



# 1. Leadership and teams

Thousands of miles away, a child eats FMSC food and smiles – full for the first time in months. Behind that satisfied smile is not just one donor, one volunteer or even one group of volunteers. Just as “it takes a village to raise a child,” it takes many FMSC participants to feed a child. And it will take many teams to successfully host your MobilePack event.

As Host/Leader, you’ll spearhead the event planning and organization, spread excitement within your community and answer volunteer questions! This is no small task, but you’re not alone. Your FMSC MobilePack Event Planner, Development Advisor and seven core volunteer teams will come alongside you.



## STOP

- » Have you returned your signed MobilePack Agreement to your Development Advisor via email?
- » Have you joined the FMSC MobilePack Host Facebook group? If not, just go to [facebook.com/groups/fmscmobilepackhosts](https://facebook.com/groups/fmscmobilepackhosts)

Please complete these two tasks before proceeding!



## AS SOON AS POSSIBLE

# Establish teams

Your first task as Host/Leader is to establish seven Core Volunteer Teams. Each team coordinates an important aspect of the event – from fundraising and promotion to volunteer coordination and hospitality. The leaders of these teams will work closely with FMSC staff members.

## WHO'S WHO AT FMSC

Although all FMSC staff will do their best to answer your questions and meet your needs, this chart provides a snapshot of key staff members, their roles in setting up your MobilePack event and the ways you'll likely interact with them as a MobilePack Host.

### FMSC DEVELOPMENT ADVISOR

- » Schedules MobilePack events
- » Creates and changes contracts
- » Provides fundraising ideas and support
- » Offers donation reports and status updates
- » Offers sponsorship recruitment tools
- » Follows up post event to share where your food has shipped

### FMSC EVENT PLANNER

- » Provides site approval
- » Creates packing shift schedule
- » Creates and trains Hosts on the Volunteer Registration System (VRS)
- » Sets up logistics

### FMSC EVENT SUPERVISOR

- » Leads the MobilePack event and FMSC staff
- » Monitors meal production during the event
- » Troubleshoots issues during the event



## TEAM 1 LEADERSHIP

### ONE HOST/LEADER

**Works with FMSC Development Advisor and FMSC Event Planner**

- » Schedules the event
- » Completes MobilePack Agreement
- » Acts as the primary contact for FMSC staff
- » Communicates with core volunteer teams, keeps everyone updated on each team's progress
- » Organizes and facilitates meetings with teams
- » Educates teams, donors and volunteers on FMSC and hunger-related issues

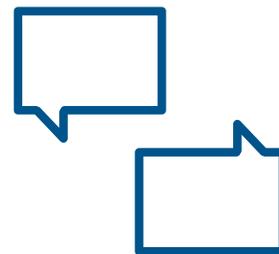


## TEAM 2 PRAYER

### TWO LEADERS (RECOMMENDED)

**Work with FMSC Development Advisor**

- » Collect prayer requests from all teams
- » Pray for team members and all aspects of event planning
- » Pray for the volunteers and donors who will participate in your event
- » Pray for the children who will receive the food
- » Pray for the partners who distribute the food
- » Lead devotionals and prayer at team meetings
- » Facilitate communication among all teams
- » Work with Promotion Team to communicate prayer needs to the community and volunteers
- » Work with Promotion Team to share how God is working in the event and how prayers have been answered



## TEAM 3 PROMOTION

### TWO LEADERS (RECOMMENDED)

**Work with FMSC Marketing**

- » Find customizable promotion materials online ([fmsc.org/mobilepack/promotion-toolkit](https://fmsc.org/mobilepack/promotion-toolkit))
- » Create a plan and timeline for publicizing your event
- » Work with other teams to help meet their needs
- » Create publicity materials and send to [mobilepackpromotion@fmsc.org](mailto:mobilepackpromotion@fmsc.org) for approval
- » Create a Facebook fan page, webpage on church/business website and/or blog, etc.
- » Reach out to local media, invite them to attend the event and provide media coverage



