



# Pantry Partners

Program  
Info Sheet

Flyer & Bulletin

Step-by-Step  
Guide & FAQ

**Project Mexico**

& St. Innocent Orphanage



*Building Hope for Boys Without Families and Families Without Homes*

# Project Mexico & St. Innocent Orphanage



*Building Hope for Boys Without Families and Families Without Homes*

## Become a Pantry Partner and help sustain our ministry!

- ◆ Organize a drive to collect our most needed food items, toiletries, cleaning products, and school/office supplies.
- ◆ Free pick-up and delivery to our warehouse is available if 20 boxes or more are collected.
- ◆ Arrange for a 2-4 week storage location while your pick-up is being processed by the shipping company.
- ◆ Once everything is collected, contact us with the following information so that we can schedule a pick-up:
  - Contact name & phone number
  - Pick-up location physical address
  - Days & times the pick-up can occur
  - Total quantity of boxes
- ◆ Contact us to schedule your Pantry Partners drive, and we will provide a current Needs List.



# Pantry Partners

# Pantry Partners: A Step-By-Step Guide

1. Read through this handy-dandy packet (especially all the FAQs and Resources) to have a basic knowledge of the campaign and what is necessary to run it.
2. Talk to your parish priest, church community, church group, office, friends, or family about the drive and decide the month that you would like to run it. TIP: If you want to do a holiday-themed or event-focused drive (i.e: Pascha, School Supplies, Home Building Needs, etc.), please let us know! Otherwise, we always have ongoing needs for the everyday items used at the orphanage.
3. Contact our office to: tell us the month you would like to run your drive, ask us for a current Needs List, and get answers on any of your outstanding questions.
4. Decide how you want to run your drive. Will you collect money from people and shop for the items yourself? Will you run a donation drive and have people sign-up for certain items to purchase from the list?
5. Designate a contact person and a location where people can drop off their items or money.
6. Secure a location where all the collected items can be stored. The boxes will typically need to be stored for 2-4 weeks while the shipping company is processing the pick-up request.
7. In order to rally support and participation, promote the drive in your church's bulletin, make an announcement at your next meeting, put up flyers, have a table at fellowship, etc. \*See our attached flyers & resources.
8. Run the drive and collect your items/money! Don't forget to collect/buy boxes.

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# Pantry Partners

# Pantry Partners: A Step-By-Step Guide

9. Once your items are collected, pack them in the boxes and store them in your designated storage location. Be sure to seal all the boxes with packing tape.
10. Contact our office to notify us that your boxes are packed and ready to go! Send us an email with the following information:
  - Contact name of individual who will be present for the pick-up
  - Daytime/Contact number for the contact individual
  - Pick-up location full name & address
  - Day & time availability for pick-up
  - Quantity (the final count of boxes/bulk items to be picked-up)
  - Full name & address of donor who is donating the goods
11. Wait for the shipping company to call and arrange the pick-up your items, which typically takes 2-4 weeks. However, please note that it may take longer. We kindly ask for your patience!
12. Once the shipping company has picked-up the items, please send us an email to let us know.
13. When the items arrive at our office in Chula Vista, we will notify you. Please note that it can take 4-8 weeks for the items to arrive at our office after pick-up.
14. Within one month of receiving the items at our office, we will send a receipt of the in-kind goods and a thank you letter for your participation in the program.

***THANK YOU for helping to sustain our ministry!***

# Pantry Partners

# Frequently Asked Questions

## **Do I have to collect enough items to fill 20 boxes?**

Yes, the shipping company requires the minimum quantity to be 20 boxes. "Boxes" here does not only refer to actual boxes but can also refer to pre-packaged bulk items (like a case of bottled water) or 50lb bags of rice/beans. If you have any doubts regarding your number of boxes, do not hesitate to contact us!

## **Can I do Pantry Partners any time of year?**

Yes, of course! Pantry Partners is a campaign that runs year-round, so you are able to do it at any time. All you need is our current Needs List to get started.

## **Where do I get the Needs List?**

Once you have decided that you want to run a Pantry Partners drive, please contact our office via phone (619.426.4610) or email ([info@projectmexico.org](mailto:info@projectmexico.org)), and we will be happy to send you a current Needs List of items. Our seasonal Needs List can also be found on our website on the "Get Involved" page.

## **What are some ways that I can run my drive?**

There are a few options you can consider when organizing the structure of your drive. You can collect money from people and shop for the items yourself, or you can assign items to people to shop for and have an on-going collection to retrieve as many items as you can.

## **Is there a time restriction on how long can I run my drive?**

No, not at all! You can choose to run your drive for however long you want to. Typically, most groups run their collection drives for about 3-5 weeks, which gives them enough time to promote the drive and collect all the items.

## **Do I have to collect everything on the list?**

No, it is not necessary to collect all the items on the list. Please collect whatever you are able to, as we know that some items may be more difficult to purchase and pack.

