



## 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 protocols 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 be delivered to your school between in October by your agency.
4. Collect food October 10 – November 10.
5. Donations will be picked up by your assigned food agency sometime between November 14 and December 9. They may have many schools to schedule during that time so please make sure your donations are ready to go on your pickup 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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