



Step-by-Step Instructions for Schools

1. **Log on to www.KCRA.com/kidscan to register.** Your information will be sent to the food agency assigned to you and they will contact you about delivering KCRA Kids Can boxes, posters and flyers. They will be your main point of contact for the drive and will also pick up your donations when the drive ends.
2. **Download/print helpful information** from the Kids Can Web site.
3. **Distribute the boxes, flyers, and posters** to participating classrooms when they are delivered to your school. Your school will receive *approximately* 1 box per 10 students, 1 poster per 40 students and 1 flyer per student. Give each student a flyer to take home and hang posters throughout your school.
4. **Collect food** October 7 – November 8.
5. **Prepare your boxes for pick-up.** Make sure the boxes can be closed (please use packing tape) and stacked for storage. (See box packing guide on Web site.)
6. **Donations will be picked up** by your assigned food agency sometime between November 12 and December 6. They may have many schools to schedule during that time so please make sure your boxes are ready to go on your pick up date.
7. **Please refer to this project as the “KCRA 3 Kids Can Food Drive”** in all media interviews that you may do and in all newsletters, news releases or articles that you write.
8. **For any additional questions,** please contact Peggy Marshall at Sacramento Food Bank & Family Services at pmarshall@sacramentofoodbank.org.

Thank you for participating in the 2019 KCRA 3 Kids Can Food Drive!



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