

## THE GRAND COMMANDERY OF TEXAS

T. Chance Chapman, Right Eminent Grand Commander

Dr. Aaron W. Tyksinski, Public Relations and Special Projects Committee Chairman

### STATEWIDE FOOD AND HOUSEHOLD GOODS DRIVE 2023

As described numerous times in our ritual, we have an obligation to feed the hungry, cloth the naked, and bind up the wounds of the afflicted. We are attempting to “feed the hungry” with this statewide food drive.

Here are the steps to conducting a successful food drive for your Commandery:

- **Find a Local Partner:** Organizations such as your local fire department, Goodwill, Salvation Army, Military Order of the Purple Heart, National Coalition for the Homeless, local churches, synagogues, and mosques, and other charitable bodies are easily identified and have years of experience in knowing exactly what the community needs. Most of these are also 501(c)(3) entities as well. **Your local Food Bank will be the best source of information and the best repository for your collected donations.**
- **Build your Team and Network:** Get your Commandery involved by soliciting help from your fellow Sir Knights, friends, family, coworkers, etc.
- **Set Your Goal:** Commit as a Commandery to collecting a specific number of boxes and reaching out to a certain number of people and choose one Sir Knight of your Commandery to monitor the progress the Commandery is making to keep the members informed and motivated.
- **Identify the Drop-Off Location and Timeframe of Drive:** Make sure to have Sir Knights available to either meet at the Commandery meeting location or go and pick up food and household goods from donors at their location during designated hours. Also establish the time and date when the drive will be active. The Grand Commandery encourages this to be done in the July-September timeframe.
- **Get the Word Out!:** Employ every medium available to spread the word of your drive, including (but not limited to) social media platforms, flyers, electronic bulletin boards, emails, and word-of-mouth. Consider contacting Chapters, Councils, and Lodges to assist in advertising your efforts.
- **Sort Donations as they Arrive:** Sort food and general household goods in a reasonable and logical manner so accurate count and donation value can be maintained. Consider putting items in large bags or boxes for when they need to be transported to or picked up by the charitable organization(s).
- **Deliver Items or Have them Picked Up:** Establish a date and time for this to occur. Consider taking pictures or have the media (local newspaper or television reporter) present to earn positive press relating to public relations.
- **Share Your Commandery's Success:** Take photographs of your clothes drive efforts and share them with the Grand Commandery, social media platforms, websites, etc. Make sure to send your Inventory Worksheet to the designated people. Sir Knight Tyksinski is to receive all submissions at [aaronwtyksinski@gmail.com](mailto:aaronwtyksinski@gmail.com).

**SECTION A: COMMANDERY INFORMATION**

Commandery Name: \_\_\_\_\_ Number: \_\_\_\_\_

District: \_\_\_\_\_ Inspecting Officer: \_\_\_\_\_

Commander Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_, City: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**SECTION B: CHARITABLE ORGANIZATION(S)**

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_, City: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Date Dropped Off / Picked Up: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_, City: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Date Dropped Off / Picked Up: \_\_\_\_\_

## SECTION C: DONATED GOODS INFORMATION

**Table 1:** *Donated Goods Inventory*

Please indicate the number of each item in the corresponding box below. By law, charities can not tell you the value of donated items. Values listed are estimates and may not reflect actual values based on market and are also affected by quantity, size, etc.

#	ITEM DESCRIPTION	VALUE	TOTAL
<b>CANNED GOODS</b>			
	Vegetable (corn, peas, green beans, etc.)	\$1.50	
	Fruit	\$2.90	
	Meats (Tuna, salmon, Spam, etc.)	\$5.40	
	Soups	\$2.30	
	Condensed Milk	\$3.10	
	Beans	\$2.50	
	Broth	\$2.80	
	Other:		
	Other:		
<b>DRY GOODS</b>			
	Sugar	\$5.50	
	Flour	\$5.70	
	Beans	\$18.50	
	Rice	\$9.50	
	Breads	\$4.00	
	Pasta	\$4.20	
	Nuts, seeds, and grains	\$8.00	
	Oil, Vinegar, etc.	\$5.70	
	Honey, Jams, etc.	\$9.00	
	Chocolate	\$10.00	
	Cereal, Oatmeal, etc.	\$4.90	
	Spices, Seasoning, etc.	\$3.30	
	Case of Bottled water, juices, soft drinks, etc.	\$20.00	
	Other:		
	Other:		
<b>HOUSEHOLD ITEMS</b>			
	Bleach, cleaning supplies, hand-sanitizer, laundry detergent, etc.	\$12.00	
	Toilet Paper, Paper towels, etc.	\$19.00	
	Toiletries (soap, shampoo, deodorant, floss, toothpaste, toothbrushes, etc.	\$10.00	
	Other:		
	Other:		
	Other:		

**Table 2:** *Totals*

Please calculate the totals for the # Column and Total Columns in Table 1.

Total Number of Items in Table 1: \_\_\_\_\_

Total Value of Items in Table 1: \$ \_\_\_\_\_