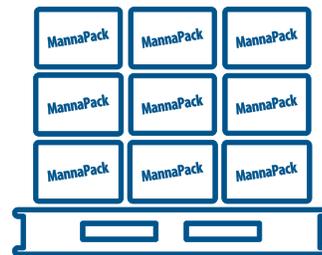
## TEAM 4

### FUNDRAISING

#### THREE LEADERS (RECOMMENDED)

#### Work with FMSC Development Advisor

- » Create and submit a fundraising plan to FMSC
- » Implement fundraising plan; collect and submit donations to FMSC every two weeks
- » Update FMSC Development Advisor and teams on fundraising amounts and success stories every two weeks
- » Work with Promotion Team to communicate fundraising activities and ways people can donate
- » Work with and promote the Fundraising Headquarters (FHQ) website for your event
- » Be a resource on how to use the FHQ site, enter gifts, give updates on donations, etc.



## TEAM 5

### LOGISTICS

#### ONE LEADER (RECOMMENDED)

#### Works with FMSC Event Planner

- » Submits meal packing site information to the Event Planner for approval
- » Creates meal packing shift schedule with Event Planner
- » Secures/arranges for site supplies
- » Secures/arranges forklift
- » Works with Event Planner to coordinate ideal truck arrival and departure times
- » Works with Volunteer Coordination Team to recruit and coordinate volunteers for setup, cleanup and traffic/parking direction

*“Our community was so excited that we were hosting the event. We were able to partner with neighboring churches, nonprofits, families and student sports teams. We created new relationships and enjoyed serving together.” – FMSC MobilePack Host*



## **TEAM 6** ***VOLUNTEER COORDINATION***

**ONE LEADER (RECOMMENDED)**  
**Works with FMSC Event Planner**

- » Recruits volunteers for packing shifts
- » Recruits people to help volunteers check in
- » Receives training from Event Planner on managing online registration system
- » Works with Promotion Team to publicize packing shifts and openings



## **TEAM 7** ***HOSPITALITY***

**ONE LEADER (RECOMMENDED)**  
**Works with FMSC Event Planner**

- » Greets, guides and directs packing volunteers
- » Serves FMSC MannaPack™ meal samples (optional)
- » Coordinates meals/snacks for FMSC staff and core volunteer teams (optional)
- » Coordinates refreshments for packing volunteers (optional)

### **QUICK TIP**

Team size will vary depending on the size of your event, but three to four people per team (in addition to leaders) tends to work well, and people can serve on more than one team if they desire. Tasks often overlap or require teams to work together.

## Equip teams

Invite creative, energetic, organized and talented people with a variety of experiences to lead these teams. Once leaders for each team are found, meet with them to outline their basic tasks and invite them to help recruit additional team members.

With your help and guidance, teams can get to work on their to-do lists, which are defined and explained in the following chapters. Each chapter can be downloaded online, hole-punched into a binder or photocopied for the appropriate teams. Customize the planning process – make it work for you and your teams.

### DURING PRE-EVENT PLANNING

#### Help teams accomplish their goals

In addition to checklists at the end of each team chapter, we have included a timeline of important deadlines for your MobilePack event as a whole. You can help your teams stay on task by checking in with them as these deadlines approach.

You can also share with them the References and Resources section at the end of this manual with its useful links and information about FMSC.

### AFTER THE EVENT

#### Complete the final checklist

Follow these steps once your MobilePack event is completed.



#### As soon as possible after event

- » Make a final fundraising request as needed (Fundraising Team).
- » Send out thank yous to volunteers and donors (Volunteer Coordination Team, with help from other teams as needed).
- » FMSC will email you a post-event evaluation.



#### Two to three weeks after event

- » Receive notification from FMSC about where the meals packed at your event were shipped. Note for Host/Leader: Share this information with your volunteers and donors. Your supporters will appreciate the update!
- » Receive final invoice/balance statement from FMSC (Fundraising Team).
- » Complete the post-event evaluation that FMSC will email to you.



