



MOBILEPACK™

Your MobilePack Workbook

HOW TO HOST A SUCCESSFUL MEAL PACKING EVENT

JULY 2018 EDITION

fmisc.org/mobilepack

Turn Hunger into Hope with Your Own Two Hands

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TERMS

FHQ
Fundraising Headquarters (your event website)

VRS
Volunteer Registration System

Volunteer Teams
Teams made up of volunteers who help plan and host your MobilePack (not food packing volunteers).



Each year, hundreds of thousands of volunteers pack meals at FMSC MobilePack™ events hosted by churches, businesses and organizations across the United States. MobilePack events account for a large percentage of FMSC’s total meal production.



Photo by Photography for Christ



Greetings, MobilePack Host!

It's official – you're a Feed My Starving Children MobilePack Host! We are excited to have you on board! You are about to embark on a journey that will impact you, your volunteers and thousands of children in a life-changing way. By hosting a MobilePack event, you are bringing the Christ-centered mission of FMSC to your church, business or organization. You are giving hundreds of people the opportunity to experience the joy that comes from serving others – particularly the littlest and hungriest around the world. Thank you for your willingness to serve. We can't wait to see how God uses your community's efforts.

We've created this helpful guide to walk you and your planning teams through your MobilePack event, from the early planning stages to the cleanup after the packing is done. Each chapter addresses an important aspect of the event and the core volunteer team that will oversee it. We detail the steps that will lead to success, offer checklists and timelines, share helpful tips from other MobilePack Hosts and give you ideas on how to customize the event for your community. Together we can make your MobilePack event a life-changing experience and feed thousands of God's starving children.

Let's get started!

WHO IS FEED MY STARVING CHILDREN?

A Christian nonprofit founded in 1987, Feed My Starving Children (FMSC) is committed to feeding God's starving children hungry in body and spirit. To a starving child, hope can only begin with a reliable source of nutritious food. FMSC exists to eradicate hunger and provide that hope in Jesus' name.

FMSC meals allow children to develop healthy bodies so they can go to school, earn a living and bring prosperity to their families, communities and nations.

Hunger becomes hope. And it starts with food.

How we work

With the help of generous volunteers and donors like you, FMSC produces three special MannaPack™ meal formulas developed by food scientists and nutrition professionals to assist in preventing and reversing undernutrition.

FMSC meals are prayed over after every meal packing shift. The food is then donated to carefully selected missions and humanitarian organizations worldwide who pay for shipping costs and use FMSC meals to operate orphanages, schools, clinics and feeding programs.

With God's help and your support, FMSC strives to work together with organizations and ministries across the globe to eliminate starvation in children throughout the world.

We welcome people of every faith to participate in our life-giving mission, both by packing the food and receiving it. We partner regularly with churches as well as civic groups, businesses and public schools.

FMSC meals are given to the hungriest children, regardless of their faith. All of God's children deserve to be fed.

AMONG HUNGER CHARITIES, FMSC IS UNIQUE IN FIVE WAYS:

1. Christian mission
2. Scientifically-developed meal formulas
3. Meal production by volunteers
4. Network of embedded in-country food distribution partners
5. Nutritious meals that enable sustainable progress



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

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

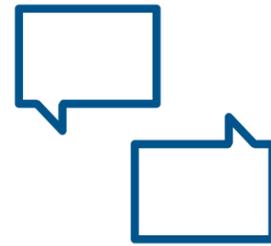


TEAM 2 PRAYER

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)
- » 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 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			



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	



2. Prayer support

A Christian organization, FMSC believes our mission to feed God's starving children hungry in body and spirit is only possible with God's help and direction. Jesus is the reason that Feed My Starving Children exists. We strive to follow His calling every day in all that we do. For these reasons, FMSC believes prayer is a critical component for each MobilePack in the weeks leading up to your event, at the event and even after the packed food has been shipped.

However, we welcome all people to pack and receive our food without regard to faith. We partner regularly with churches as well as civic groups, businesses and public schools. Please let your FMSC Event Planner know if your company or school is not comfortable or legally free to publicly invite volunteers to pray. We have a procedure in place that has worked well in these settings and are happy to share it as needed.

For FMSC, history has proven that prayer translates into success. In fact, more than 99% of FMSC meals have successfully reached their intended destination, which we attribute to answered prayer and God's help. As the Prayer Team, you can help make your MobilePack part of that success!

Prayer throughout the process



As soon as possible

Pray through the planning

- » Lead devotionals and prayer at team meetings.
- » Collect prayer requests from team members.
- » Share all requests with all teams and provide updates on progress.
- » Pray for all aspects of event planning on a regular basis.
- » Pray for the volunteers and donors who will be invited to participate in your event.



One to four weeks prior to event

Pray as the event draws near

- » Pray for specific volunteers or groups of volunteers who have signed up for packing shifts.
- » 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 planning process and how prayers have been answered. For example, the Promotion Team can update your event's Facebook page by sharing how a specific prayer was answered.
- » Pray that those who are able to support your MobilePack financially will feel called to do so.



During the event

Pray at your MobilePack

- » Thank God for the volunteers coming to pack food.
- » Pray that the volunteers will feel God's presence as they pack.
- » Pray that the mission of FMSC will be carried out safely and expediently.
- » Pray for the partners who will distribute the food packed at your event.
- » Pray for the children who will receive the food packed at your event.
- » Pray over the pallets of packed food.
- » Invite all volunteers to pray over the pallets of packed food at the end of each shift. (This is optional; volunteers are free to leave before this point if they prefer.)

PRAYER EXAMPLES

- » "Lord, we thank you for the opportunity to come together to serve you and your children around the world today."
- » "We pray for protection of those who will deliver these meals to FMSC partners around the world."
- » "We pray for guidance and safety for FMSC partners who go to great lengths to get this lifesaving food to the people and communities who need it most."
- » "We pray for the children who will receive these meals, that this food replenishes their bodies and spirits in Jesus' name."

Prayer tools

Below we have provided some specific ideas to help you pray through your MobilePack event. We encourage you to use the prayer calendar template on Page 21 to plan your prayer schedule.

PRAY FOR THE CORE TEAMS

The members of the seven core teams will need God's Spirit to sustain them through the long process of preparing for a MobilePack event. You can offer to lead devotionals at team meetings, collect individual prayer requests and pray for them in their event roles.



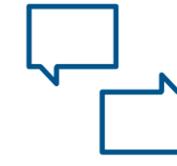
Team 1: Leadership

Your Host/Leader has answered God's call to feed the hungry through a MobilePack event. Pray for him/her to receive an abundance of wisdom, perseverance, patience and energy.



Team 2: Prayer

As the Prayer Team, your role is critical to the success of the event. Remember to pray for yourselves and each other!



Team 3: Promotion

The Promotion Team spreads the word about your MobilePack event throughout the community. Pray for their message to be clear and compelling to stir excitement.



Team 4: Fundraising

The Fundraising Team works with donor-volunteers to help the event meet its financial goals. Pray for them to inspire people to be generous toward God's starving children.



Team 5: Logistics

The Logistics Team mobilizes many people before, during and after the event, including forklift operators and truck drivers. Pray for their protection and safety as they work.



Team 6: Volunteer Coordination

The Volunteer Coordination Team welcomes and organizes people to turn hunger into hope with their own two hands. Pray that God would use them to draw the entire community together.



Team 7: Hospitality

The Hospitality Team can make your MobilePack event a powerful experience for everyone involved. Pray for them to help the volunteers know that they are loved and valued by God and making a huge difference.

PRAY FOR FMSC'S INTERNATIONAL FOOD DISTRIBUTION PARTNERS

FMSC partners with organizations around the world to distribute food to God's hungriest children. Please pray for those organizations and the countries they serve (fmsc.org/impact-of-our-work/what-makes-us-different/distribution-partners).

PRAY WITH SCRIPTURE

All verses provided are from the NIV translation.

- » "...He rained down manna for the people to eat, he gave them the grain of heaven." – Psalm 78:24
- » "...for he satisfies the thirsty and fills the hungry with good things." – Psalm 107:9
- » "He upholds the cause of the oppressed and gives food to the hungry." – Psalm 146:7
- » "The generous will themselves be blessed, for they share their food with the poor." – Proverbs 22:9
- » "...and if you spend yourselves in behalf of the hungry and satisfy the needs of the oppressed, then your light will rise in the darkness, and your night will become like the noonday." – Isaiah 58:10
- » "For I know the plans I have for you," declares the Lord, "plans to prosper you and not to harm you, plans to give you hope and a future." – Jeremiah 29:11
- » "For I was hungry and you gave me something to eat..." – Matthew 25:35
- » "For no word from God will ever fail." – Luke 1:37
- » "He has filled the hungry with good things but has sent the rich away empty." – Luke 1:53
- » "Give, and it will be given to you. A good measure, pressed down, shaken together and running over, will be poured into your lap. For with the measure you use, it will be measured to you." – Luke 6:38
- » "From everyone who has been given much, much will be demanded..." – Luke 12:48
- » "Love does no harm to a neighbor. Therefore love is the fulfillment of the law." – Romans 13:10
- » "...always strive to do what is good for each other and for everyone else." – 1 Thessalonians 5:15
- » "Religion that God our Father accepts as pure and faultless is this: to look after orphans and widows in their distress..." – James 1:27
- » "Dear children, let us not love with words or speech but with actions and in truth." – 1 John 3:18
- » "In his name the nations will put their hope." – Matthew 12:21
- » "But God will never forget the needy; the hope of the afflicted will never perish." – Psalm 9:18



Prayer calendar template

Month: _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday



MobilePack prayer sample template

SAMPLE PRAYER #1

Thank you for committing to pray for Feed My Starving Children and for our MobilePack event. Everything begins with prayer! This is such a worthy cause. The need is so great, and the statistics are heartbreaking!

According to UNICEF, 5.9 million children under the age of five die each year of all causes, but nearly half are due to hunger.** From this data, FMSC estimates at least 6,200 children die each day from undernutrition. [**UNICEF: The State of the World's Children 2016: A fair chance for every child]

Through orphanages, schools, clinics and feeding programs, hundreds of thousands of children are fed FMSC meals every day. Each meal costs just less than a quarter to produce and more than 90 percent of total donations received support the food program. Donor-volunteers pay for 100% of all FMSC meals – FMSC doesn't receive any government aid and is supported entirely by your donations. Thanks to God's grace and protection, more than 99% of the meals safely reach their intended destinations out of the more than 2 billion meals shipped in FMSC's history. FMSC has also earned consistent high ratings for integrity and trustworthiness from Charity Navigator.

WATCH THIS OVERVIEW OF FMSC: HOPE STARTS WITH FOOD

vimeo.com/190277851

- » "Whoever is kind to the poor lends to the Lord, and he will reward them for what they have done." – Proverbs 19:17
- » "The generous will themselves be blessed, for they share their food with the poor." – Proverbs 22:9
- » "Dear children, let us not love with words or speech but with actions and in truth." – 1 John 3:18

LET'S PRAY:

- » For the millions of children who suffer from hunger and undernutrition and their communities, for their health, their spirits and their hearts.
- » For FMSC, for God's continued blessing and protection over the staff and partners all over the world as they serve Him daily.
- » For our MobilePack event.
- » For God's supernatural provision in funding and volunteers to make our MobilePack successful for His glory.
- » For all the hardworking teams: leadership, promotion, fundraising, logistics and volunteer coordination.
- » For guidance, direction and wisdom in decision-making for this MobilePack and for protection over everyone involved, that all volunteers and workers would feel God's presence and blessing.

INSERT EVENT SPECIFIC PRAYERS HERE:

Thank You, God, for this opportunity to love others and serve as Your hands and feet. Worthy is the Lamb!



MobilePack prayer sample template

SAMPLE PRAYER #2

Mother Teresa has a way of reaching hearts and convicting us, likely because she didn't simply preach love, she lived it. She was a true example of "love in action." She was a living testament to Jesus' command to take care of the poor, the lonely and the most in need. When people would ask her why she did it, she would hold up her hand and count down on her five fingers and say, "You-did-it-to-Me." Five simple words to living out the gospel of Jesus Christ she called, "The gospel of five fingers."

"Then the King will say to those on his right, 'Come, you who are blessed by my Father; take your inheritance, the kingdom prepared for you since the creation of the world. For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in, I needed clothes and you clothed me, I was sick and you looked after me, I was in prison and you came to visit me.' Then the righteous will answer him, 'Lord, when did we see you hungry and feed you, or thirsty and give you something to drink? When did we see you a stranger and invite you in, or needing clothes and clothe you? When did we see you sick or in prison and go to visit you?' The King will reply, 'Truly I tell you, whatever you did for one of the least of these brothers and sisters of mine, you did for me.'" – Matthew 25:34-40

LET'S PRAY:

- » For God's children everywhere who are hungry in body and spirit. Let us always see Jesus in them!
- » For God's continued blessing and protection over FMSC staff and food partners all around the world as they daily do work for His Kingdom.
- » For our MobilePack event.
- » For God's wisdom and discernment in every aspect of our event.
- » For God's supernatural provision of funding and volunteers to make our MobilePack successful for His glory! We pray people feel led to serve and give for His glory!
- » For our volunteer coordinator for this event, _____, that volunteers would be plentiful and people's hearts would be touched to bring friends, groups and neighbors! That all volunteers and workers would feel God's presence and His blessing.

INSERT EVENT SPECIFIC PRAYERS HERE:

May we seek to honor God in all we do and say to bring Him all the glory!



MobilePack prayer sample template

SAMPLE PRAYER #3

Every time I hear the word “starving,” I am convicted. Many children I know have no idea what it is like to be starving. And this is a huge blessing. Thank you, God! We have never had to choose which child to feed today. We haven’t had to watch babies die of hunger-related diseases. We haven’t had to see our own babies or those of dear friends have bloated bellies and protruding bones, unable to stand or walk. But so many moms around the world do. I would love for you to meet Nelson...

