. This poster is designed to be printed on 11" x 17" paper.
2. Depending on your printer, you may need to specify in the printer's dialog window that you are **printing on 11" x 17" paper** and **turn off scaling**.

## Door Hangers

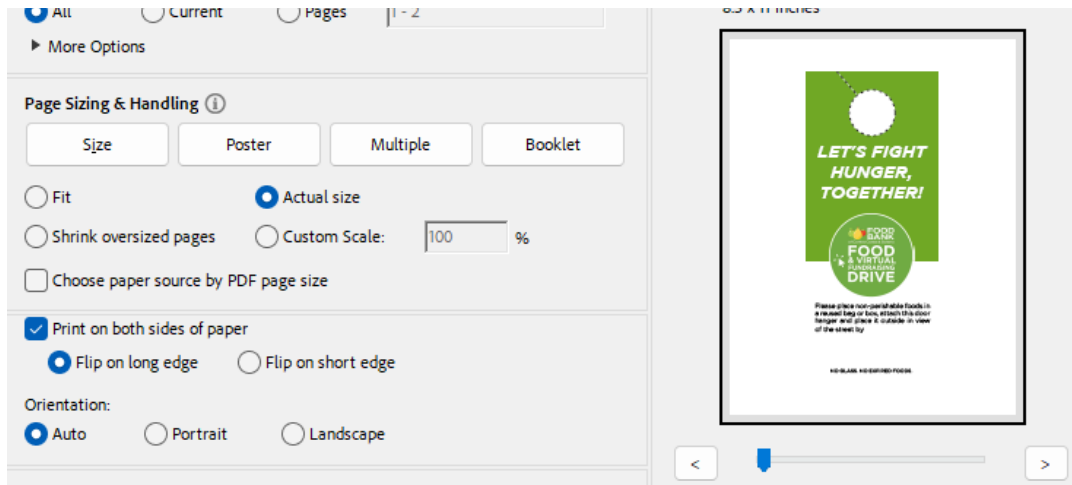
### To print professionally

1. Fill in and save the PDF with your information.
2. You can then send it to your favorite printing shop. These door hangers have been specifically designed to meet the specifications of [UPrinting](#) but should be able to be printed with only slight adjustments by any print shop.

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### To print at home

1. Though normal copy paper can work in a pinch, we recommend that you use a heavier weight paper. This is sometimes referred to as cover or card stock paper. Just be careful that your paper isn't too heavy or rigid to go through your printer.
2. When you make your selections in your printer's dialog window, make sure that the sizing and scaling is set to "actual size" or "100%" and that it's set to print "double-sided" or "on both sides" and "flip on long edge." You may also need to **set the position to center** if it doesn't do so by default. Depending on your printer, the dialog box should look something like this:



3. After printing, you can simply cut out the door hanger including along the dotted hole. You may want to use a ruler to pencil in straight guidelines to make your door hanger look sharp along the sides.

## Yard Signs

### To print professionally

1. Fill in and save the PDF with your information.
2. You can then send it to your favorite printing shop. If they ask for the size, you can tell them 24" x 18".

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## Social Media

- In the kit, you'll find a few social media image options that you are welcome to use. They have been formatted to fit vertical stories and reels (great for Instagram, Facebook, and TikTok) and square posts (great for Instagram, Facebook, Pinterest, and LinkedIn).
- To use these images, simply download them onto your phone or computer and post them.
- We also encourage you to take photos and videos of your efforts and make your own posts. **Get creative and tell people in your own words why fighting hunger is so important to you!**
- Finally, **please tag @foodbankccs** in your posts and stories. We would love to see and share what you are doing!