

Community drive planning worksheet

Fill this in by hand. Confirm everything in section 2 with your recipient before you buy or collect anything.

1. Community & coordinator

Community / town

State

Coordinator name

Coordinator phone or email

Target date or season

Helpers / volunteers

2. Recipient church or pantry

Organization name

Local contact person

Contact phone or email

Delivery / drop-off days & hours

Number of kits they can use

Who assembles the kits

Willing to accept the supplies

☐ Yes ☐ No

Willing to assemble kits (or agreed who will)

☐ Yes ☐ No

Accepts the shelf-stable kit contents

☐ Yes ☐ No

Families served have oven access

☐ Yes ☐ No

Permission to list their name publicly

☐ Yes ☐ No

Permission for wishlist items to ship to them

☐ Yes ☐ No

3. Giving setup (optional)

Supply wishlist link

Money receiving account (who holds funds)

How funds will be used (plain statement)

Keep this community's gifts separate from every other drive. Don't describe gifts as tax-deductible unless verified.

4. Kit plan

Number of kits

Per-kit estimate (about \$6)

Estimated materials budget

Direction cards to print

Assembly date & place

Delivery date & time

- This is an estimate for planning, not a guaranteed cost or a promise of what any gift will buy.
- An early online price comparison came to about \$5.80 per kit, before printing, sales tax, and shipping.
- Local store prices, sales, brands, and pan sizes vary — check prices where you'll actually shop.

5. Notes