WATCH: HOW NELSON’S LIFE CHANGED IN 1 YEAR

youtu.be/suXCaxmyanY

The good news is there is hope! Nelson is now healthy, walking and smiling. Praise God! But how many more Nelsons are out there? Too many! What can we do? Perhaps it is as simple as what we hear God speak to our hearts: Pray. Give. Serve. Love. We may not be able to feed all of them, but we can feed at least one. Just \$80 feeds one child FMSC meals for a whole year and can truly make a difference in a child’s life! Just look at Nelson...

“Each of you should give what you have decided in your heart to give, not reluctantly or under compulsion, for God loves a cheerful giver.” – 2 Corinthians 9:7

LET’S PRAY:

- » For the least of these, who are God’s children hungry in body and spirit.
- » For FMSC, for God’s wisdom and protection over each staff member, volunteer and partner who serves Him every day.
- » For our MobilePack event. We pray God’s provision of both volunteers and funding for this event. We pray God would soften people’s hearts to be generous to His children with their time and money.
- » For the promotion of our MobilePack event, that social media and marketing would move hearts and give people courage to volunteer and reach out to groups and friends to make a difference.
- » For any volunteer sessions that are in need of volunteers.

INSERT EVENT SPECIFIC PRAYERS HERE:

We ask for protection and give thanks for this opportunity God is giving us to serve Him and bring Him glory! Worthy is the Lamb!



MobilePack prayer sample template

SAMPLE PRAYER #4

God’s creation is magnificent! It is an amazing reminder of how miraculous and powerful God is and has been in our lives, often times in ways we take for granted or have forgotten. What miracles have you seen in your life? How have you seen God come through for you and seen Him tangibly at work in your life? Perhaps these are good things that happened that you, unexpected blessings you know in your heart are from God. His glory is woven all throughout our lives and His gifts are unending. I believe He blesses us for His good pleasure as our Father and for us to bless others.

Our gifts are not just for us; they are for others and meant to be shared. I think this is one way He shows us His creativity and Godly provision. Our MobilePack and FMSC have experienced this as well.

[Give examples of what God has done for your MobilePack event so far, it could be volunteers are signing up with their friends, family and neighbors or unexpected donations, etc.]

God is amazing in His provision! If we open our eyes to see God’s gifts in our lives, it’s easy to see how He wants us to use them for His glory. Listen closely for His voice and watch for unexpected, undeserved blessings in your life to share. I’d like to introduce you to Zinhle...

FMSC FOOD AT WORK: ZINHLE

youtu.be/2MM6sw5On0w

“He told them, “The harvest is plentiful, but the workers are few. Ask the Lord of the harvest, therefore, to send out workers into his harvest field.” – Luke 10:2

“And do not forget to do good and to share with others, for with such sacrifices God is pleased.” – Hebrews 13:16

LET’S PRAY:

- » For the all the children around the world who are hungry in body and spirit.
- » For FMSC, for God’s wisdom and protection over all the staff, volunteers and partners who serve Him every day.
- » For our MobilePack event. We pray God’s provision in both volunteers and funding for this event. We pray the God of the Harvest would soften people’s hearts to be generous to His children with both their time and money. We pray for the leadership team and our FMSC Development Advisor, who honors God by working hard for others every day.
- » For God’s perfect peace and blessing on our nation! He is on the Throne!

INSERT EVENT SPECIFIC PRAYERS HERE:

Thank you, Lord, for giving us this opportunity to share our blessings, gifts and time. May this bring You glory! Worthy is the Lamb.



MobilePack prayer sample template

SAMPLE PRAYER #5

Have you ever kept a gratitude journal? It's a good reminder to pay attention to what God is doing, even in the midst of tragedy, heartache and frustrating times. There is truly always something to thank God for – air in our lungs, the gift of living another day – so many things we often take for granted!

We are called to live a life of thanksgiving and praise. But sometimes in difficult circumstances and struggles, it's tough to be thankful. Gratitude is an amazing key to finding God in the dark. Gratitude thanks God for all things, good and bad. Gratitude trusts Him to use all things for our good and His Glory. Gratitude praises Him in the storm. Let's give thanks to God for WHO HE IS and not for how we feel or the circumstance we find ourselves in. The days when it's the most difficult to praise Him are the days we need to thank Him the most.

It always comes back to the cross. Jesus took our shame and sin. He stood in our place. He suffered, died and rose from the dead for us. The cross is the foundation for all gratitude! A grateful heart enables abundance in our lives. Praise and thanksgiving open the door to the very Presence of God. The more we spend time in His Presence, the more we will want to be with Him. He is such a good Father. I'd like to introduce you to Emmanuel...

FOOD AT WORK: EMMANUEL'S STORY

youtu.be/DphtI9QoEH0

"Rejoice always, pray continually, give thanks in all circumstances; for this is God's will for you in Christ Jesus." – 1 Thessalonians 5:16-18

"I will give thanks to the Lord because of his righteousness; I will sing the praises of the name of the Lord Most High." – Psalm 7:17

LET'S PRAY:

- » For all of God's precious children around the world who are hungry in body and spirit. Heal them, Lord!
- » For FMSC, for God's wisdom and protection over all the staff, volunteers and partners who serve Him every day.
- » For our MobilePack event. We pray God's provision in both volunteers and funding for this event. We pray our good Father would touch people's hearts to be generous to His children with both their time and finances.
- » For the logistics team, for God's perfect timing in coordination of the trucks, forklifts, lighting and all other MobilePack details. Protect us from worry and frustration and leave us with Your perfect peace!
- » For this amazing opportunity to be God's hands and feet to feed His children.

INSERT EVENT SPECIFIC PRAYERS HERE:

Thank You, God, for giving us the ability to share our blessings, gifts and time. It's all for You and Your glory, Father! Worthy is the Lamb.



MobilePack prayer sample template

SAMPLE PRAYER #6

Our MobilePack event is almost here! This is exciting! May the Lord remind us and keep us focused on Him and the importance of this event. It's easy for us to get caught up in the little details, problems and worries. However, God is our Provider. He called us to do this and He will provide everything we need. As our focus shifts to His power, His glory and His will, we are assured that He is Sovereign and He holds every detail in His hands. It is a tremendous PRIVILEGE that He allows us to serve and feed His children. He ALLOWS us to be His hands and feet. It is for us and for others. It is all for His Glory and to make His name known. It is to grow us and to let others see Jesus in us. May they see You in us, Lord, and may we bring you glory through this event! Thank you for your life-giving provision!

WATCH: THANK YOU FROM FMSC PARTNERS

youtu.be/9-W1mqtkqg

"Do not be anxious about anything, but in every situation, by prayer and petition, with thanksgiving, present your requests to God. And the peace of God, which transcends all understanding, will guard your hearts and your minds in Christ Jesus." – Philippians 4:6-7

"And my God will meet all your needs according to the riches of his glory in Christ Jesus." – Philippians 4:19

Let's all commit to pray consistently this week for our event, that God would shine in us and through us so that others may know Him. May the messages about our event spread far and wide!

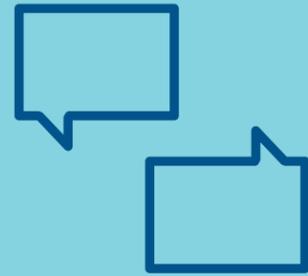
LET'S PRAY:

- » For FMSC: for protection, travel mercies and continued blessings over FMSC staff and partners.
- » Pray for the least of these, for God's hungry children physically and spiritually all around the world.
- » Pray that hearts would melt and be generous with their time and finances for these children.
- » Pray in thanksgiving, for the privilege of being a part of feeding His children, showing His love and serving the King.

Good Father, be with us this week as we work through the final details of this MobilePack. We pray Your provision and protection over our event, that You would bless us with enough volunteers to pack the meals. We pray each person You bring to this MobilePack would be blessed by their experience and see Your love in action. We pray each child who receives a meal packed by our hands is blessed in body and spirit by the love given in Your name.

INSERT EVENT SPECIFIC PRAYERS HERE:

We thank You that You are a big God! Thank You for being in control. Thank You for this opportunity to know and love You more. Worthy is the Lamb! We ask all these things in Jesus' precious name, amen.



3. Promotion

Through your FMSC MobilePack event, you offer people in your community a real, tangible way to make a difference around the world. And when you get the word out about your MobilePack to your community in a timely and effective manner, you're more likely to draw the volunteers you need.

To help your Promotion Team, FMSC has created an online MobilePack Promotion Toolkit filled with publicity materials you can use to promote your event and maintain momentum. Be creative and have fun spreading the word about your event. Your community wants to know – and help!



AS SOON AS POSSIBLE

Name your event

Your MobilePack needs a name – one that reflects your church, business or organization. Feel free to include “Feed My Starving Children” or “FMSC” in the name, but please make the event distinctly yours. If you choose to use “FMSC,” you must include “MobilePack” to avoid confusion from FMSC’s permanent sites and our national identity.

EXAMPLES OF OTHER MOBILEPACK EVENT NAMES:

- » “Sioux Falls FMSC MobilePack”
- » “Bethlehem Lutheran MobilePack”
- » “From Hunger to Hope MobilePack”

Similarly, if you are creating an Event Website, you must also include “MobilePack” in the URL.

- » Examples: “phoenixmobilepack.org” or “fmscmobilepackinmiami.org”

GO ONLINE



fmsc.org/mobilepack/promotion-toolkit

1. Download the materials. You'll simply need any photo-viewing software and Adobe Reader. [Get a FREE Adobe Reader download here>](#)
2. Fill in your MobilePack information: event name, date(s), location and details.
3. Print at your home, office or a local printing company.
4. Promote your MobilePack around your community!

Use FMSC’s MobilePack Promotion Toolkit

The materials and resources included with FMSC’s MobilePack promotion toolkit are available for download and use at fmsc.org/mobilepack/promotion-toolkit. Just customize with your own local event information, using the blank fields.

THIS TOOLKIT WILL HELP YOU:

- » Build relationships with your community and media.
- » Spread FMSC awareness in your area.
- » Fuel funds for your MobilePack and the FMSC cause.
- » FEED MORE KIDS!

LOGOS

You may use these logos to help create a brand for your event.

NOTE: Please read and follow our FMSC guidelines. Please send your document to mobilepackpromotion@fmsc.org so our Marketing team can verify the correct use of our logo for your event.

FMSC MOBILEPACK LOGOS



Note: When using the FMSC logo, please adhere to the FMSC Logo Standards. (fmsc.org/logos)

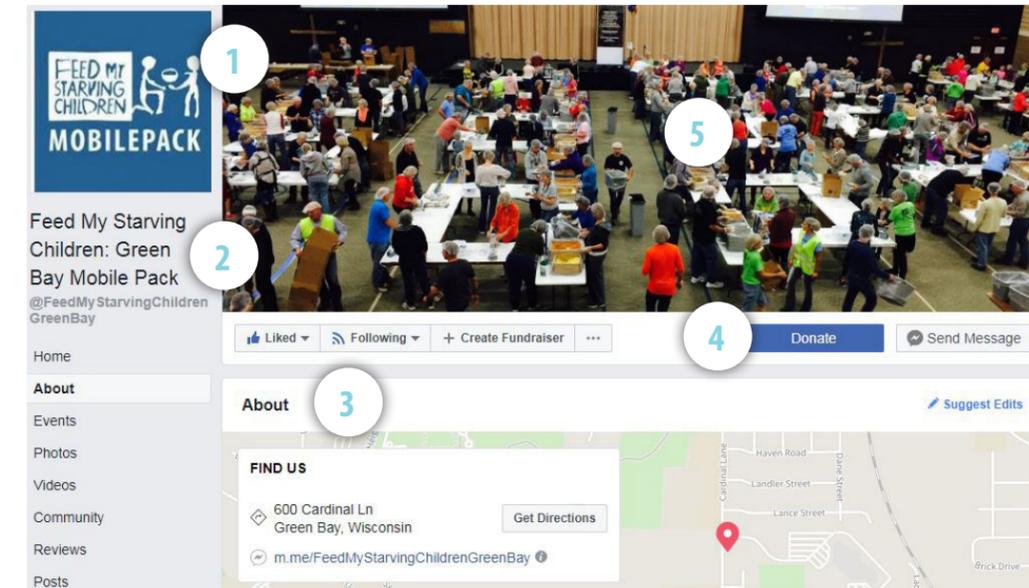
SOCIAL MEDIA

Spread the word through social media! Create a Facebook page and Instagram and/or Twitter handles. Use this picture to get your social media profiles going! To differentiate your event from other MobilePack events on social media, include your location or host name in your page/account name/handle.



Facebook and Twitter Profile Pictures

FACEBOOK EXAMPLE



1. Profile picture
2. Event name
3. Bio
4. Your FHQ website
5. Cover photo

TWITTER EXAMPLE



1. Profile picture
2. Header photo
3. Event name
4. Bio
5. Your event location

WHAT TO SHARE

- » Like Feed My Starving Children on Facebook.
- » Follow FMSC on Twitter.
- » Check out FMSC videos on YouTube.
- » Retweet, like, share and repost.
- » By sharing FMSC’s stories, photos and videos with your volunteers, you will build excitement for your event
- » Email volunteers with a link to your social media pages and encourage them to like and follow for updates.

- » Everyone loves pictures! Take photos at your event to share on Facebook. Encourage volunteers to take some, too.
- » Send your volunteers one of FMSC’s videos to show them the impact their meal packing will have around the world.

ADVANCED TIPS

- » People hang out on social media at night. Share your updates then so more people will see it.
- » Consider creating a video of your MobilePack event to send to volunteers afterwards.



facebook.com/FeedMyStarvingChildren



Find videos at youtube.com/fmsc.



twitter.com/fmsc_org



instagram.com/fmsc_org

“It was awesome to see over 3,600 volunteers coming together, across four days, to pack more than one million meals! Additionally, we collected 2,500 non-perishable food items for the local community.” – FMSC MobilePack Host

LETTERS

For more direct, personal contact, use FMSC’s MobilePack letterhead (located at this link: fmsc.org/mobilepack/promotion-toolkit). Formatted to tri-fold into a No. 10 window envelope, the letterhead allows you to insert your MobilePack event name, number and location.



MEDIA COVERAGE

Your local media is always interested in unique, visual events that involve the community. Reach out to the public through your local broadcast and print news media!

