

Food Drive Committee Policy and Procedures

General Purpose

The Committee's purpose is to collect food and monetary donations from the Community and give them to the Port Orange Cops for Christmas Food Drive.

1. The Committee Chairperson shall contact the Port Orange Victims Advocate coordinator at the beginning of October to determine the plan for the current year.
 - Victims Advocate Coordinator
 - Odetta Horruitiner: 386-405-4543
2. The Committee Chairperson shall establish collection spaces to store the food donations prior to pick up by the Port Orange Police Department at the conclusion of the Food Drive.
3. The Committee shall purchase and place donation boxes in the Crane Lakes ballroom.
4. The Committee Chairperson shall publish an announcement informing the Community that the Food Drive is underway and that donations may be made up to the deadline.
 - New non-perishable food in unopened containers may be placed in the donation boxes in the ballroom.
 - Monetary donations in the form of checks made out to 'Crane Lakes HOA' with 'Food Drive' in the memo line may be placed in the HOA box outside the gym in the clubhouse. The Committee will use the monetary donations to purchase food and/or gift cards.
 - The announcement shall be included in the HOA email blast, the Courier, and on appropriate message boards in the clubhouse.
5. The Committee shall monitor the amount of food in the donation boxes and move the food to the collection spaces when the boxes are full. New empty boxes for more food donations will be placed in the ballroom as needed.
6. The Committee Chairperson shall also set up and announce to the Community a set of times when the Committee will drive around the Community and pick up donations from residents who are unable to drop off their food donations in the ballroom or their monetary donations in the clubhouse. The Committee will take the food donations to the collection spaces.
7. The Committee shall purchase food and/or gift cards with the monetary donations received.
8. The Committee Chairperson and the Victims Advocate coordinator shall set up a time when the Port Orange Police Department will pick up the food donations soon after the deadline.

9. The Committee shall assist the Police Department workers in moving the food donations from the collection spaces into the Police Department vehicles during the pickup.
10. The Committee Chairperson shall give all gift cards purchased for the Food Drive to the Victims Advocate coordinator soon after the deadline.
11. The Committee Chairperson shall ensure that all monetary donations and purchases are properly recorded.
 - Copies shall be made of all checks donated to the HOA for the Food Drive. One copy shall be retained by the Committee Chairperson and a second copy shall be submitted to the HOA Treasurer.
 - Copies shall be made of all receipts for all purchases. One copy shall be retained by the Committee Chairperson and a second copy shall be submitted to the HOA Treasurer.
 - A letter of receipt for all donated gift cards shall be obtained. Copies shall be made of the letter. One copy shall be retained by the Committee Chairperson and a second copy shall be submitted to the HOA Treasurer.
12. After the Food Drive is completed, The Committee Chairperson shall publish an announcement informing the Community of the final donation amounts and thanking the Community for their support. The announcement shall be included in the HOA email blast, the Courier, and on appropriate message boards in the clubhouse.

Prepared by:

Pete LaRocca, Committee Liaison and Member

Kevin and Peggy Sullivan, Committee Chairpersons

Date: August 4, 2026

Approved by the Board: August 4, 2026