

Who Does What and When

Kids Against Hunger Events

Responsibilities of: Local Organizing Committee

Six months before event: (More time needed for large events)

- Gather interested parties to discuss vision for the event
- Confirm that desired date is available
- Identify location for event, and confirm with KAH Event Manager that all facility requirements are met (see chart)
- Set Target Goal for Number of Meals to be packed, to be verified later against Dollars Raised
- Outline a plan for fundraising

City: _____ Date: _____

Signature of KAH Event Manager: _____

(confirms event is on calendar for this date)

Three months before event:

- Review funds raised--both cash received and pledges received
- Based on anticipated funds, and with input from KAH Event Manager:
 - Calculate Number of Meals to be packed
 - Determine Number of Volunteers needed
 - Determine shifts to be worked
- Outline a plan for targeting volunteers and keeping total volunteer count under control

Two months before event:

- Send funds or list of pledges to: Kids Against Hunger, Sioux Falls
5100 W 35th Street, SFSD 57106

One month before event:

- Arrange for tables to be in facility on Set-up day (Two 8' tables or three 6' tables per line, plus 4 additional tables)
- Work with Organization you desire to receive meals
36 packs per carton, each pack makes 6 meals, 216 meals per carton. Total weight 33#. Carton is 14.5" x 11" x 12.5"
- Work with recipient of meals to be sent Overseas--can they pick up on packing day?
(If they can send a representative to talk with volunteers this is VERY powerful)
- Identify an appropriate facility to receive the pallets of food and supplies one week before event. Needs loading dock and ability to store pallets for 3-4 days and transport to event facility on set-up day

Continued-- Responsibilities of Local Organizing Committee ^{school} _____, churches, Financial Reps, etc)

Two weeks before event--recruit these specific volunteers:

Set up (usually done the day before). More needed for large events

- #1 _____
- #2 _____
- #3 _____
- #4 _____
- #5 _____

Registration (Arrive 1 hour before each shift)

- #1 _____
- #2 _____

Heavy Lifting Crew--willing and able to handle 50# bags

- #1 _____
 - #2 _____
 - #3 _____
- } per shift

Photographer--preferable with digital SLR, and willing to burn pics to a CD

Monitoring Carton count, and transferring to I storage area

- #1 _____
- #2 _____

Clean up and pack Equipment at end of event (Site to provide broom, dustpan, vacuum and trash receptacles)

- #1 _____
- #2 _____
- #3 _____
- #4 _____
- #5 _____

Day of event: All funds due. If exceptions are anticipated, discuss with Event Manager in advance

Signature of Local Organizing Comm Chair: _____
(confirms all timetables received)