SIMPLY:

- » Download the FMSC MobilePack media advisory from our MobilePack Promotion Toolkit and save to your computer.
- » Fill out the yellow sections with your event and contact information.
- » Send to mobilepackpromotion@fmsc.org for approval before you distribute it.

Upon request (email mobilepackpromotion@fmsc.org), FMSC staff can help you assemble a media list (list of journalists in your area) and arrange a free consultation with one of our local PR experts on how to best promote your event. If you’re interested in either service, please email us at mobilepackpromotion@fmsc.org.



First Name	Last Name	Outlet	Role
Brian	Gehring	The Bismarck Tribune	Reporter
Kelly	Hagen	The Bismarck Tribune	Freelance Journalist, Co
Karen	Herzog	The Bismarck Tribune	Reporter
Jason	Lueder	The Bismarck Tribune	Web content editor
Jenny	Michael	The Bismarck Tribune	Reporter
Steve	Wallick	The Bismarck Tribune	Editor
Mindy	Gonzales	The Bismarck Tribune	Assistant Editor
Linda	Harsche	North Dakota Education News	Editor
Dawn	Scott	KQDY-FM	Host
Steve	Bakken	Clear Channel Communications	Host
Marge	Groz	Dakota Catholic Action	Editor
Joel	Mieland	Dakota Catholic Action	Editor
William	Mizel	Dakota County	Editor
Bill	Hickok	KBMR-AM	Host
Genea	Kelley	KBMR-AM	Host
Charlie	Williams	KBMR-AM	Program Director
Clarissa	Lynn	KBMR-AM	Host
Sue	Elder	KBMY-TV	Program Director
Dean	Mastel	KKCT-FM	Management, Program
Jason	Huh	KFYR-AM	Host, Producer, Assign
Todd	Michet	KFYR-AM	Host
Phyl	Parker	KFYR-AM	Host
Monica	Hannan	KFYR-TV	Host, Assignment Desk
Alan	Miller	KMAT-TV	Host
Jim	Sande	KFYR-TV	Program Director
Reha	Colclasure	KFYR-TV	Reporter, Assignment C
Kristi	Clooston	KFYR-TV	Reporter
Michelle	San Miguel	KFYR-TV	Reporter
Ciff	Naylor	KFYR-TV	Host, Reporter
Jennifer	Joss	KFYR-TV	Host, Reporter
Jr	Havens	KFYR-TV	Host
Jessica	Roscoe	KFYR-TV	Reporter, Reporter
Jerame	Novak	KFYR-TV	Producer, Reporter
Nicole	Desrosier	KFYR-TV	Producer, Host
Alyssa	Manno	KFYR-TV	Reporter, Host
Chris	Ryan	KKCT-FM	Program Director
Bob	Denver	KQDY-FM	Programming, Manager
Jay	Dylan	KQDY-FM	Host
Sid	Hardt	KQDY-FM	Program Director

CUSTOMIZED SHIRTS FOR PROMOTION AND FUNDRAISING

Wear your marketing! Personalize FMSC's shirts with your own logo, date and location. Use them to wear, sell or give to event sponsors prior to the event to help with promotion and fundraising.

ON YOUR OWN:

You can design your promotional items yourself and have them printed at a local printing business. If you would like to design your own custom event shirt or other merchandise, please email the design to mobilepackpromotion@fmsc.org for approval prior to printing.

THROUGH FMSC:

Customizable shirts and a variety of other FMSC items are available.

Check out fmscmarketplace.org/collections/fundraising for more details. Questions? Contact customerservice@fmscmarketplace.org or call 612-412-5952.



Work with other teams

AS YOU PROMOTE YOUR EVENT, BE SURE TO COLLABORATE WITH YOUR FUNDRAISING AND VOLUNTEER TEAMS. YOU CAN:

- » Include the link to your event's FHQ site on your flyers and posters (See Ch. 4 Fundraising).
- » Advertise the date that volunteer registration will open to the public (if applicable).
- » Send out updates with fundraising and volunteer needs as the event gets closer.

Don't promise a particular food destination

FMSC works with distribution partners in about 70 countries. Each partner goes through an extensive approval process, which helps FMSC get food to those who need it most on a monthly basis. Although we'll follow up with you after your event to let you know the final destination of the meals you packed, we don't often know this in advance for reference in your promotional materials. **We cannot, for example, promise your MobilePack meals will go specifically to Haiti, so we ask you not to name specific countries or partners ahead of time.**

If you have an existing relationship with one of FMSC's distribution partners, let your FMSC Development Advisor know. In some cases, it's possible to designate your event's meals to that partner. If this happens, and FMSC approves, you can use that partner's name and/or country in your promotion materials.

Our partners share great life-changing stories that FMSC will, in turn, share with you after the food packed at your event has reached its final destination. Often, these stories and photos are great material for you to use in promoting your next MobilePack event!



Promotion Team notes

Set up your own website or publicize your FHQ fundraising website. (See Page 42 under Fundraising)

Event website: _____

Event Facebook page: _____ Event Twitter handle: _____

Event Instagram handle: _____

Potential locations for posters:

Potential media outlets (or request a local media list at mobilepackpromotion@fmsc.org):

Team members (contact info):



4. Fundraising

One of the most rewarding jobs in hosting a MobilePack is fundraising. Feed My Starving Children can only provide meals as we're able to pay for ingredients. We receive no government support and rely on passionate donors like you to fund the meals.

As a close partner in our mission, you've agreed to cover the cost of the meals your event will assemble. This means the Fundraising Team has a critical task. The good news is that FMSC is here to support you with tools and guidance so you can succeed.

1. Use the strategies, activities and planning forms in this chapter.

Read our list of time-tested guidelines and ideas. Choose from these to develop your own plan.



Make sure your Host/Leader has returned your MobilePack Agreement to FMSC. Next, complete the Sponsor Pledge and Fundraising Activities forms in this chapter. Review your plan with your FMSC Development Advisor as soon as possible.

2. Get to know your Fundraising Headquarters (FHQ) website.

This is a custom fundraising website we will create specifically for your event. Shared with everyone in your organization, it has enormous potential to solicit donations online. You will also use this site to track your progress. Also, you can request a donation report from your Development Advisor.

3. Be positive.

You're creating a richer experience! When people raise funds ahead of time, they become more joyful volunteers. Their experience is enriched by identifying with the poor through small sacrifices. Packing FMSC meals becomes a celebration!



AS SOON AS POSSIBLE

Set your fundraising goal

Build your plan around the number of meals you aim to pack at your event. Your meal goal may increase or decrease somewhat throughout the planning process, but your initial goal will be specified in the contract your Host/Leader has signed with FMSC.

\$80 FEEDS A CHILD FOR A YEAR

\$1,800 PROVIDES A PALLET OF FOOD

\$365 FEEDS A FAMILY FOR A YEAR

\$10,000 FEEDS A VILLAGE

Our MobilePack event #: _____ Our event meal goal: _____

Our MobilePack name: _____ Our event fundraising goal: _____

Our MobilePack date: _____

Build and submit your fundraising plan

We encourage you to start fundraising as soon as possible, regardless of the lead time you have before your event. The invoicing schedule requires one-third of your funds to be collected 90 days prior to the event, one-third of your funds 45 days prior to the event and the remainder 50 days after the MobilePack (see MobilePack invoicing schedule on Page 45).

Working from your fundraising goal, develop a fundraising plan that includes a combination of strategies, sponsorships and activities in that order of priority. Document your plans as specifically as possible, using the Sponsor Pledge and Fundraising Activities forms at the end of this chapter.

Within two weeks of signing your MobilePack Agreement, email your fundraising plan and forms to your FMSC Development Advisor. That Advisor will review the plan so you can confidently begin fundraising with a winning strategy.

How to build your plan

FUNDRAISING ACTIVITIES

SPONSORSHIPS

FUNDRAISING STRATEGIES

TIPS FOR FUNDRAISING SUCCESS

Use compelling photos and videos: [youtube.com/fmsc](https://www.youtube.com/fmsc)

Appeal during meetings and in bulletins, newsletters and emails.

Encourage widespread participation. **Everyone can do something.**

Include children – they are some of the most motivated fundraisers!

We encourage you to ask boldly! Share your heart behind why you're supporting FMSC through hosting this MobilePack. People will respond when you are passionate.

Fundraising strategies and activities

Make sure you utilize these fundraising practices and strategies first. They offer consistently high-yielding success for your MobilePack and have great potential to generate the largest donations toward your event goal. Below is a long list of fundraising ideas. We encourage you to focus on two or three that will help you meet your fundraising goals.

Encourage FHQ website donations

The more you promote your event's specific FHQ site, the more people in your organization will use it to make direct donations online, which is the easiest way to fundraise. The number of donors you can reach using your FHQ site will grow exponentially overnight.

Broaden participation

Include the local community. Invite neighboring churches, businesses and organizations to partner in the event and fundraising efforts. Each MobilePack partner could be responsible for a certain number of shifts, both in terms of fundraising and volunteer recruitment.

Invite leadership giving

Develop a list of 15-25 major donor prospects within your community, individuals who have the ability to donate \$1,000 or more. You should plan to raise approximately one-third of your total event cost from this effort.

Adopt an orphanage

Commit to feed a group of children for a year. Post a calendar where church members or employees sign up to pay for a day of meals (for example, \$44 to feed 200 children for one day).

Corporate sponsorship program

Invite small business owners from your community to sponsor your MobilePack event. For example, a business owner who donates to cover the cost of a meal packing shift could be publicly recognized during volunteer orientation or credited in promotional materials.

Benevolence and missions funds

Designate funds from your church's benevolence and/or mission funds. A MobilePack is a global mission experience in a local community setting. Each meal "feeds" two people, one physically in the developing world and one spiritually at your event as they pack the food. This dual impact is a tangible mission opportunity.

Leverage your leadership gifts

Request the initial leadership gifts as matching gift incentives for other members of your community. For example, announce to the community that any gifts of \$100 or more will be matched up to \$5,000 from the leadership giving fund. Leveraging early leadership gifts demonstrates good stewardship to your community.

Buy a Box fundraising

The Buy a Box Fundraising Campaign tools were created to assist you in your fundraising efforts. Each of the four die cuts symbolizes a donation amount. Use the die cuts before or during your event to educate volunteers on the need for donations and motivate them to make a financial gift towards your event. fmscmarketplace.org/collections/fundraising/products/buy-a-box-fundraising-campaign-tools-1

Special events

Invite church committees and ministries to organize individual or group fundraisers. Groups have organized rummage sales, bake sales, hunger banquets, lemonade stands, M&M'S® tube drives and many other events.

Choose a support goal

Feed a child for a year (\$80) or feed 1,000 children for a day (\$220). A great goal for a group coming to pack is to purchase one box of meals per person (216 meals costing \$50), which is the average number of meals each individual packs per session.

Collect pledges

Collect pledges based on activities, such as number of miles or laps run or walked, books read, Bible verses memorized, goals scored, etc. The possibilities are endless.

Mini M&M'S® Tubes

Purchase Mini M&M's tubes online at fmscmarketplace.org. Encourage individuals to enjoy the candy and return the tubes filled with quarters. Each filled M&M's tube fits 56 quarters (\$14 donation) and funds 63 MannaPack™ meals! Collect tubes in a large, centrally-located receptacle and visually track the progress of funds raised, meals packed and/or children fed. This is a great way to involve those who are unable to pack meals. Leadership gifts can be used to purchase the M&M's tubes.

Apply for grants

Find organizations that support hunger relief and volunteerism to determine if your MobilePack is eligible for a grant. If applying for a grant, please notify your FMSC Development Advisor in advance so we know where you are applying and can provide assistance if needed.

Create events

Put on an all-school/workplace race, talent show with a \$5 entry fee, bake sale, pancake breakfast, bingo night, dance-a-thon, bike-a-thon, walk-a-thon, bowl-a-thon or some other "thon."

Conduct a hunger campaign

Serve an FMSC-like meal, such as rice prepared with soup mix. Challenge families to eat only rice for one meal each month or week and donate what they otherwise would have spent on food to the MobilePack event. (For an example and to learn more, visit ricedinner.org)

Sell customized shirts and products

Print shirts and other products with FMSC's logo, sponsor names and your event's name/logo. Sell them for a profit before or during the event. Also, give shirts to sponsors as a thank you gift for major donations. Refer to Page 34 for more details.

Coin boxes

Purchase FMSC coin boxes at fmscmarketplace.org and place them in your lunchroom, on a refreshment table, in your fellowship hall or employee lounge, next to the coffee pot, with greeters at entryways, in the office or at events. Suggest a donation equal to the cost of a fast food meal or a movie ticket.

Organize a "consume less" campaign

Encourage people to cut back on eating out or going out for coffee. Rent a movie instead of going to the theater. Skip the soda and drink water instead. Money saved can be donated to the MobilePack event. The most successful "consume less" campaigns run 4-6 weeks and culminate with a ceremony or celebration where people bring in their savings and donate it toward the packing event.

Sunday/workday designation

Designate a Sunday or a day of the work week when every member of your church or workplace is encouraged to buy a bag of food to feed six people for a day (\$1.32). Churches can take a special collection or have children stand at the doors with baskets. To address local hunger, encourage each person to bring a donation for the local food shelf, as well.

Have a hunger banquet

An FMSC speaker from the Speakers Bureau can present at your banquet and show a powerful FMSC video that inspires people to give (within driving distance of the Twin Cities, Chicago, Phoenix or Dallas-Fort Worth, where speakers are based).

Change war

Conduct a "change war" among Sunday School classes or workplace departments. Each team gets a jar and points are awarded to each team for the number of pennies in their jar. Coins other than pennies count against the team. Players can sabotage other teams by putting quarters, dimes, nickels or dollars in the other jars.

Tribute cards

Sell handmade tribute cards for individuals to make a donation to the MobilePack event in honor or in memory of someone.

Work projects

Try service activities like bagging groceries, raking leaves, mowing lawns, washing cars or shoveling snow for a donation!



Or come up with your own creative idea!

Say hello to your Fundraising Headquarters (FHQ)!

As soon as your event is scheduled, FMSC will set up an FHQ website for your event. Your FHQ site will serve as the central portal for your event. In addition to promoting the name, date(s) and location of your event, the site is your entry point for easy fundraising and volunteer registration.