#### Ninety days after event

- » Schedule an event for next year!
- » Note for Host/Leader: This must be done by 90 days after the event in order to use any credit from this year's event.

*"I thank my God every time I remember you. In all my prayers for all of you, I always pray with joy because of your partnership in the gospel from the first day until now, being confident of this, that he who began a good work in you will carry it on to completion until the day of Christ Jesus." – Philippians 1:3-6 (NIV)*



# MobilePack Host/Leader notes

Event name: \_\_\_\_\_ MobilePack number: \_\_\_\_\_

Return MobilePack Agreement

Join FMSC MobilePack Host Facebook group

**Team 1: MobilePack Host/Leader:**

**Team 5: Logistics Leader(s):**

**Team 2: Prayer Leader(s):**

**Team 6: Volunteer Coordination Leader(s):**

**Team 3: Promotion Leader(s):**

**Team 7: Hospitality Leader(s):**

**Team 4: Fundraising Leader(s):**

**Team Leader meeting dates:**



# MobilePack Event Team

(Roles and contact information)

Name	Task/Role	Email	Phone
MobilePack Host/Leader			
Prayer Team			
Promotion Team			
Fundraising Team			



# MobilePack Event Team

(Roles and contact information)

Name	Task/Role	Email	Phone
Logistics Team			
Volunteer Coordination Team			
Hospitality Team			



# MobilePack Event Timeline

Timeline	Date	Task	Team	✓
As soon as possible		Establish teams	Host/Leader	
		Pray through the planning	Prayer Team	
		Build and submit your fundraising plan	Fundraising Team	
		Say hello to your FHQ	Fundraising Team	
		Get site approval	Logistics Team	
		Secure a forklift and driver	Logistics Team	
		Submit promotions and volunteer recruiting plan	Promotions Team Volunteer Coordinator Teams	
90 days prior (around 13 weeks)		Begin promotion	Promotions Team	
		First invoice due: 1/3 of total MobilePack price	Fundraising Team	
Eight weeks prior		Determine your packing schedule	Logistics Team	
Seven weeks prior		Online training for volunteer registration	Volunteer Coordination Team	
Six weeks prior		Set final meal goal	Fundraising Team	
		Open registration	Volunteer Coordination Team	
45 days prior (six weeks prior)		Second invoice due: 1/3 of total MobilePack price	Fundraising Team	
Five weeks prior		Answer volunteer questions	Volunteer Coordination Team	
		Send Media Advisory	Promotions Team	
Four weeks prior		Pray as the event draws near	Prayer Team	
		Complete Logistics Questionnaire	Logistics Team	
		Enlist volunteers for setup and cleanup	Logistics Team	
Two weeks prior		Request a Liability Insurance Certificate from FMSC (if needed)	Logistics Team	
One week prior		Final check of supplies and volunteers	Logistics Team	
		Send Media Advisory as a reminder to news outlets	Promotions Team	
The day before or day of		Delivery of FMSC truck	Logistics Team	
		Delivery of hand-washing stations		
During the event		Pray at your MobilePack event	Prayer Team	
		Setup	Logistics Team	
		Cleanup	Logistics Team	
		Explain FMSC meal distribution, serve rice samples, optional FMSC staff hospitality	Hospitality Team	



Timeline	Date	Task	Team	✓
As soon as possible after the event (no later than one week)		Complete the MobilePack Evaluation	Host/Leader	
		Enter donations received into FHQ	Fundraising Team	
		Make final fundraising request	Fundraising Team	
		Send thank yous to volunteers and donors	Volunteer Coordination Team	
Two to three weeks after		Receive notification from FMSC of where the meals you packed were shipped; share this information with volunteers and donors	Host/Leader	
50 days after (around seven weeks)		Third invoice due: remainder of total MobilePack price	Fundraising Team	
90 days after (around 13 weeks)		Schedule an event for next year (in order to use any credit from this year's event)	Host/Leader	