

Food For Those In Need

Minnesota Headquarters

301 Main St., PO Box 234
Stewart, MN 55385

Food for Kidz

Washington Office

6009 North Hays Street
Newman Lake, WA 99025

EIN#84-1640830

Dear Friends of Food for Kidz,

Thank you for your interest in bringing people together to affect the lives of others around the world living with the issues caused by food insecurity. As you may know, Food for Kidz was formed to bring awareness to the hunger issues of the world and for the purpose of facilitating a humanitarian effort to bring about change. It was also formed to expand the concept of children's experiences beyond their vision of local to incorporate the world. All ages gather together for a time to be of service to others.

It is our understanding that you would like information about how to organize a Food for Kidz mobile food packing event for your civic organization, church or community.

We will provide you with guidance and the tools necessary to inform you and make the planning as effortless as possible and through the course of your event, provide an opportunity for the lives of the ones who gather to be affected in a positive way. Hopefully everyone will have a new understanding of the needs of others around the world.

We have included in this packet some tools and ideas for you to use. These are forms and documents that will inform you and help us communicate. These tools have been used in other communities and developed over time. Please review.

This will allow us to continue the communication needed to move forward with the planning. This is a start to accomplish a wonderful goal! Please let us know how we can help. Call us with any questions or concerns. We look forward to being of service to you.

Minnesota Headquarters

Jerry (J.J.) Anderson
320-562-1000 | (c) 320-221-1675
jj@foodforkidz.org

John Neisen
320-562-1000 | (c) 320-212-5290
john@foodforkidz.org

Roger & Jo Holm
320-974-8191 | (c) 320-295-1354
raholm@mchsi.com

Washington Office

Jim Dodd | 509-868-9262
jim@foodforkidz.org

Steps for Setting Up a Food Packing Event

1. Call or email Food for Kidz with contact information to begin communications. A packet of information will be sent to you.
2. Form a planning committee: the responsibilities of this committee will be to plan the advertising, fund raising, communications, scheduling of core and event volunteers. Involve members from all organizations if multiple organizations, churches or schools are involved. Determine the lead contact person to communicate with Food for Kidz.
3. Set goals.
4. Determine a venue and a date for the event. Contact the Food for Kidz MN Office at 320-562-1000 or the Washington Office at 509-868-9262 so your event date can be secured, confirmed and put on the master schedule. We will assist you in the planning and explain the process needed to organize a successful Food for Kidz event.
5. Completing the Food for Kidz Event Information Form with basic information will help us with the communications. This form will then be used throughout the planning stages and will provide us with all the information we need for us to facilitate your event.
6. Facilitate the fundraising, communications, advertising and other methods of promoting.
7. Begin the fund raising and promotions.
8. Establish core volunteers for the event. Please note the document, " Core Volunteer Roles and Responsibilities".
9. Schedule work times and assign core jobs.
10. Communicate with Food for Kidz about your plans.
11. Relax and enjoy the process! This event should be an avenue for a blessing.
12. Call Food for Kidz with any questions or concerns!
13. Contact Food for Kidz one week before the event with the final details.

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Core Volunteer Roles and Responsibilities

Purpose: To have volunteers in place to facilitate the flow of product throughout the event. Setup will be 1 – 1 1/2 hrs. before event. Other core volunteers should arrive 15 min. before event.

Area of Responsibility	Description	People
Set-up	See "Room Table Layout" & "Assembly Table Layout"	10
Check-in area	Greet and check-in volunteers, Assist with donations Make sure everyone has a Hairnet Make sure everyone Washes Hands or uses Hand Sanitizers	2 - 3
Trailer to Staging Area Inside Delivery of Soy & Rice	Ability to lift 50 lbs. Break down the bulk rice and soy into the red (rice) and grey (soy) Rubbermaid totes and deliver to assembly tables. One of each Continue replenishing rice, soy, vegetables and vitamin powder during event	6
Box Assembly	Date stamped with package and expiration dates before box is taped Tape bottom of box Stack or deliver to staging tables	3
Assembly Tables	10 volunteers per set of tables 1 person to supervise the replenishing of supplies and ingredients at their tables (bags, boxes, ingredients etc.) Encourage and Energize your team!	10
Finished Box Pickup	Tape and gather finished boxes from the assembly tables with carts and deliver and stack on pallets per the Food for Kidz supervisor.	5
Truck	Assist with the delivery of bulk supplies to the staging area. Bags, Boxes, vegetables & vitamins. Load the 5/high finished pallets into the truck Must be at least 18 years old to operate the pallet jack and the liftgate on the trailer.	4
Clean-up	Sealers and scales wiped down and returned to carts All equipment that touches the food will be returned and washed in Stewart. This equipment should be collected and brought to designated table. Tables cleaned and floors swept.	All

Equipment & Supplies Provided by Organizer

- **Tables:** 2 / 6' or 8' tables per station. 10 people will work at each station (see attached) 4 tables for labeling and stamping boxes, registration, hairnets and hand sanitizers
- **Brooms, Dustpans & Garbage Containers:** 3 – 4 placed around the room
- **Music:** Music player if wanted
- **Wash Cloths & Towels:** Needed for washing and cleaning tables

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Fundraising Goals

We ask that funds be raised to help pay for the bulk food ingredients that are used at your event. Our expenses are currently at \$.25 per meal. We have found that if you can quantify what everyone's donation purchases, the participants are better able to make a determination on the amount of their donation.