Your website will be linked on Feed My Starving Children’s website at fmsc.org/mobilepack, so visitors can find your event through fmsc.org. But your site can stand on its own, too. You can print or hyperlink the address of your FHQ website in all your promotional and fundraising materials, allowing people direct access to volunteer or donate.

Monitor fundraising using the “Sponsor pledge form” guide on Page 43.

Work with your Development Advisor for up-to-date donation reports. You can also request a list of donors who have given to your MobilePack event in the past in order to follow up with them about another donation.

Promote online giving

FHQ is a powerful tool in the hands of your church members or business employees. Once we set up your FHQ website, it’s a great idea to encourage your entire congregation or workforce to get involved in fundraising, using their personal email and social media networks.

- » Introduce people to your FHQ website as soon as it is set up.
- » People can donate as an individual, start or join a fundraising team with a goal or even compete as teams! They can share stories, photos and videos, track progress, thank contributors and invite others to give with just a few clicks.
- » The more you promote your FHQ website, the more people in your organization will use it and the easier fundraising will become. The number of donors you can contact will grow exponentially overnight. Many MobilePack Hosts have said using their FHQ site instantly takes their fundraising national!

Print the “How to donate and raise funds with FHQ” guide (Page 47-49) and hand out to your supporters.



Sponsor pledge form

Use this table to list a core group of prospective sponsors. Approach each one and make a bold ask. Record their pledges and track progress toward collection. Getting sponsors is an important step, right after establishing your Fundraising Strategies.

Sponsor’s name	Email address	Phone number	Paid? Cash/Check	Donation amount	Number of meals funded
Sponsor pledge total:					

****IMPORTANT: Please write your MobilePack event number on all checks.****



Fundraising activities form

Use this form to plan fundraising activities that groups in your organization can do – like filling coin boxes or M&M’s tubes with change (see Page 40-41). Identify a leader for each “campaign.” Set dates and goals for each one. Track your collections. These group activities will complement your sponsorships and online FHQ fundraising.

Fundraising activity	Start	End date	Number of donors	Average donation	Goal	Actual	Number of meals funded
Activity 1 name:							
Team:							
Activity 2 name:							
Team:							
Activity 3 name:							
Team:							
Activity 4 name:							
Team:							
Activity 5 name:							
Team:							
Fundraising activities total:							

Payment terms

MobilePack payments are due according to the schedule below. Timely payments are important. They gauge the success of fundraising activities and your ability to raise enough funds to cover the cost of your meal goal.

If you fall behind on this payment schedule, we will advise you on steps to make up the difference. At any time up to six weeks before the MobilePack, you have the opportunity to increase or decrease your event meal number based on your fundraising progress. Any increases or decreases will be reflected on the next scheduled invoice.

MobilePack invoicing schedule

Invoice	Due	Due date	Amount due	Amount due \$	Paid \$	Date
1st invoice (sent 120 days prior to MobilePack)	90 days prior to MobilePack		1/3			
2nd invoice (sent 75 days prior to MobilePack)	45 days prior to MobilePack		1/3			
3rd invoice (sent 20 days after MobilePack)	50 days after MobilePack		Remainder			

EVENT CREDIT

Sometimes hosts raise more funds than their event requires. Funds that exceed what is necessary to cover actual costs for all meals packed will earn you an “event credit.” You may use this credit toward another event with Feed My Starving Children, as long as you schedule that event within 90 days after your current event, to occur within the next year.

“The MobilePack brought us together and really energized people. Two boys who live in the community went home after their morning packing shift and started a lemonade stand; they then brought the money they made, \$62.12, back to the MobilePack before the last shift ended.” – FMSC MobilePack Host

 SIX WEEKS PRIOR

Set final meal goal

(AND ADJUST FUNDRAISING)

When you and your Volunteer Coordination Team have determined how many meals you want to pack and how many volunteers you will need (Chapter 6, Volunteer Coordination), FMSC will order the necessary ingredients. Your meal goal may increase or decrease throughout the planning process.

The Volunteer Coordination and Fundraising Teams will need to work together closely to ensure volunteer signups and funding are aligned to the same meal goal, and the number of stations and shifts is set accordingly with the Logistics Team.

Your meal goal will be based on a full pallet of meals, since full pallets can be shipped sooner than partial pallets (each box contains 216 meals, and each pallet contains 7,776 meals). Often, the volunteers' excitement allows us to go even further and pack another full pallet on top of that. You may work with your Event Supervisor to determine the final number of meals packed based on supplies and funds available.

If you are able to pack additional meals, you are only obligated to pay for the meals you have signed up to pack (your meal goal). Your final invoice will detail the contracted amount due, as well as the additional amount to fund the total number of meals packed. Please prayerfully consider paying for those additional meals as your fundraising allows. Any excess donations you receive will be applied to the additional meals packed before being applied to a future event credit.

FINANCIAL DETAILS

Sending in payments

When you collect physical checks made out to Feed My Starving Children (or FMSC), you can mail them to your FMSC Development Advisor. Be sure to write your event number on the memo line of each check. We will process them at FMSC and the donations will be imported to your FHQ website. Please allow a couple weeks for processing at FMSC before the donations show up online.

Combined donations

FMSC cannot provide individual tax receipts for donations that are combined and submitted as one check or credit card donation.

Accepting donations at the FMSC MarketPlace during your MobilePack event

The MarketPlace register can accept cash, check or credit card donations. Volunteers may make additional donations while purchasing a MarketPlace item – those donations will go toward your event. Sales from products sold at the MarketPlace will not go toward your event's fundraising goal. Reference the Logistics Chapter for more on the FMSC MarketPlace.

Refunds

FMSC does not provide refunds.

FMSC W9 form

[Download a signed copy of FMSC's W9 here \(link\)](#)

Credit for exceeding fundraising goal

Once all meals packed at your event are paid for, any extra funds you raise can be used toward a future MobilePack event if it is booked within 90 days of completing your current event and takes place within a year after your current event. If you choose not to host another event, your excess donations will be used to support other MobilePack events.

Tax receipts

FMSC provides thank you letters and donation confirmation emails, which can be used as tax receipts. Tax receipt letters will only be provided for donations and payments made directly to FMSC.

How to donate and raise funds with FHQ

A GUIDE FOR MOBILEPACK SUPPORTERS

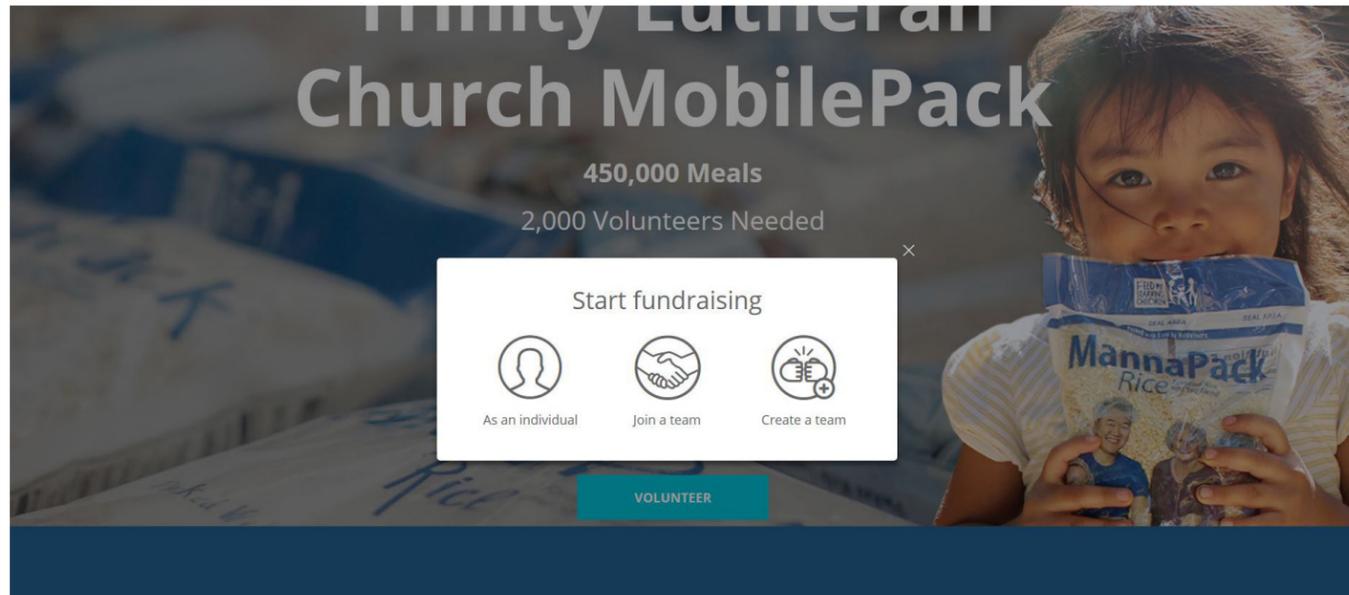
FHQ ALLOWS YOU TO:

- » View your fundraising progress and individual donations made towards your goal.
- » Make donations and start an individual or team fundraising page.
- » Connect your social networks to your FHQ and easily share your goal.
- » Post sponsor logos.

Send your MobilePack supporters a link to your FHQ page, or point them to fmsc.org/volunteer where they can click on "View MobilePack events," scroll down the page to choose the state, find your MobilePack name and click "Get Involved."

After clicking 'Become a fundraiser,' this pop up allows you and any MobilePack volunteer to start fundraising as an individual or a team, or join a pre-existing fundraiser set up by someone else.

It's easy! Simply sign up, set a fundraising goal, upload a photo or use the already provided FMSC MobilePack logo, choose your team name and custom URL, share why you're fundraising for FMSC and encourage others to give! You can also send emails, manage your donations and keep track of your fundraising progress from this page.



If your organization would like to become a MobilePack sponsor, choose the "Become a sponsor" button and complete the online form.



Event Sponsorship

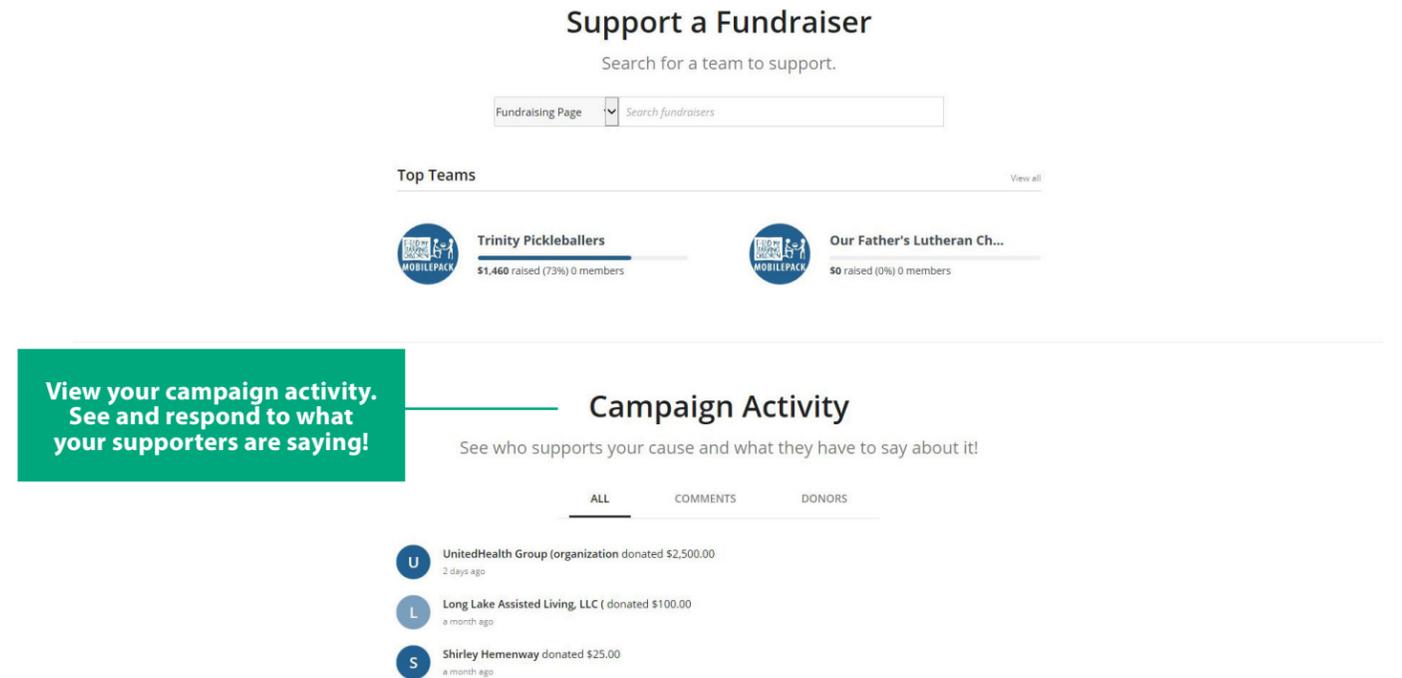
[Become a sponsor](#)

Thank you to our sponsors!

