



Event Snap Shot

Publicity: Really starts at Back to School Night when you can have a sign up for volunteers and Save the Date posters hung. But the six weeks before the event you have notices in the school weekly as well as in the parish bulletin. You can also use teachers and hallway bulletin boards to share information about the event including facts on hunger in our area and your successes.

Sponsorships/Funding: It's never too early to find sponsors or in-kind donors to underwrite your costs. There are many opportunities for exposure for this generosity.

Registration: opens 4-6 weeks before event. At this time, communications should direct interested volunteers to the website to register for a territory or to just volunteer.

Receive Event Supplies: 10-14 days before the event you will coordinate receiving your event supplies (flyers, bags, door hangers, t-shirts (if applicable)). You will need a place to store them.

Collate Event Supplies & Pick-Up: 7-10 days before the event you will collate your supplies into the individual territories. You will need a place to layout the piles per territory and for them to be picked up. See instructions.

Materials Preparation & Distribution: Territory Leaders will prepare their supplies for distribution to each house in their designated territories. See instructions. Each Territory Leader will distribute bags to house 3-5 days before the collection date.

School Collection Day: (optional) Coordinate a dress down day for cans the Friday before the event. Compete grades against each other for a free popsicle at lunch for the grade with the most. Morning prayer can be about fighting hunger in our area. We can have someone from Greg Gannon Canned Food Drive or Catholic Charities speak. Student Council can help count.

Food Collection: On drive day, at the designated time, Territory Leaders will work with their team to collect the donated food in their territory. Instructions for successful collection are included with their supplies.

Food Donation: Territory Leaders will bring all collected food items to the parish where volunteers will be waiting to help transfer items to the charitable organization's vehicles. There are instructions for a successful collection site included.

Event Day (sample schedule):

9:00 AM	Gather for prayer service/event kick off with coffee and donuts
9:30 AM – 12:00 PM	Territory Can Collection and Drop Off
11:00 AM – 12:30 PM	Post Celebration

Post Event: Inevitably there will be bags missed. The flyer will contain contact information for people to let you know the bag was missed. These bags should be collected as usual and donated.