



START A THANKSGIVING
PROGRAM IN YOUR
COMMUNITY

SIMPLE GUIDE TO STARTING YOUR OWN THANKSGIVING DRIVE

6 Weeks Before

- Set a budget and calculate how many families you can feed.
- Make a list of schools to invite and email them.
- Track confirmations in a spreadsheet.

5 Weeks Before

- Divide the amount of meals to be provided among confirmed schools.
- Email schools their meal count and give them two weeks to confirm the amount of meals they need
- Contact a grocery store for bulk ordering and discounts.
- Promote the drive and accept donations.

4 Weeks Before

- Remind schools to confirm their final meal count.

3 Weeks Before

- Finalize meal count.
- Place the order with the grocery store.
- Request paper bags if needed.

2 Weeks Before

- Check in with the grocery store to ensure order

1 Week Before	• Confirm details with the grocery store and volunteers. • Remind schools of pickup details. • Ask agents to clear their vehicles.
3 Days Before	• Confirm with all participants. • Plan event logistics.
1 Day Before	• Send volunteers their assigned schools and meal counts. • Remind agents to empty their vehicles.
Event Day	• Print and post meal item lists. • Pick up and set up food items. • Pack meals and load vehicles. • Deliver meals to schools.

*This guide is based on A Place at the Table Thanksgiving drive, and if you have a smaller program, you may not need to follow every step—adjust as needed to fit your resources and community!

LETTER TO SCHOOLS

Dear Principal and Staff at _____,

We are a local Real Estate team (or family) looking to donate Thanksgiving meals to _____ families who regularly qualify for weekend and summer school-provided meals. We understand that these meal programs may not be offered during the holidays and we desire to help bridge the gap in our community. We would like this donation to be completely anonymous. We trust that the school will choose the families appropriately and advise the best way to distribute the pre-arranged boxes of meals we will be providing.

The Thanksgiving dinner will include: Turkey, Stuffing, Mashed Potatoes, Macaroni & Cheese, Rolls, Cranberry Sauce, Green Beans, Capri Suns, and Apple pie.

Would you be interested in participating this year?

We look forward to hearing from you!

Sincerely,

{your signature}

Grocery List:

- Turkey
- Stuffing (1box)
- Mashed Potatoes (2 pouches)
- Macaroni & Cheese (2boxes)
- Rolls (dozen)
- Cranberry Sauce (2cans)
- Green Beans (2cans)
- Capri Suns
- Apple Pie

We hope this guide helps you run a successful Thanksgiving drive of your own—whether you're providing 5 meals or 500, it's all about coming together to support the community.