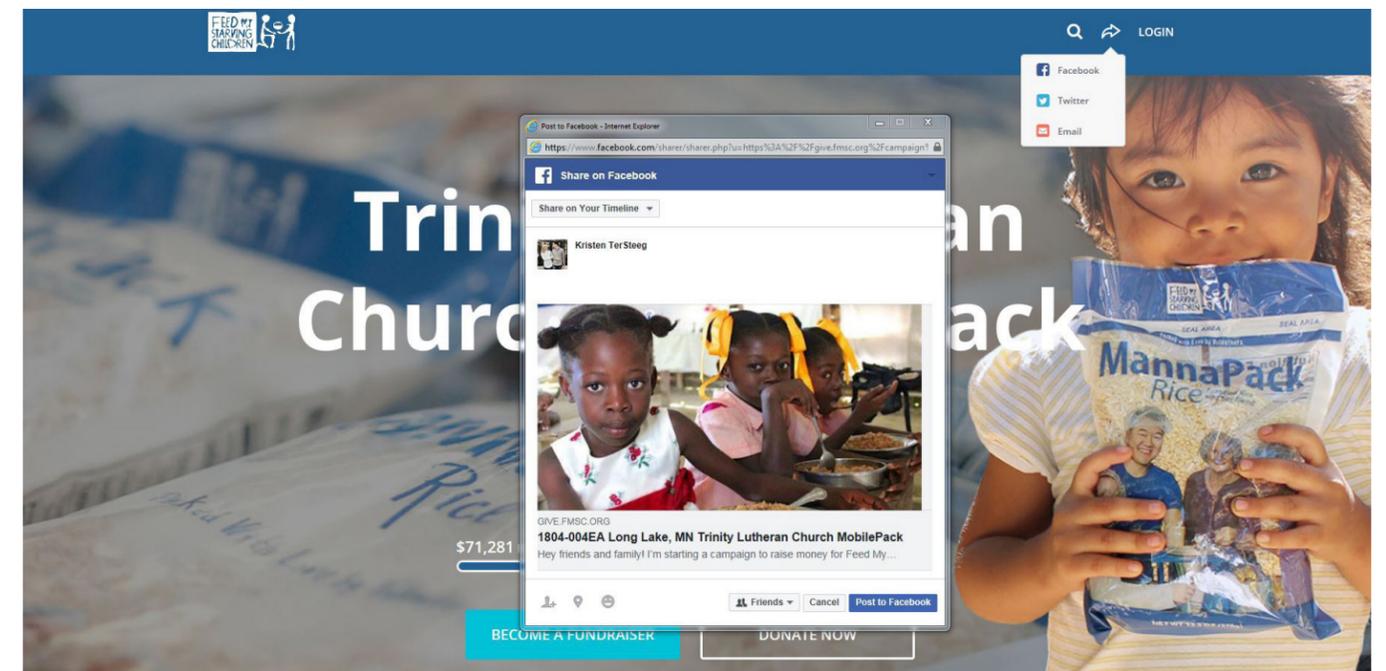
(Sponsors coming soon)

Recognize your MobilePack sponsors by uploading their logos into this section.

Fundraising teams are listed at the bottom of your MobilePack event home page and will display current fundraising progress. Teams can upload team logo or image.



Share your fundraising efforts with your social media networks.



How to track fundraising with FHQ

A GUIDE FOR MOBILEPACK FUNDRAISING TEAMS

DONATION REPORTING

Your FHQ page lists your total dollars raised. Ask your Development Advisor for an up-to-date donation report.

SENDING IN GIFTS/PAYMENTS

When you collect physical checks made out to Feed My Starving Children (or FMSC), you will need to mail them to your Development Advisor. We will deposit the checks, send a paper receipt in the mail to donors and upload the gifts to add to your FHQ website fundraising total.

A FEW IMPORTANT NOTES:

- » Be sure to write the MobilePack event number on the memo line of each check.
- » Include a list of all donations, amounts and person or team to be credited along with your checks. Donations will be allocated to the appropriate teams once uploaded to your FHQ website – unspecified donations will go to your event in general.
- » If you send in a single check to cover multiple donations, the donation amount cannot be separated into multiple teams or personal goals in FHQ. If you need donations to be applied separately to different FHQ teams, please send in separate checks to apply to each team.
- » It may take a couple weeks for processing before donations show up online.

If you need to re-allocate general event donations to a particular team or individual, please contact your Development Advisor.

AS SOON AS POSSIBLE AFTER YOUR EVENT

Send additional donations received to FMSC

You can give checks made out to Feed My Starving Children or FMSC to the Event Supervisor while they are still at your event (please make arrangements to bring cash and coin to a bank for processing and send FMSC a check to cover the total). If you receive additional checks after the event, send them to FMSC right away so they are reflected on your final invoice.

Make a final fundraising request

If you have not met your fundraising goal, it's not too late! You can go back to your donors and volunteers and ask for further support, or you can put on a final fundraising event or two. Use people's enthusiasm for their recent packing experience as a springboard to bring in those final donations.



Fundraising team notes

Task	Due date	✓
Fundraising plan submitted to FMSC		
FHQ video viewed		
FHQ site reviewed/shared		
First invoice		
Second invoice		
Third invoice		

Additional notes:



5. Logistics

Will pallets of food fit through your doors? How many tables will you need? What are FDA standards and how do you follow them? These questions, and many more, will be answered by your Logistics Team. There are plenty of details to cover, but with a few simple questionnaires, checklists and help from your FMSC Event Planner, the logistics of your event can be smoothed out well in advance, paving the way for a successful MobilePack.



AS SOON AS POSSIBLE

Get site approval

Your first step as the Logistics Team is getting the site approved by your FMSC Event Planner.

MINIMUM SITE REQUIREMENTS

- » A loading dock with a dock plate, or a parking lot with a large, solid, level and paved area for the 53-foot trailer (90 feet total)
- » Clear pathway from trailer to packing room (outside and inside must be free of obstructions, sharp slopes, stairways, grates, etc.)
- » Doorways must offer at least 50 inches of clearance into the building and packing room
- » Kitchen with multiple sinks or a dishwasher
- » Space for volunteer orientation (with audio-visual equipment)

MINIMUM PACKING ROOM REQUIREMENTS

- » 2,300-3,600 of usable square feet required for packing and storage in one room for a standard 100,000 meal event.
- » Hard floors that can handle multiple weights of 2,000 pounds on 40-inch by 48-inch pallets (approximately 150 pounds per square foot of load-bearing)
- » Access to multiple 110-volt outlets for sealers at each food packing station
- » Sound system
- » Air-conditioning and heating
- » Packing room must be a completely-enclosed space

If you are located in close proximity to an FMSC MobilePack office (in Eagan, Minn., or Aurora, Ill.), you can arrange a site visit with your Event Planner. They can discuss and check all requirements, as well as approve your MobilePack site in person.

If a personal visit is not possible, two important tasks must be completed:

1. Take photos to verify that your site is MobilePack-ready and email the photos to your Event Planner.

Required photos:

- » Packing room (multiple photos from different angles)
- » Double doors with at least 50 inches of clearance – take photos of all doorways that pallets will move through to get from outside to inside the packing space
- » Aerial image of parking area – must show area large enough for a 53-foot trailer or loading dock area
- » Orientation room: Ideally, prepare a sit-down area. If standing space only, discuss with your Event Planner. Room must have audio-visual capabilities with a computer and projector available so MobilePack staff can address a large group with audible sound and plug in a flash drive to play videos as needed. For large audiences, a large projection screen, LCD projector, laptop computer and amplifying sound system are necessary.
- » Kitchen: sinks and/or dishwashers

2. Fill out the Site Approval Questionnaire.

- » Your Event Planner will email you a Site Approval Questionnaire for you to fill out and return. You will answer a series of questions (about everything from usable square footage to the type of flooring your site has) to confirm your site adheres to FMSC's minimum site specifications.
- » If possible, your site must be approved at least 90 days before your event. An exception is made for those who book an event less than 90 days before the event date, in which case information must be submitted as soon as possible.

SECURE A FORKLIFT

After getting site approval, you must secure a forklift to move equipment and packaged food during your MobilePack. Consider borrowing one from someone in your church, business or organization, or renting from a local home improvement store.

Although you may use your own forklift driver, FMSC has certified forklift drivers to help at your event, all of whom are certified with an OSHA-qualified trainer, **but they will only drive approved forklifts (listed below).**

If it is necessary for someone other than FMSC staff to operate the forklift, **he or she must be an experienced forklift driver.** An FMSC staff member will go over a one-page list of requirements with the driver related to food safety and proper material handling to ensure compliance.

ACCEPTED FORKLIFTS

(Minimum lifting capacity is 2,500 lbs.)

- » Class IV: Internal combustion engine with solid tires (propane or diesel)
- » Class V: Internal combustion engine with pneumatic tires (propane or diesel)
- » Class I: Electric sit-down rider (need charger onsite)
- » Also accepted: Rough terrain forklift: larger tires, typically used at construction sites

NOT ACCEPTED FORKLIFTS

- » Skid steers (also known as Bobcats)
- » Extended-arm forklift (also called a Telehandler)
- » Order picker
- » Narrow-aisled reach truck
- » Electric pallet jack (also called a walkie)
- » Tractor forklifts
- » Sidewinder forklifts
- » Standup forklifts

FORKLIFT TIPS

- » Your forklift must have a seatbelt and horn.
- » If your forklift is a manual transmission, tell your Event Planner, so a qualified staff member is sent.
- » If using a propane forklift, have an extra propane tank on hand!
- » If your event is taking place in the winter in a location where it may be snowy or icy, you'll need to have a propane forklift with pneumatic tires that can operate outside.

For safety reasons, FMSC staff will not drive a forklift if any of the following conditions exist:

- » Any fluid leaks (especially hydraulic fluids)
- » Damaged back rest
- » Damaged hoses, chains, cables or stops
- » Missing overhead guard
- » Corrosion or rust on the propane tank
- » Non-functioning service break
- » Broken battery restraint system (on an electric lift)
- » Missing or damaged seat belt
- » Damaged or non-functioning parking brake
- » Missing the nameplate with information
- » Non-functioning horn

Consequently, this can put the operation of your event in jeopardy. Please confirm the condition of your forklift and work with your Event Planner if you have questions.

Food safety and quality standards

FMSC adheres to the Food and Drug Administration's guidelines for food safety and quality at all of its sites, including MobilePack locations. The Site Approval Questionnaire will ask questions to assess your site's cleanliness and safety.

FOOD SAFETY AND QUALITY REQUIREMENTS

- » Events may not be held outside or in other open-air environments.
- » Packing facilities must be maintained in good repair. Walls, floors and ceilings must be without holes that allow pests, water or other elements to enter.
- » Electricity, running water, toilets and other necessary items must be in complete working order and available to all participants.
- » The facility must be adequately clean to prevent food contamination.
- » Facilities or areas containing FMSC materials must be locked up and not accessed when unattended by FMSC staff.
- » Regular facility foot traffic must be directed away from the packaging and storage areas of FMSC materials and products.
- » Doors to the exterior must remain closed when not in use, unless screened, to prevent the entry of pests.
- » The facility must maintain a reasonable temperature and humidity that does not promote the degradation of the food product. Climate control is required to maintain food safety and personal safety.
- » Dishwashing facilities must be provided or alternative dishwashing must be made available.
- » Must provide space for hand washing stations (see below for details).

MOBILEPACK HAND WASHING STATIONS

Washing hands with soap and water is the most effective way to reduce germs. Your FMSC Event Planner will work with you to determine the best way to implement the use of portable hand washing units for your MobilePack.

If possible, please plan to have sinks on a hard surface near the orientation or packing space.

- » Space for each hand washing unit. Work with your Event Planner to determine best placement and space needed for these sinks.
- » Additional supplies: Optional floor covering to protect from splashing or leakage, mops/towels/shop vac to clean spills, two to three garbage cans near hand washing exit and a dolly to move units during event.
- » FMSC will handle ordering and the cost of renting the hand washing sinks.
- » FMSC will be responsible for ordering the correct number of sinks. It will be approximately one unit per packing station (each hand washing unit features two sinks).
- » Your Event Planner will list you, the MobilePack Host, as the local contact for delivery of hand washing sinks. Delivery time will be scheduled per your availability to coincide with event setup/trailer drop-off. Pickup will be scheduled as soon as possible post-event (usually next business day).
- » FMSC Event Planner will ensure proper sink servicing if your MobilePack has five or more meal packing shifts.

[See this website for more information on hand washing stations.](#)

Questions? Contact your FMSC Event Planner.

Liability insurance

FMSC automatically provides liability insurance for your event (stated in MobilePack agreement), covering injuries or damage directly related to the event. You don't need to submit any additional documentation for coverage, you're already covered! If your packing location/site requires a certificate of liability insurance from FMSC, please be sure to notify your Event Planner and we will issue one no sooner than two weeks before your event.



EIGHT WEEKS PRIOR

Determine your packing schedule

With your site approved and necessary equipment secured, it's time to set the agenda for your MobilePack. Your Event Planner will use your site information and dimensions to determine how many food packing stations and shifts are appropriate for your event, as well as provide you with schedule options and samples. Together you can work out a shift schedule that meets your needs and maintains a high level of efficiency for FMSC.

Your schedule should be completed two months before your event on the 15th of that month. For example, if your event is June 10, your schedule must be determined by April 15 to help FMSC determine the staffing needs for all June events.

QUICK TIP

Your schedule or the number of stations may change if your meal goal is adjusted to accommodate the fundraising level and number of volunteers signed up. This number must be set six weeks prior to the event.

PACKING SCHEDULE BASICS:

- » Setup will take about two hours and should begin three hours before the first shift.
- » Setup can also happen the night before if the packing shifts begin in the morning.
- » Schedules are based on two-hour packing shifts (including orientation and training).
- » Your Event Planner will provide options for the number of packing stations and shifts needed to reach your meal goal, depending on the available square footage.
- » Shifts are separated by a minimum of 30-minute intervals, allowing time to prepare for the next group of volunteers. Longer intervals tend to slow the momentum of the event. However, events with larger station numbers will need longer breaks between sessions to provide enough time to reset the space for the next volunteer shift.
- » In order to comply with federal labor law regulations, please schedule a one-hour break after the first shift of the day in order to accommodate necessary break time.
- » Your packing schedule must be approved by the Event Planner before you begin promoting your MobilePack event.
- » Cleanup will take about two hours and begins immediately at the end of the final shift.

