

# Snack Time Instructions

**Thank you for hosting a collection drive for Shepherd's Gate women and children. Every item in this collection will touch their lives throughout their journey at Shepherd's Gate.**

Instructions for the collection are listed below:

1. This packet includes a collection flyer with a donation receipt QR code, delivery list, signage, and communication templates.
2. Share the flyer and invite friends, family, or coworkers to collect the Snack Time items they would like to contribute to the drive.
3. Print signage if you would like to organize items by category during the collection.
4. After the collection, organize the items by category and place the separated items into boxes or bags.
5. Check the expiration date on food items. You are welcome to write the expiration date on the front of the item but it is not a requirement.
6. Place the non-expired items into boxes or bags by category.
7. Write the list of items and quantities donated on the form provided and place it in one of the boxes or bags.
8. Click the link to [Schedule Delivery](#). This will help our teams prepare for the incoming donations.
9. Deliver the collection items to Livermore - 1660 Portola Ave, Livermore CA. 94551 or Brentwood - 605 Sycamore Ave, Brentwood CA 94513.
10. Questions? Email [shepgate@shepherdsgate.org](mailto:shepgate@shepherdsgate.org)



# SNACK TIME!

## SNACK COLLECTION ITEMS:

Juice Boxes

Small Bottled Water 8oz.

Vanilla PediaSure

Baby Snack Yogurt Melts

Baby Snack Arrowroot Biscuits

Baby Snack Lil Crunchies

Graham Crackers

Peanut Butter Crackers

Popcorn

Nuts

Individual Chip Bags

Fruit Cups

Fruit Snacks

Breakfast Bars

Protein Bars

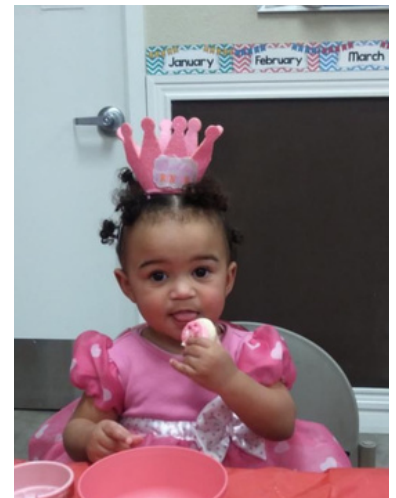
Fruit or Yogurt Pouches

Jello or Pudding Cups

Grocery Store Gift Cards



Shepherd's Gate



Click the QR code to learn more about Shepherd's Gate  
or to access our donation receipt.





# Juice Boxes

Learn More About  
Shepherd's Gate



Donation  
Receipt



# Small Bottled Water 8 oz.

Learn More About  
Shepherd's Gate



Donation  
Receipt



# Vanilla Pedisure

Learn More About  
Shepherd's Gate



Donation  
Receipt



# Baby Snack Yogurt Melts

Learn More About  
Shepherd's Gate



Donation  
Receipt



# Baby Snack Lil Cruhchies

Learn More About  
Shepherd's Gate



Donation  
Receipt





# Baby Snack

# Arrowroot Biscuits

Learn More About  
Shepherd's Gate



Donation  
Receipt



# Graham Crackers

Learn More About  
Shepherd's Gate



Donation  
Receipt



# **Peanut Butter Crackers**

Learn More About  
Shepherd's Gate



Donation  
Receipt



# Popcorn

Learn More About  
Shepherd's Gate



Donation  
Receipt



# Nuts

Learn More About  
Shepherd's Gate



Donation  
Receipt



# Individual Chip Bags

Learn More About  
Shepherd's Gate



Donation  
Receipt



# Fruit Cups

Learn More About  
Shepherd's Gate



Donation  
Receipt



# Fruit Snacks

Learn More About  
Shepherd's Gate



Donation  
Receipt





# Breakfast Bars

Learn More About  
Shepherd's Gate



Donation  
Receipt



# Protein Bars

Learn More About  
Shepherd's Gate



Donation  
Receipt



# Fruit or Yogurt Pouches

Learn More About  
Shepherd's Gate



Donation  
Receipt



# Jello or Pudding Cups

Learn More About  
Shepherd's Gate



Donation  
Receipt



# Collection Communication Templates

## Collection Announcement

Make a difference in our community! ORGANIZATION NAME is partnering with Shepherd's Gate through the Snack Time collection drive.

Shepherd's Gate provides a long-term program for homeless women and children recovering from domestic violence, addiction and poverty. The items collected will equip them with the supplies they need to both heal and thrive. Shepherd's Gate does not receive government funding. It is the generous hearts in our community that have allowed over 13,000 women and children to be served since 1984.

Beginning on DATE the Snack Time collection will kick off in the LOCATION. The flyer is attached and posted on (SOCIAL MEDIA OR INTRANET PAGE). If you would like to ship items directly to Shepherd's Gate the address is (SELECT LOCATION). We appreciate any help you offer to support the collection and serve the women and children at Shepherd's Gate.

## Official Kick Off

We are excited to announce that today is the kickoff of our Snack Time collection for Shepherd's Gate women and children. Please bring collection items to LOCATION. Signs are posted to guide you on where to place your donations. If you are supporting the drive remotely please ship items to (SG ADDRESS). The drive will wrap up DATE.

## Collection Update

So proud of our team! So far, we have collected AMOUNT OF ITEMS for Shepherd's Gate women and children! We have until DATE to collect items. Keep up the good work!

## Final Reminder

Tomorrow is the last day to donate Snack Time collection items. Don't forget to bring in your donations! Your help will impact the lives of homeless women and children.

## Wrap-Up Thank You

Thank you so much for participating in the Snack Time collection for Shepherd's Gate! Together, we collected more than AMOUNT OF ITEMS. Your contribution is part of ORG NAME commitment to serve our community. Thank you for making a difference in the lives of these women and children.