# Pantry Partners

# Frequently Asked Questions

## **Can I collect items that are not on the list?**

Yes. However, please note that the list has been carefully created to include our most current top needs. If common items do not appear on the list (such as toothpaste), it is because we already have an abundance of that particular item.

## **What if I receive monetary donations for Project Mexico?**

Great! If it is a check payable to Project Mexico, you can mail it directly to us. If it is a cash donation, please mail it to us with a note listing the name of the donor and his/her address. This way we can properly record and receipt the donor for his/her donation.

## **Where do I get the boxes to pack my items?**

The coordinator/group/church must provide the boxes to store and pack the items. You can purchase boxes or ask a local office supply or grocery store if they are willing to donate any boxes. As long as the boxes have a lid or flap (that can close the box) they are suitable for shipping.

## **Do I need to box oversized items or pre-packaged bulk items?**

No, you do not. Oversized items (such as 25lb bags of beans or rice) or pre-packaged bulk items (such as a case of water bottles or canned food) do not need to be boxed. As long as the items already have a packaging (are in a bag or have a plastic wrapping/covering), then the oversized items can be shipped as they are.

## **What size do the boxes have to be?**

The boxes can be any size! For example, a medium-sized moving box, a copy paper box, etc. Please be sure the boxes have lids or flaps for closing.

## **Do I have to label the boxes?**

No. The shipping company will provide address labels.

## **Do I have to seal the boxes?**

Yes, please! The boxes must be sealed and securely closed with packing tape.

# Pantry Partners

# Frequently Asked Questions

## Is there a maximum weight for each box?

For ease of loading and unloading, we encourage a maximum 50lb weight limit per box.

## Do I need to include a packing slip of all the items in my drive?

No, it is not necessary to (nor would we expect you to!) include a packing slip. We will carefully weigh and inventory all items at our Chula Vista office once they are received.

## Are my boxes picked-up right after my drive is complete?

Unfortunately, no. It takes about 2-4 weeks for the shipping company to pick-up the items once you have notified us they are ready – all packed and securely sealed.

## How do I arrange for shipping & pick-up?

Once your boxes are all packed, sealed, and ready to go, contact the Project Mexico office via email ([info@projectmexico.org](mailto:info@projectmexico.org)) with the following information:

- Contact name of individual who will be present for the pick-up
- Daytime/Contact number for the contact individual
- Pick-up location full name & address
- Day & time availability for pick-up
- Quantity (the final count of boxes/bulk items to be picked-up)
- Full name & address of donor who is donating the goods.

Please note that you are unable to contact the shipping company directly. We will submit the pick-up request on your behalf and then the shipping company will call you to arrange the pick-up.

## What if my drive is almost complete, can I arrange shipping?

No. Please wait until the drive is completely finished, and all the items have been packed and the boxes have been sealed, to contact us to arrange shipping. Although it typically takes the shipping company 2-4 weeks to pick-up the items, sometimes they come within the first week. So, it is extremely important that **FIRST** all the items are packed and prepared, and **THEN** you contact our office to arrange the pick-up.

# Pantry Partners

# Frequently Asked Questions

## **Do I have to be present for the pick-up?**

Yes. It is necessary that the contact individual (who was listed in the pick-up request) is present when the shipping company arrives to retrieve the boxes.

## **How long does it take for the boxes to arrive to Project Mexico?**

The boxes can take anywhere from 4-8 weeks after pick-up to arrive to our Project Mexico office. The length of time varies depending on the availability of the shipping company.

## **Does Project Mexico provide any promotional or fundraising support?**

Yes. If needed, we are happy to provide Project Mexico marketing material either by mail or email. Also, see attached flyers and bulletin inserts in the final pages of this packet.

## **If I have questions, who should I contact?**

Do not hesitate to contact us at any time; we are here to help! You may call our office at 619-426-4610 or email us at [info@projectmexico.org](mailto:info@projectmexico.org).



# Pantry Partners

# Project Mexico & St. Innocent Orphanage



*Building Hope for Boys Without Families and Families Without Homes*

***Participate in our donation  
drive to fill the pantry of  
St. Innocent Orphanage!***



**WHAT:**

**WHEN:**

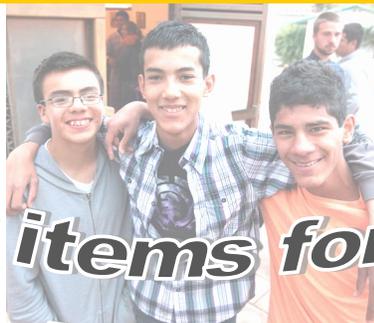
**DETAILS:**

**CONTACT:**



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# **Help collect items for the St. Innocent Orphanage pantry!**

**We are collecting:**

**Drop-off location:**

**Final day to drop-off:**

**Questions? Contact:**

*Thank you from everyone at Project Mexico & St. Innocent Orphanage!*

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