IDEAL EVENT SCHEDULE SPECS

Square footage needed

Number of stations	4	6	8	10	12	14	16	20
Square feet required	2,300	2,950	3,600	4,250	4,900	5,550	6,200	8,500

*Includes space needed for storage, labeling, box-making, etc. (Based on 6-foot tables)

Common meal goal requirements

Recommended meal sizes	# of stations	Square feet required	# of volunteers	# of shifts	# of days
101,088	4-8	2,300-3,600	500	3-6	1-2
155,520	6-10	2,950-4,250	750	4-6	2
209,952	6-12	2,950-4,900	1,000	4-8	2-3
272,160	6-12	2,950-4,900	1,300	6-11	2-4
303,265	6-12	2,950-4,900	1,500	7-14	2-4
404,352	10-16	4,250-6,200	2,000	6-10	2-4
505,440	10-18	4,900-7,200	2,500	7-13	3-4
606,528	14-18	4,900-7,200	3,000	9-11	3-4
707,616	14-18	4,900-7,200	3,500	10-13	3-4
800,928	16-20	5,500-8,500	4,000	10-13	3-4
902,016	16-20	5,500-8,500	4,500	11-14	3-4
1,003,104	16-24	5,500-9,800	5,000	10-16	3-4

Shift options for common meal goals

101,088 - 108,864 meals (13-14 pallets)			
4 stations	Six 2-hour shifts	80 volunteers per shift	2 days
6 stations	Four 2-hour shifts	120 volunteers per shift	2 days
8 stations	Three 2-hour shifts	160 volunteers per shift	1-2 days

155,520 meals (20 pallets)			
6 stations	Six 2-hour shifts	120 volunteers per shift	2 days
8 stations	Five 2-hour shifts	160 volunteers per shift	2 days
10 stations	Four 2-hour shifts	200 volunteers per shift	2 days

209,952 meals (27 pallets)			
6 stations	Eight 2-hour shifts	120 volunteers per shift	2-3 days
8 stations	Six 2-hour shifts	160 volunteers per shift	2-3 days
10 stations	Five 2-hour shifts	200 volunteers per shift	2-3 days
12 stations	Four 2-hour shifts	240 volunteers per shift	2-3 days

272,160 meals (35 pallets)			
6 stations	Eleven 2-hour shifts	120 volunteers per shift	3-4 days
8 stations	Eight 2-hour shifts	160 volunteers per shift	2-3 days
10 stations	Seven 2-hour shifts	200 volunteers per shift	2 days
12 stations	Six 2-hour shifts	240 volunteers per shift	2 days

303,265 meals (39 pallets)			
6 stations	14 two-hour shifts	120 volunteers per shift	4 days
8 stations	11 two-hour shifts	160 volunteers per shift	3-4 days
10 stations	9 two-hour shifts	200 volunteers per shift	3 days
12 stations	7 two-hour shifts	240 volunteers per shift	2 days

404,352 meals (52 pallets)			
10 stations	Ten 2-hour shifts	200 volunteers per shift	3-4 days
12 stations	Eight 2-hour shifts	240 volunteers per shift	2-3 days
14 stations	Seven 2-hour shifts	280 volunteers per shift	2 days
16 stations	Six 2-hour shifts	320 volunteers per shift	2 days

505,440 meals (65 pallets)			
10 stations	Thirteen 2-hour shifts	200 volunteers per shift	3-4 days
12 stations	Eleven 2-hour shifts	240 volunteers per shift	3-4 days
14 stations	Nine 2-hour shifts	280 volunteers per shift	3 days
16 stations	Eight 2-hour shifts	320 volunteers per shift	2-3 days
18 stations	Seven 2-hour shifts	360 volunteers per shift	2 days

1,003,104 meals (129 pallets)			
16 stations	Sixteen 2-hour shifts	320 volunteers per shift	4-5 days
18 stations	Fourteen 2-hour shifts	360 volunteers per shift	4 days
20 stations	Thirteen 2-hour shifts	400 volunteers per shift	3-4 days
22 stations	Eleven 2-hour shifts	400 volunteers per shift	3-4 days
24 stations	Ten 2-hour shifts	480 volunteers per shift	3-4 days

Packing schedule requirements

Breakdown of MobilePack shift
Orientation Food Safety & Quality (FSQ) Instructional Packing Closing
Packing sessions
Standard packing sessions are two hours long (1.5 hour minimum shift length needed)
Sessions per day
Four packing sessions per day maximum (can add set-up or clean-up to the four packing sessions)
Time restrictions
Morning session start time: no earlier than 8:30 a.m. Evening session cut off time: no later than 10:30 p.m. Turnaround time: 10 hours (between leaving the venue and arriving the next day)
Breaks
One-hour break scheduled between Shift 1 and Shift 2
Setup/Tear-down length
Standard requirement: 2-hour setup/tear-down time 20+ stations requirement: 3-hour setup /tear-down time 30+ station requirement: 4-hour setup/tear-down time
Setup/Tear-down volunteers
Standard Requirement: 20 volunteers 20+ stations requirement: 25 volunteers 30+ station requirement: 40 volunteers

Miscellaneous

Sealer
1 Sealer = 5 Amps 1.2 Amps x 120 Volts = 146 Watts (580 Watts in use / 5 Amps)
Weights
Soy: 800 pounds Rice: 2,000 pounds Finished pallets: 1,200 pounds
Production
4,000 meals per station per 2-hour session Extend a 2-hour session by 15 minutes and 660 more meals will be produced per station

 FOUR WEEKS PRIOR

Complete the Logistics Questionnaire

After your shift schedule is created, your Event Planner will email you a Logistics Questionnaire. The questionnaire will cover everything from supplies and personnel to trailer and delivery to make sure you don't forget anything.

Connect with your Hospitality Team to find out if they plan to serve MannaPack™ samples at the event. If so, please indicate this on the Logistics Questionnaire so FMSC can provide sample bags of food.

ENLIST VOLUNTEERS FOR SETUP AND CLEANUP

Plan to have at least 20 volunteers (depending on the size of your event) available to help set up and another 15-20 to clean up. With guidance from the FMSC team, these volunteers will prepare the food packing stations before the event and disassemble stations after the event.

Plan for MarketPlace

FMSC's international MarketPlace supports self-sufficiency and sustainability. For a fair wage, handmade goods are purchased from hardworking artisans in communities receiving FMSC meals. Items are then sold in our MarketPlace at FMSC food packing sites, MobilePack events and online at fmscmarketplace.org. MarketPlace purchases help build communities and fund more meals for starving kids.

- » Donations taken at the MarketPlace are applied to your event fundraising goal. However, product sales will not be applied.
- » The best location for the MarketPlace is near where volunteers will exit since merchandise is sold between packing sessions.
- » FMSC staff will bring our own display units.
- » An electrical outlet is required to power the point of sale equipment.
- » Please visit fmscmarketplace.org for more information about the FMSC MarketPlace and the artisans we partner with.



BETTY'S MARKETPLACE STORY

In the village of Rakai, Uganda, more than 300 women like Betty are employed by FMSC's MarketPlace partner Hope Again Women (HAW) to craft items like hand-woven grass baskets and jewelry made from recycled magazines. Many are widows affected by HIV/AIDS and care for multiple children in their households. Each artisan receives FMSC meals to feed their families and earns income from MarketPlace sales. The money Betty earns helps her provide for five of her grandchildren and send them to school, as well as plant crops and raise animals so she can become self-reliant. HAW is one of FMSC's largest MarketPlace partners.

Prepare the orientation room with a sound and A/V system

Please provide a room that is separate from the packing area where FMSC staff can give a pre-packing orientation to each shift of volunteers. They will give a presentation about FMSC and the hunger problem. Seating in this area is preferred. The space must be equipped with audio/visual capabilities, including a computer and projector. For bigger groups of volunteers, the ideal system is a large projection screen, LCD projector and laptop computer to run FMSC visuals. A microphone and amplifying sound system are necessary for presenting to large groups.



ONE WEEK PRIOR

Get ready!

Do a final check. Do you have all the required supplies ready? Are all special volunteer roles filled? Ensure that all volunteer spots at each shift are filled. Work with the Volunteer Coordination Team and Promotion Team to continue recruiting if necessary. Approximately a week before the event begins, your Event Planner will connect you with the FMSC MobilePack Supervisor and team that will be facilitating your event. The supervisor can answer any last-minute questions you may have. Your Event Planner will also email you the final trucking schedule, a confirmation of your event's packing schedule and any other details related to volunteers and logistics that may need to be finalized.



ONE TO THREE DAYS PRIOR

Delivery of the truck

FMSC contracts with trucking companies for all shipping. Please ensure that someone from your team is available to meet the driver when he/she arrives, and make sure the following truck delivery requirements are met:

- » The trailer is parked in a pre-determined location, where it will remain for the duration of the event.
- » If the forklift is larger than standard, at least 20 feet of space or more is available at the end of the trailer where the doors open for a forklift to maneuver with ease (there must be 90 feet of total space available for the trailer).
- » The trailer cannot be backed up to a sidewalk, parking lot median or too close to a curb. Rope off space for the trailer as well as the space behind the trailer so it is not blocked.
- » The trailer is not parked on a slope, either front to back or side to side, as that will make unloading and loading very difficult.
- » Boards (located in the trailer) are underneath the landing gear to prevent damage to the parking lot.
- » No one unloads the trailer until the FMSC team has arrived.
- » If your event will take place in the winter, have a plan in place for snow and ice removal to ensure successful truck delivery/unload and safety for volunteers and staff.
- » Receive and sign the Bill of Lading (BOL) from the driver, to be given to the FMSC Event Supervisor upon arrival.



THE DAY OF

Final event checklist

The day has finally arrived! Complete the final event check list, review the Logistics Questionnaire and make yourself available to event volunteers, packing volunteers and FMSC staff for questions and help.

RESOURCES/SUPPLIES:

- Forklift capable of lifting 2,500 pounds that meets all of FMSC's specifications (and driver, if not using FMSC driver)
- Rectangular tables (tables six feet long are preferred)
- Chairs for labeling station and orientation seating
- Large garbage bins in the packing room
- Small garbage bins for each packing station
- Computer for orientation presentation and screen cued and ready for volunteer orientation
- Microphone and sound system cued and ready for orientation and packing room
- Upbeat music mix for packing (FMSC will also bring a music playlist if needed)
- Soap for washing dishes
- Three to four large beach or bath towels to lay dishes on overnight to air dry
- Minimum of four kitchen towels per station, per day, for drying dishes
- Brooms and dustpans or vacuums for cleaning floors between shifts and during cleanup
- Dumpsters for garbage and recycling (there will be large amounts of cardboard from soy boxes to recycle)
- If packing and orientation are happening in the same room, stanchions will be needed to separate the areas
- Prepare a space for portable hand washing stations – each sink needs approximately 5'x5' space
- If your event is providing hand washing stations, please provide wet mops, a hand dolly and potentially a floor covering

OPTIONAL MATERIALS:

- Floor protection (plywood, plastic sheeting, etc.)
- Carts for transporting dishes (if necessary)
- If serving rice samples, please provide cooking tools, serving cups and spoons (for instructions, see Chapter 7: Hospitality)
- Snow and ice removal supplies (if necessary)

VOLUNTEERS (NUMBERS MAY VARY BASED ON EVENT SIZE):

- Fifteen to 20 volunteers to assist with event setup
- Three to four check-in and/or greeting volunteers
- One volunteer to run sound system (or someone to show FMSC staff member how to use the equipment)
- If serving rice samples, three to four volunteers to serve (for instructions, see Chapter 7: Hospitality)
- Fifteen to 20 volunteers to assist with event cleanup

Flow of the event

Although each MobilePack is unique, the events tend to follow a general “flow” and timeline.

SETUP (TAKES ABOUT TWO HOURS WITH 15-20 VOLUNTEERS)

- » The 53-foot trailer(s) will be delivered the business day prior or shortly before your scheduled event setup time. Please confirm this detail with your Event Planner.
- » Someone must meet the trailer and direct the driver on where to drop it at your site.
- » Your setup crew (usually 15-20 people) and all required supplies must be ready to go at the scheduled setup time. **The FMSC team will facilitate setup, so follow their lead!**
 - » Setup volunteers must abide by FMSC volunteer age guidelines (see Chapter 6, Volunteer Coordination) and should be available for the full two-hour setup shift.
 - » Unload the trailer. At least half of your team should be able to lift and carry 30-50 pounds.
 - » Arrange the tables for the stations.
 - » Place butcher paper on the funnel stand/scale table/boxing table.
 - » Arrange all of the supplies for each station (funnel, stand, scales, sealers, bins, etc.).
 - » Use a marker to label each station with a number on the paper at the boxing table.
 - » Prepare ingredients and place at each station (follow your Event Supervisor’s instructions in case there are not enough boxes for every station).
 - » Place bin liners in rice and soy bins, scoop rice and soy into bins and place at each station.
 - » Open and place a box of vegetables and a box of vitamin powder at each station.
 - » Ingredients at the station should be placed in the following order: vitamins, veggies, soy, rice.
 - » Place spoons and cups for the ingredients in the silver tray under the funnel at each packing station (vitamins and veggies=silver spoons, soy = brown cup, rice = white cup).
 - » Tape a box of gloves at each packing station or place a stack of gloves under the funnel.
- » Test scales and sealers to make sure they are in working order.
- » Label and assemble boxes (at least five boxes per station).
- » Label bags (a stack for each station).
- » Set up check-in, orientation space and MarketPlace.
- » Additional tasks as needed.

THE PACKING SHIFT: CHECK-IN AND ORIENTATION

- » Your scheduled registration volunteers should be at the site 30 minutes before the shift begins to get the welcome table ready.
- » Volunteers should start arriving about 10-15 minutes before the shift begins. They will check in, receive a hairnet and a bag for jewelry and wait for orientation to begin.
- » Jewelry is not allowed in the packing room. Volunteers must place all jewelry in the provided jewelry bag for the safety of the food and their jewelry.
- » All volunteers must wear a hairnet.
- » Food, gum and beverages are not allowed in the packing space.
- » An FMSC staff person will lead a 15-minute orientation to share about FMSC’s mission, the problem of world hunger and show a short video explaining FMSC’s food programs, in addition to an instruction video on how to pack meals.*

**A Table Talk video is available to accommodate larger events. This video explains the packing procedure to a very large group of volunteers at one time.*

THE PACKING SHIFT: TRAINING AND PACKING

- » Depending upon the number of volunteers, FMSC staff will demonstrate how to pack the meals, or show the Table Talk video immediately following orientation.
- » FMSC staff will ask for volunteers to help out with two specific and important jobs: warehouse crew and bag labeling crew.
 - » Warehouse volunteers will be responsible for refilling ingredients at each packing station and picking up finished boxes, making more boxes, weighing boxes, etc.
 - » Labelers will be seated at nearby tables and will place “best before” stickers on each bag before they are given to packing stations to fill with meal ingredients.
- » Typically, warehouse crew and labelers are recruited from the group of volunteers during orientation, before the Table Talk video is shown. During the video, the warehouse and labeling volunteers will gather in a certain location to learn their roles, while the remainder of the volunteers will watch the Table Talk video to learn how to pack meals. Once video is complete, volunteers will spread out and fill all the packing stations. Depending on number of volunteers per packing session, some packing stations may not be filled or used.
- » As volunteers move around and fill spaces, the FMSC team will ensure each station has the required number of people and will move people around to fill other stations if needed. They’ll make sure volunteers know what they’re doing and are packing the meals properly.
- » Once everyone is settled in to their packing session, the music is turned up and volunteers will pack meals for approximately an hour and a half, with occasional announcements to keep them updated on how many meals have been packed.

