



## Step-by-Step Instructions for Schools

1. **Log on to [www.KCRA.com/kidscan](http://www.KCRA.com/kidscan) to register.** Your information will be sent to the food agency assigned to you and they will contact you about the logistics of this year's drive. They will be your main point of contact and will also pick up your donations when the drive ends. **Please give specific information based on COVID-19 distance learning if it will affect how your donations will be picked up.**
2. **Download/print helpful information** from the Kids Can Web site.
3. **Boxes, posters, and flyers will NOT be available this year due to COVID-19.** Schools and agencies will need to secure their own supplies to hold donations.
4. **Collect food** October 12 – November 13.
5. **Donations will be picked up** by your assigned food agency sometime between November 16 and December 4. They may have many schools to schedule during that time so please make sure your donations are ready to go on your pick up date.
6. **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.
7. **For any additional questions**, please contact Peggy Marshall at Sacramento Food Bank & Family Services at [pmarshall@sacramentofoodbank.org](mailto:pmarshall@sacramentofoodbank.org).



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