

EXAMPLE FOLLOW-UP EMAIL TO NEW FOOD DONOR:

It was a pleasure connecting with you recently. Thank you for becoming a part of the Clark Neighbors Food Project! Your bi-monthly, non-perishable donations are greatly appreciated and go a long way in keeping local food pantries' shelves stocked year-round with healthy foods.

I left your reusable Green Bag on your front porch this afternoon [modify as needed]. Please let me know if you didn't find it.

The next Green Bag pick-up is Saturday, [date]. Please leave your filled bag on your porch by 9:00 am, and I'll swing by shortly thereafter to pick it up.

These are the types of foods the various food pantries are especially interested in receiving, but you are not limited to only these items:

- Canned meat and fish (such as tuna, chicken, salmon)
- Canned or dried beans
- Whole-grain foods (such as breakfast cereal, whole wheat pasta, brown rice)
- Shelf-stable milk
- Soups, chilis and stews (preferably with reduced sodium and reduced fat)
- Foods high in nutrients (such as canned fruits and vegetables - preferably with reduced sodium or reduced sugar)
- Peanut butter

Please let me know if you have any questions. And thanks again for participating.

Your Neighborhood Coordinator,

Your Name

Your address

Your cell phone

Your email address

Check us out at:

www.clarkfoodproject.org

www.facebook.com/clarkfoodproject