SOUND EQUIPMENT AND MUSIC

- » Fun, upbeat tunes will make for a fun, upbeat packing experience. Your A/V equipment should be able to accommodate video and presentation during orientation as well as music (through an iPod or other music player) during packing.
- » If you do not have appropriate A/V equipment at your packing location, please consider renting or borrowing. Having correct and efficient equipment will help FMSC staff make your event the best it can be and provide a good experience for your volunteers, who may be discovering FMSC for the first time!
- » The FMSC team will bring a selection of music to play at your event.

THE PACKING SHIFT: CLEANUP AND FINAL TALK

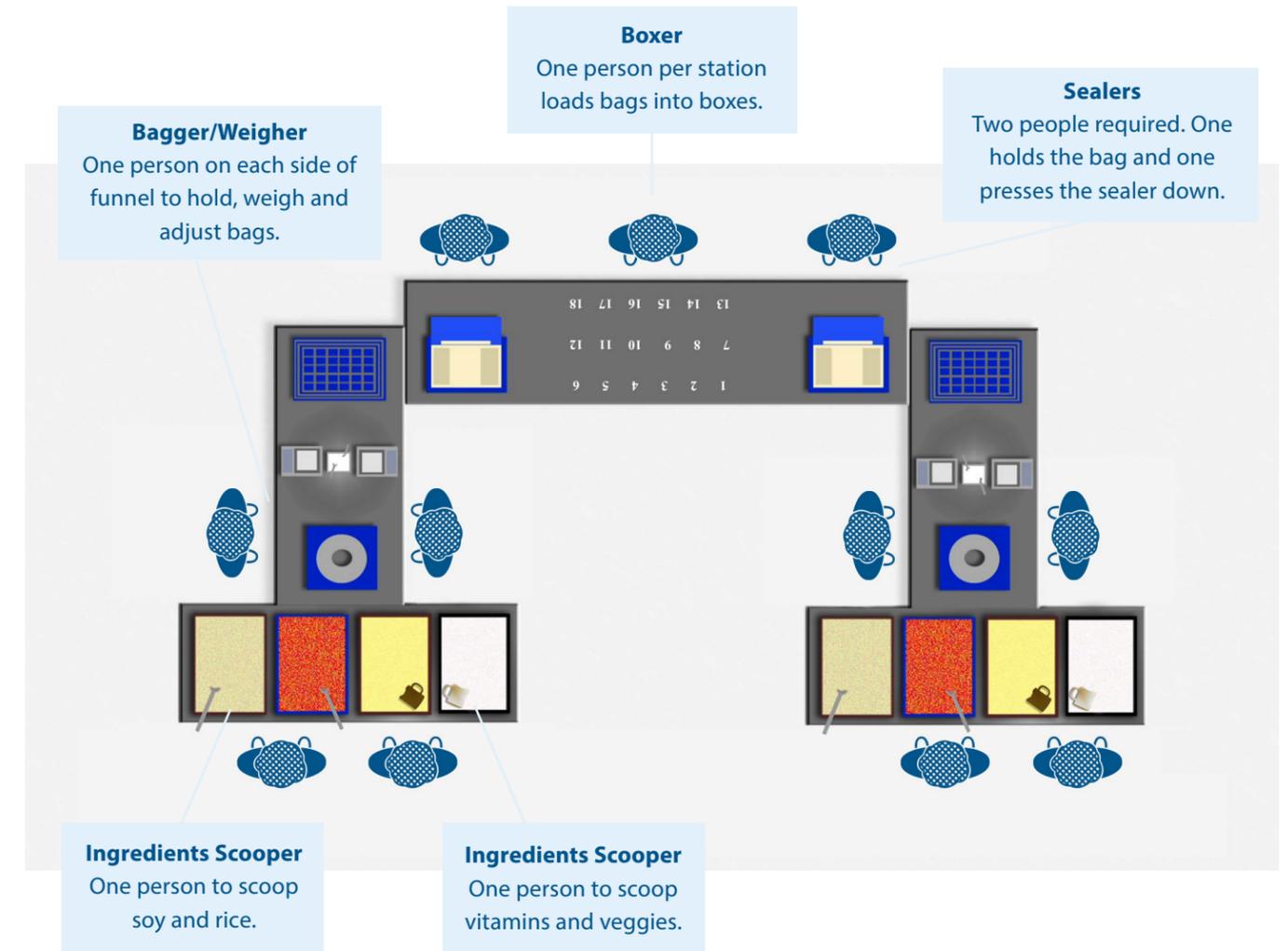
- » Toward the end of the packing shift, an FMSC staff person will pause the music and ask everyone to stop what they're doing.
- » Volunteers will be given brief cleanup instructions to ensure the stations are ready to go for the next shift: ingredients refilled, spills cleaned, tables tidied and bags replenished.
- » Volunteers will finish packing their final box and begin the cleanup process.
- » Volunteers will then gather together to hear an FMSC staff member share how many meals they packed and the number of kids they fed during their session, in addition to ways they can continue to partner with FMSC.
- » Volunteers will have the opportunity to pray over the meals they packed before they leave, as well as support your MobilePack through donations and support FMSC partners by purchasing items from the FMSC Marketplace.
- » After (not before!) they leave the packing room, volunteers can remove their hairnets. Or, they can choose to wear them the rest of the day to promote FMSC!
- » Before the next session begins, FMSC staff and your core group of volunteers will ensure each station is ready for the next meal packing session.
- » FMSC staff will load completed pallets of meals onto the trailer and bring in more totes of soy and rice, if necessary.

CLEANUP (ABOUT TWO HOURS WITH 15-20 VOLUNTEERS)

NOTE: The main objective for this cleanup time is to remove all FMSC items from the event space. This may take the entire two hours.

The more your core group of volunteers can help FMSC staff with our cleanup, the faster they will be able to re-set the room according to the event space needs. For example, if you have a Sunday service following a Saturday night cleanup shift, be prepared to first help clean up FMSC items BEFORE you set up your event space after the FMSC staff leaves.

- » At the end of the final packing shift, volunteers will receive a more detailed set of cleanup instructions.
- » Depending on time and preference, volunteers may assist with some basic cleanup tasks (bringing packing supplies and leftover raw ingredients to certain spots in the room, cleaning off tables, etc.).
- » After packing is completed and most volunteers leave, your core cleanup team (15-20 volunteers) will receive instructions from FMSC staff and assist with washing all the dishes and putting them back in the supply cabinets, sweeping or vacuuming, taking down tables and helping FMSC staff load the trailer. This final process takes approximately two hours for an average-sized event.
- » Combine excess ingredients to create full bins/boxes (with FMSC staff guidance).
- » Wash and thoroughly dry all dishes (funnels, stands, scoops, bins, etc.).
- » Wipe down sealers and scales and place back into their boxes.
- » Wipe down and put away tables.
- » Take inventory of all supplies and place back into the cabinets (with FMSC staff guidance).
- » Pack up all Marketplace merchandise.
- » Sweep and/or vacuum floors.
- » Break down all cardboard boxes for recycling.
- » Collect trash and place in appropriate dumpsters.
- » Wrap all final pallets, cabinets, etc., and place back on the truck.
- » By the end of cleanup, everything is loaded back into the FMSC trailer and your site is clean. The timing of the trailer pickup is pre-arranged by your Event Planner and may happen immediately following your event or not for a day or two, depending on the driver's schedule. If your event ends on an evening or weekend, pickup may not happen until the next business day at the earliest, depending on the driver and company's policy.



This diagram represents the minimum number of volunteers needed per packing station. More volunteers can be added by having one person per ingredient, additional bagger/weigher and a second boxer. The number of volunteers per station typically ranges from 13-17. Additional volunteers are also required for bag labeling and warehousing (not on diagram). These additional roles make up the required volunteer recruitment goal of 20 volunteers per station.



Logistics Team notes

Task	Due date	✓
Site Approval questionnaire		
Secure forklift Type: From: Driver (if not FMSC staff):		
Extra propane tank (if needed)		
Packing schedule # of stations: # of shifts: # of volunteers per shift:		
Trucking Logistics (will be confirmed by Event Planner a week prior to your event): Who is meeting the truck: Expected arrival day/time: Trailer parking location: Expected pick up day/time:		

Questions for FMSC Event Planner:



6. Volunteer Coordination

Hundreds of thousands of volunteers pack food through FMSC MobilePack events each year. Your Volunteer Coordination Team will ensure that volunteers can conveniently sign up for food packing shifts at your event, are provided all information they need to know before arriving and know how to adjust their reservation if needed.

**STOP**

Have you filled out the Volunteer Registration questionnaire emailed to you by your Event Planner? If not, please do so now before continuing.

To make reserving a spot as easy as possible, FMSC has created a customized online Volunteer Registration System (VRS) for volunteers at FMSC's permanent sites and MobilePack events. It provides a seamless signup process and offers administrative tools to keep you organized in your volunteer recruitment.

Your first step as the Volunteer Coordination Team is learning how to use the system.

The exact timeline for your event's registration process will be coordinated by you and your FMSC Event Planner. You can begin this discussion after the packing schedule is confirmed.



SEVEN WEEKS PRIOR

Online training

As the Volunteer Coordinator(s), you will receive training videos from your Event Planner. These training videos will provide an overview of your responsibilities and instruct you on how to best use the Volunteer Registration System. Once you receive the training, you'll become the main contact(s) for any questions related to online volunteer registration.



SIX WEEKS PRIOR

Open registration

The Volunteer Registration questionnaire will help you customize your event's registration page and process. Your Event Planner will create a VRS registration website for you and coordinate a "go-live" date (however, please do not advertise the "go-live" date until it has been confirmed by FMSC). You can also decide whether you want public registration or private registration. All events will automatically appear on FMSC's online list of upcoming events (fmsc.org/mobilepack/events) with a link to your FHQ fundraising page (see Chapter 4: Fundraising), but you can choose to allow the general public to volunteer or to limit volunteering to those you specifically invite.

Once registration is open, encourage volunteers to register as individuals, groups or families. You'll give them ownership and save yourself time! Those who register online will be emailed a reminder of their packing session. Continue to recruit volunteers until all shifts are filled, or up until the event, and keep your Event Planner informed of progress along the way.

PUBLIC REGISTRATION

- » If you choose to make volunteer registration available to the general public, work with your Event Planner to determine a date it will "go live." Typically event registration opens six to eight weeks before an event.

PRIVATE REGISTRATION

- » If you prefer to limit registration to people you invite, we will provide an access code to share with your volunteers. Your event will still be listed among other events on FMSC's website, and your FHQ page will be available for people to see event information and make donations.

PRIORITY REGISTRATION

If your event is open to the public but you want your volunteer base to receive priority registration, your Event Planner will issue an access code for you to share with your priority volunteers. Stress the importance of registering early to guarantee spots. Your Event Planner can help you with this.



FOUR WEEKS PRIOR

Answer volunteer questions

As the Volunteer Coordination Team, you'll be the go-to people for volunteers registering to pack meals at your event. You'll likely receive questions about how to change group size, add member names, reassign the group leader, cancel a reservation or sign up volunteers without using email. You can prepare for these questions by checking out the FAQs at the end of this chapter. If you receive questions you can't answer, please contact your FMSC Event Planner.

AGE REQUIREMENTS

FMSC volunteers must be at least five years old, and we recommend that groups of youth be third grade and older. Although FMSC doesn't require permission forms for youth, you may choose to do so on your own.

Necessary student-to-adult ratio

Kindergarten through second grade | One student to one adult**Third through sixth grade | Three students to one adult****Seventh through ninth grade | Four students to one adult****10th-12th grade | Five students to one adult**

Throughout the registration period, you'll want to encourage group members to fill in the complete names of all group members. This speeds up the check-in process at the packing shift. Also, if group leaders have not filled in group member names, check signups for each shift and contact group leaders to ask them to fill in names or change their group size to a more accurate number. This allows more volunteers to sign up for available spots. Lastly, continue to remind volunteers to invite others to join their group using posters, flyers, email and social media!



THREE WEEKS PRIOR

Prepare for volunteer check-in

Enlist three or four volunteers to assist with volunteer check-in for each shift. They should arrive 30 minutes before each shift begins.

QUICK TIP

Encourage flexibility. Let volunteers know that shifts, and specific roles in those shifts, are fluid and may change. We will do our best to make sure volunteers get to pack with the group they came with, but some exceptions may need to be made to ensure each role is filled. Everyone works together to pack the most food!



THE DAY OF

Send thank yous to volunteers and donors

You can work with the other core teams, especially the Hospitality, Prayer and Fundraising Teams, to thank as many donors and volunteers as you can. Try to do this as soon after the event as possible so people know their efforts were appreciated.

When you complete the step above to enter attendance for your event, the volunteers who attended will receive a thank you email from FMSC as well.

VRS FAQs

Can we have offline registration signups at our church/business/school, etc., in addition to online registration?

Yes, absolutely! To do this, please go online first and use the registration system to reserve the number of spots you intend to fill during your offline registration. Then we suggest you create signup sheets with the appropriate number of meal packing spots (use separate sheets for each meal packing shift reservation you've made). Include enough space for volunteer name, adult/child designation and email address so you can add their names to your existing online reservation(s).

DOWNLOAD A BLANK SIGN UP TEMPLATE HERE:

<https://www.fmsc.org/get-involved/host-a-mobilepack-event/mobilepack-workbook>

Can we set up computers at our church/business/school so people can register online?

