

LIGHTHOUSE CREDIT UNION ANNUAL FOOD DONATION PROGRAM

LOCATION

LIGHTHOUSE LEAD

NON-PROFIT ORG

Berlin	Jenn Albert	Feeding Hope Pantry
Biddeford	Jamie Truman	Seeds of Hope
Concord	Allison Derbyshire	Good Shepherd
Conway	Jeff McLellan	Brown Church
Dover	Cortney Petrin	Gather
Exeter	Elizabeth Lightizer	Gather
Kennebunk	Britney Dennison	Saco Meals Program
Lafayette	Greta Burgess	Gather
Lebanon	Michael Guzman	Upper Valley Haven VT
Lee	Andrew Odor	Gather
Hooksett	Laurie Beebe	NH Food Bank
Northwood	Timon Lemelin	Gather
Plymouth	Terry Zimmer	Restoration Food Pantry
Rochester	Kristen White	We Care Food Pantry
Sanford	Kelley Davis	York County Shelter
Shipyard	Greta Burgess	Footprints Food Pantry
Westbrook	Jamie Truman	Westbrook Food Pantry
HR&D	Jessica Daigle	Gather
IT	Jackie Snow	Gather
Member Care	Lacie Melanson	Gather
Portsmouth HQ	Jason Blades	Gather

Nourish Our Community!

From November 4th to December 14th, Lighthouse Credit Union is honored to partner with **Gather** to help secure donated **Food and Non-Perishable items**. Gather's mission is to offer innovative programs that build food security in welcoming and dignified ways.

How You Can Help:

Donate Non-Perishable Items: Bring in your non-perishable food items in good condition to nourish and enrich the lives of our community members in need over the holiday season. Every item makes a difference!

Requested Items: Gather is requesting the following items:

- Ready to eat soup
- Pasta
- Cereal
- Gluten Free Items
- Canned Peas
- Canned Carrots
- Baking Products
- Boxed Non-Dairy Milk

Monetary Donations: If you are interested in giving a monetary donation, please write a check to the Lighthouse Credit Union Foundation and indicate "Gather" in the memo. All monetary and food donations will be delivered to Gather after the conclusion of the drive.

Together, we can nourish and enrich the lives of our community.

Program Overview:

Lighthouse Credit Union is proud to host a companywide donation collection program in our physical branch, member care, IT HR& D and Corporate locations from November 4th- December 14th. Rockingham and Strafford County Lighthouse Credit Union locations will partner with the 17 year long running donation program, [Pease and Carrots](#), with all food and monetary donations to go to [Gather](#).

Other locations have identified and partnered with a local community organization to collect food, needed items and monetary donations that will support local their local community members. Other locations can be viewed [here](#)

Creative Challenge/Competition:

The Pease and Carrots program hosts a competition for total number of pounds and dollars raised- we **WILL NOT** follow that approach.

*Instead, our competition will focus on the display and **YOUR** locations creativity to bring Lighthouse Credit Union's mission to life.*

All branches are asked to participate and create their own external facing donation area/display. Branch displays will be voted upon by team members using the following rubric:

- Creativity: How creative and engaging is the display, utilizing the \$20 stipend as well as \$50 food vouchers. (please keep in mind that this is member facing and needs to have an external facing aesthetic- no toilet paper lighthouses, please).
- How well does your display creatively reflect Lighthouse Credit Union's Mission to enrich and nourish the lives of our community and members.

Competition Rules/Reward:

Branch managers or location leads must submit a photo of their completed display with a short blurb on how they got creative, how it engages members AND how their display reflects Lighthouse Credit Union's mission. Please complete this [brief form](#), answer the prompts, and upload your photo no later than 11/26. The winning display will be voted upon and selected by their peers. The winning location will receive the following:

- A \$1,000 Grant from the LHCU Foundation to support an organization addressing food security of winner's choice
- An ice cream social, breakfast or lunch for the winning location, to be held in December.

The voting window will be between 12/2- 12/6 with the winner identified shortly after. Details on the voting process will be sent closer to 12/2.

Program Rules and Guidelines:

1. **Table & Tablecloth:** Please use a six-foot table with Lighthouse-branded tablecloth
2. **Decorations & Budget:**
 - **Budget:**
 1. Up to \$20 for decorations (get creative, dollar store, etc.)
 2. 50\$ in food certificates will be sent to each location no later than 11/11. Please use these certificates to buy whatever items the organization specifies.
 - **Aesthetic Expectation:** Your display must be presentable and aligned with the theme of food insecurity, and our mission of enriching and nourishing the lives of our community. Get creative and have your display look appealing and on-brand! Be sure to use the link above to share a picture and blurb of your display to enter the competition.
3. **Space Limit:** Keep within the assigned table/display area to ensure that it is member-facing and easily accessible. Please do not go outside of your normal display zone.

Messaging the Program to Members:

To help you message this program to members and share what items you are looking to collect, please download, print and utilize the sheet [here](#) and update accordingly with your non-profit partner's name as well as the items most desired and needed by the organization. I've populated the items for Gather on the provided sheet and highlighted the lines for you to update for a different organization. Be sure to remove update highlighted text and remove highlights before utilizing. Print this and put in an acrylic table tent fixed on the table in a visible location.

• Monetary Donations:

Check: If a member would like to offer a cash donation to the program, please have them write a check to the Lighthouse Credit Union Foundation with the non-profit's name in the memo line and hold onto the check until the end of the program (Dec 12). We will collect, deposit and donate all funds after the program end.

Cash/Transfer: While we do not want to ask members directly for cash, a member may ask to make a transfer for the drive or give cash. Please follow the steps below to facilitate this type of transaction. **For all transactions,**

comment be the location/branch where the transaction/donation takes place. This will help us identify and donate the funds after the program ends.

For cash or check transactions use account number 56628472

1. *If cash: CR SD SC*
2. *If check: KR SD SC*
3. *Input dollar amount*
4. *Share ID – select 23*
5. *Deposit: enter dollar amount*

To transfer from the Member's account

1. *Key in the Member's number*
2. *SWXSDY SC*
3. *Select the appropriate share ID, the funds are coming from*
4. *Deposit to account number 56628472 share ID 23*

- o **Online:** We will have a solution and updated instructions for members to donate online by 11/12

Donation End/Handling Donations on 12/16:

1. **Collection:** Branch teams hold all physical and monetary donations until the designated pickup/drop-off date after 12/14.
2. **Weigh, Photograph and Item Delivery:**

For locations inside of Rockingham/Strafford County:

- Please take a photo of your final donations/display and send to Jason_blades@lighthousecu.org
- We will coordinate the pickup from Gather starting 12/16 and they will weigh all donations upon arrival to their warehouse

For locations outside of Rockingham/Strafford County:

- Please take a photo of your final donations/display and send to Jason_blades@lighthousecu.org
- Please work directly with your partner org to coordinate delivery starting 12/16 and ask your partner to **weigh all donated items** and provide a
- Once the partner weighs all donations, please get a final tally and update the [sheet here](#)

Program Conclusion

After 12/16 please ensure you have completed the following:

- Sent along photos of your display and donated items to Jason_blades@lighthousecu.org
- Updated [this spreadsheet](#) with total poundage of donations from your location
- Remove your display from your location

Thank you for your passion and support hosting this program at your location that will have a significant impact on our communities!

Congratulations! You've read through the entire document. To acknowledge that you've read through and understand all instructions, please send along an email (Jason_blades@lighthousecu.org) with your favorite type of treat to prepare or eat throughout the holiday season.

As always, please do not hesitate to reach out with any questions.