As an example:

\$.25 per meal – (6 meals/bag x 36 bags/box = 216)

1 box of Food for Kidz food (216 meals)

Cost is \$54.00

1 box of food will feed a child for **7 months.**

An adult person can package about \$20 worth of product in an hour, while a child would be about \$15. The Food for Kidz volunteers and organizers will help you determine how long your shifts could be at your event which will help determine the length of time for the total event. We also have fund raising and marketing ideas for you on the "Food for Kidz Marketing Ideas" document.



Please call us at Food for Kidz if you have any questions.

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An International Food Relief Campaign

The following is the nutritional information for each meal package that provides 6 servings.

Nutrition Facts			
Serving Size ½ cup dry (65g)			
Servings per bag 6 (1 cup cooked)			
Amount Per Serving			
Calorie 220	Calories from fat 5		
% Daily Value*			
Total Fat 0.5g	1%		
Saturated Fat 0g	0%		
Cholesterol 0mg	0%		
Sodium 418mg	17%		
Potassium 420mg	12%		
Total Carbohydrate 42g	14%		
Dietary fiber 2g	4%		
Sugars 2g			
Protein 11g			
Vitamin A 48%	* Vitamin C 37%		
Calcium 10%	* Iron 43%		
Vitamin D 32%	* Vitamin E 32%		
Thiamine 50%	* Riboflavin 34%		
Niacin 42%	* Vitamin B6 37%		
Folate 58%	* Vitamin B12 33%		
Biotin 33%	* Pantothenate Acid 33%		
Phosphorus 10%	* Iodine 33%		
Magnesium 13%	* Zinc 16%		
Copper 43%	* Manganese 33%		
* Percent Daily values are based on a 2,000 calorie diet. Your daily value may be higher or lower depending on your calorie needs.			
	Calories	2000	2500
Total Fat	Less Than	65g	60g
Sat Fat	Less Than	20g	25g
Cholesterol	Less Than	300g	300g
Sodium	Less Than	2,400mg	2,400mg
Potassium		3,500mg	3,500mg
Total Carbohydrate		300g	375g
Dietary Fiber		25g	30g

Fortified Rice-Soy Protein Meal Package (6 Supplemental Servings per bag)

Directions: Add contents of package to 6 cups of boiling water. Stir and cover. Boil over low heat for 20 minutes, stirring occasionally. Add more water if needed. Simmer 5 minutes or until rice is tender. To enhance flavor add oils, raisins, curry powder, or any of your favorite seasonings.

Ingredients: Rice, Soy Flour, Dried Vegetables (Carrot, Onion, Tomato, Celery, Cabbage, Bell Pepper), Salt, Onion Powder, Disodium Inosinate, Disodium Guanyate, Natural Flavor, Canola Oil, Turmeric.

Vitamins and Minerals: Tri-Calcium Phosphate, Magnesium Aspartate, Asorbic Acid, Vitamin E Acetate, Ferric Fumerate, Biotin, Vitamin A Palmitate, Niacinamide, Calcium Pantothenate, Zinc Oxide, Manganese Oxide, Copper Gluconate, Vitamin D-3 Supplement, Pyridoxine Hydrochloride, Riboflavin, Thiamin Hydrochloride, Folic Acid, Vitamin B-12 Cyanocobalmin, Potassium Iodide. Contains Soy Ingredients

**Net Wt 13.8 oz (390g) per bag
36 Bags/Box**

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Food For Kidz Food Facts

Food for Kidz meals are formulated to provide all the essential nutrients needed to provide a complete, healthy meal. A carefully selected combination of dry ingredients, twenty one vitamins and minerals, and all nine of the essential amino acids, make these packaged meals a better source of food for relief efforts than rice alone.

Food for Kidz meals are designed and packaged to:

- Ship anywhere the world
- Store, travel and arrive safely
- Prepare quickly and easily.
- Sustain with only the simple addition of water

Each packaged meal contains a blend of 21 essential vitamins and minerals for added health and flavor; white, long grain rice, fortified crushed soy for protein, and a variety of six dehydrated vegetables. This not only provides a meal, but better health to starving children. Each meal is able to feed a family of six and has a shelf life of at least three years.



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Food for Kidz MARKETING IDEAS Waunakee Feed the Need / Waunakee, Wi

1. Sponsored tables; we have been successful with having groups sponsor tables. 10 people per 1.5 hour-shift/ \$250. Groups include neighborhood groups, sport teams, clubs, businesses etc
2. Platinum/Gold/Silver Sponsors; recognized at the event and also on website. \$1,000, \$500, \$250
3. Start a website; enable it to allow volunteers to sign up on website. Also set it up so donations can be made on website
4. Make business cards to help advertise the event
5. Hand written thank you notes to donors
6. Keep some of packaged food local. Develop relationship with food pantries.
7. Utilize recipes to develop local use of food. Serve samples during event.
8. Mass mailing 6 weeks prior to event. Include stamped return envelope.
9. Try using M & M tubes with groups. They hold \$14 in quarters.
10. Make it a community wide event
11. Use a powerpoint presentation for civic groups etc.
12. Show the FFK video
13. Utilize press releases to stimulate news coverage. Publicity before, during and after the event.
14. Have a marketing "hook". This year Waunakee packaged their millionth and it generated a lot of press.
15. Follow up mailing with personal visits to local businesses and groups.
16. Apply for grants from local foundations and businesses.
17. Local radio station live broadcast from event
18. Fun music during event; kids love it!
19. Have a large and diverse local committee

 **Make it fun for all!**