Yes. Volunteers will need to log in or create an account as they sign up. Please ensure each volunteer is fully logged out of the FMSC system after they finish making their reservation, so the next user does not accidentally make a reservation under the previous person's account. For more tips on setting up a "registration kiosk," check with your Event Planner.

How should I register volunteers who do not have access to a computer/internet to register themselves?

If you anticipate this will be an issue at your event, you can follow the steps outlined in the first FAQ above: Reserve a small number of spots at each shift for those unable to register online.

As volunteers contact you to register offline, use the "Add Member Names" feature of your online reservation to add their name to the reservation you've already made for the corresponding shift. Be sure to create your online reservations right away so you have enough packing spots available for these volunteers. Here's a sample reservation name you could use: "Manual Signup Group Shift 1."

How do I search for and make changes to a group, family or individual reservation?

- » Visit your event's online registration page, select "Log in" or click here and log in.
- » Next, select "Admin" in top right corner to view the Event Host System Administration Page.
- » Select "Manage Groups."
- » Enter any information you know about the reservation (you don't need complete information, so if you just know the group leader's name or the group name, enter that here).
- » Be sure to select your event from the location drop down box.
- » In the search results, select "Manage," which is located next to the appropriate result.

How do I look up all of the reservations at a certain packing shift?

- » Visit your event's online registration page, select "Log in" or click here and log in.
- » Next, select "Admin" in top right corner to view the Event Host System Administration Page.
- » Select "Shift Summary and Contact Information" and select your event from the location drop down box.
- » Enter a date or the date range of your event.
- » Select "Search" at the bottom of the page.
- » The report will appear with all groups, families and individuals listed in order of group size.

Why is it important to enter the names of all the people in a reservation?

This information allows both FMSC and you to have an accurate record of who attended! This ensures all volunteers receive necessary information via email prior to their shift. Adding names to reservations increases group accountability and gives you a more accurate assessment of how many people are coming to each packing shift, rather than just seeing the number of spots a group has reserved.

If there are groups that have reserved many spots but haven't entered any names of their group members, what should I do?

You may use the Shift Summary and Contact Report to get a list of all groups and their group leaders' contact information. If they do not add the names of their group members, you can call/email them to ask if they can add the names or change their group size to a more accurate number, in order to help you estimate the number of volunteers attending.

Can we sign up volunteers for specific roles or packing stations?

The registration system does not allow specifying a role or station at the event. We will make every effort to ensure that groups signed up together will pack together, but we also encourage event hosts and all volunteers to remain flexible, as the number of people required at each station or specific roles varies depending on the number of people in attendance.

I set up a reservation for a group, but I don't want to be responsible for managing the reservation. Can I transfer the reservation to another user?

Yes, you can designate someone else as the group leader of a reservation that you or anyone else has made. To do this, the new group leader will need to create an account in the FMSC volunteer registration system (if they have not done so already) and will need to be added to the group as a member.

Once the intended new group leader has an account, log in and select "Manage My Reservations."

- » Select the shift you'd like to change.
- » Select "Edit" next to the appropriate group.
- » Within the reservation from the dropdown, select the appropriate group member to be the new group leader.

The new group leader will then receive an email with the group's information and a link to manage their reservation.

FREQUENTLY ASKED BY VOLUNTEERS

Why didn't I receive a confirmation or reminder email for my shift? Or a password reset email?

Please instruct the volunteer to check the spam folder in their email inbox if they are not receiving emails regarding their FMSC reservation. If this is not the issue, contact your Event Planner for assistance.

How can I change the shift a group/individual is signed up for?

Volunteers can click "Manage My Reservation" on the main FMSC homepage to update, change, delete or reschedule their reservation.

Why doesn't the system recognize my account when I try to login?

If you have signed up to fundraise for your MobilePack through the Fundraising Headquarters, you will have an account in that system, but not necessarily in FMSC's main Volunteer Registration System. They are two separate systems, and you will need to create an account in the Volunteer Registration System as well.

If you have registered to volunteer in the past, check with your Event Planner to see if you do have an account in FMSC's Volunteer Registration System.

The reservation is requesting an Access Code: How do I get this?

The Access Code is designed for sponsors and other select groups. Contact the Volunteer Coordinator for the Access Code availability.

How can volunteers join already existing groups?

Volunteers can search for an existing group on the main FMSC volunteer page by entering information into the "Looking for a Specific Group?" search bar. The group leader must pass along their Join Code (found in their confirmation email), Group Name or Leader Name to ensure that others can find and register for their group.



Volunteer Coordination team notes

Task	Due date	✓
Online training		
Volunteer registration questionnaire		
Registration go-live date		
Update FMSC Event Planner with progress		
Three to four greeter volunteers for each shift		

Additional notes:



7. Hospitality

Over and over, we hear people talk about the power of the meal packing experience. Volunteers who come to a MobilePack event become part of something greater and bless children and communities all over the world. As the Hospitality Team, you can help the volunteers gain a broader understanding of how they are turning hunger into hope with their own two hands.

Welcome volunteers

You should have a team of three or four people in place to help manage the flow of volunteers as they arrive for their packing shift. These people will be responsible for ensuring that all volunteers are welcomed appropriately and adhere to FMSC's food safety and quality practices. They should be at the check-in station approximately 30 minutes prior to each shift's start time so they are available for early-comers or to receive training.

Your welcome volunteers can join in and pack meals after everyone is checked in and orientation is underway. However, it is helpful to have one person remain at the check-in table(s) to assist late-comers. You can have check-in volunteers sign up for the entire event or even just the shift they plan to pack meals at, knowing they will enter orientation late.

- » Consider having water available to volunteers as they wait for their shift to begin and as they leave.
- » If restrooms are not easily located, create small posters directing people to them.

QUICK TIP

Print the **Food safety and quality practices** and keep at all check-in stations for your Hospitality volunteers to reference easily.

Food safety and quality practices

As volunteers arrive for their packing shift, please ensure volunteers adhere to the following guidelines. These notices are also given during orientation and the "Table Talk" video.

HAIRNET POLICY

- » All volunteers must wear a hairnet in the packing room. They should collect their hairnets at the time of check-in. If orientation is in the same room as packing, they must put their hairnets on immediately. If orientation is in a separate space, they can put their hairnets on at the end of orientation. An FMSC staff person will announce this during orientation.
- » Hairnets must be worn by those with no hair as well. They are just as important to prevent skin particles from coming into contact with the food as loose hairs.

FOOD AND BEVERAGE POLICY

- » Absolutely no food or beverages are allowed in the packing room. Volunteers can leave them in the orientation area, finish them or throw them away.
- » Gum must be spit out before entering the packing room.

JEWELRY POLICY

- » Volunteers must remove all jewelry (besides wedding rings and emergency medical bracelets) before entering the packing room.
- » This includes necklaces, bracelets, watches, earrings, rings, etc.
- » If a volunteer cannot remove a ring or does not want to remove it, they will be required to wear a glove.
- » Earrings and necklaces cannot just be tucked inside the hairnet or clothing, they must be removed.
- » FMSC will provide small re-sealable plastic bags for volunteers to place jewelry in, if needed.
- » Loose jewelry should not be just put in a pocket – it can still fall out easily. If possible, volunteers should put their jewelry in their car or in their purses and bags.
- » This policy exists to protect children eating FMSC meals from accidentally ingesting tiny objects such as stones, wires, screws, beads, etc.

PERSONAL BELONGINGS

- » If the packing location does not have a coat rack, we recommend volunteers leave their coats in the orientation area.
- » Purses and bags can be brought into the packing room and placed underneath each packing station.

Explain FMSC meal distribution

Food packing volunteers will often ask how the meals they packed get from Point A: the pallet in the corner of your room – to Point B: the mouths of hungry children. As the packed food is readied to ship, take the opportunity to share more about the journey FMSC MannaPack™ meals take.

1. An organization applies to be an “approved partner” with FMSC.
2. Upon approval, FMSC ships one container of meals to that new partner. If that container is delivered successfully, more shipments can be scheduled. FMSC allocates food one year at a time to approved partners in more than 50 countries.

(Get a list of distribution partners: fmsc.org/distribution-partners)

3. After leaving your MobilePack site, the food you’ve just packed is usually returned to an FMSC warehouse where it will be loaded onto a shipping container. The meals then travel by truck, train and ship to the partner’s country.
4. Once in the country, the food is cleared by customs and takes another ride (usually by a local trucking company) to the partner’s storage facility. On average, the trip from FMSC to the mission partner’s site takes anywhere from two weeks to two months, depending on where in the world it’s going.
5. Then, an individual, church or other group picks up the food and delivers by truck, car, mule, bike and often even by foot to schools, orphanages, hospitals and homes.

The journey each FMSC meal takes to reach the mouth of a hungry child requires many hands, including those of your MobilePack volunteers, and the guidance of the Holy Spirit. We believe He moves volunteers and donors to give time and money and then allows the delivery of meals, sometimes into dangerous territories, by our partners. Thank volunteers for taking part in this incredible journey!

Serve rice samples

If you have the space, tools and a team to help, serving samples of MannaPack meals after the packing shift is completed is a great way for volunteers to better grasp the impact they’re having on hungry children across the world. It will also answer the often-asked question, “What does it taste like?”

If you’d like to offer rice samples, FMSC will bring sample bags of food so that everything you pack at your event can be shipped. Let your Logistics Team know at least four weeks prior to the event so they can indicate on the Logistics Questionnaire that sample bags will be needed.

YOU’LL NEED:

- » One to two people to cook and serve samples
- » Rice cooker
- » Hot water
- » Large stirring spoons
- » Small sample dishes (single use)
- » Small sample spoons (single use)

USING A RICE COOKER

1. Check the rice cooker’s instructions. It should take about a half hour to cook one bag of food. (NOTE: a slow cooker/crock pot can also be used, but cooking time increases to two hours. Start cooking at the beginning of the packing shift and start with boiling water.) Plan accordingly so the rice is fully cooked at the end of the packing shift.
2. Add six cups of water per bag.
3. Cook according to rice cooker’s cooking time, usually about 20-30 minutes.

Scoop out tablespoon-sized samples with spoons and serve them after the FMSC staff member has finished the closing talk and prayer over the meals.

As volunteers conclude their packing shift, thank them for their help and time! Encourage them to share about their experience on FMSC’s Facebook page (facebook.com/feedmystarvingchildren).

QUICK TIPS

Food safety and quality: Ensure all work surfaces and utensils are cleaned before use. Wash hands prior to preparing the food samples.

One bag usually provides enough for 60 volunteers (three stations) to receive a small sample (about a tablespoon).

FMSC team members usually take meal breaks one at a time during packing shifts, so meals that don't require everyone to sit down and eat together work best.

Optional hospitality for FMSC staff

In most cases, the FMSC team will be staying at a hotel nearby or driving from home each day and staying on-site for the duration of your event. This means they'll likely eat breakfast before arriving at your event, but consider offering meals and snacks to both your core volunteer team and FMSC staff.

This is not a requirement, but it's an excellent way for your MobilePack Host committee to connect personally with our staff at meal times and build relationships through one-on-one conversations. During this time our staff can learn more about the local community and your vision and passion for the event, and it's a great chance for you to learn more about FMSC, our mission and our amazing staff members.

IDEAS:

- » Contact local restaurants/supermarkets to ask if they're willing to donate meals. This may also encourage them to participate in your event in other ways such as sponsorship or volunteering!
- » Ask a variety of people on your planning teams to each provide a meal, so that no one is covering it all.
- » If you have kitchen facilities available, frozen or take-and-bake pizzas or casseroles are a great way to feed people without a big expense.
- » Fruit, veggies and sandwich trays are an easy meal to provide in a pinch.

**References and Resources**

References and Resources

Here are a number of links to useful information about FMSC, including great content from our social media pages to use in your promotion efforts. Instead of having to create everything on your own for your event's social media content, feel free to share FMSC posts, tweets, photos and videos!

FMSC Info Sheet: fmsc.org/infosheet

Annual Report: fmsc.org/annualreport

MobilePack Promotion Toolkit: fmsc.org/mobilepack/promotion-toolkit

MobilePack Hosts Facebook group: facebook.com/groups/fmscmobilepackhosts

Fundraising Items for Purchase: fmscmarketplace.org/collections/fundraising

"The MobilePack Experience" Video: youtu.be/ech5XOryipM

"Hope Starts with Food": vimeo.com/190277851

OUR SOCIAL NETWORKS

fmsc.org

fmsc.org/the-feed

facebook.com/feedmystarvingchildren

twitter.com/fmsc_org

instagram.com/fmsc_org

youtube.com/fmsc

linkedin.com/company/feed-my-starving-children

Thank you!

From all of us at Feed My Starving Children, we are incredibly grateful to you for hosting a MobilePack. We know it is a big undertaking! You're literally saving lives and helping build communities around the world. All progress starts with food. Thank you for turning hunger into hope with your own two hands!

GIVE US FEEDBACK!

Shortly after your MobilePack is complete, your FMSC Event Supervisor will send you a Post-Event Evaluation (you can also access this at fmsc.org/mobilepack/workbook). Please take time to complete that form and honestly rate your satisfaction with the support and guidance offered by Feed My Starving Children. We strive to continually improve our partnerships with MobilePack Hosts, and your feedback is valuable in that process.

HOST ANOTHER EVENT

Now that your community is excited about fighting hunger in partnership with FMSC, please consider booking another event within the next year. You've learned a lot during this event, and our experience together will only make the next event easier! Many of our MobilePack partners host events annually as a regular part of their missions programs or community outreaches.

TELL OTHERS

Word of mouth is still the primary way that FMSC grows and our growth goals are aggressive! Please connect us with new prospects for MobilePack hosting, such as churches, businesses, schools, colleges or civic organizations in your region. Better yet, invite them ahead of time to your event so they can experience a MobilePack for themselves.

We appreciate you spreading the word about FMSC! Thank you for your incredible partnership! We truly could not do this work without you.

"And if you spend yourselves in behalf of the hungry and satisfy the needs of the oppressed, then your light will rise in the darkness, and your night will become like the noonday." – Isaiah 58:10

