

Jasper County

TAKE AWAY HUNGER



TEAM ORGANIZER KIT

This kit was designed to help you inform your group about how they can help to fight hunger with Jasper County Take Away Hunger. Included in this package are the following materials:

- A sign-up sheet for volunteers to form a team for a packaging event. You can make copies of this to reuse for future events.
- A poster advertising our next event.
- A poster that shows how a variety of donations can help to fight hunger.
- A one-page informational flyer about Jasper County Take Away Hunger for posting on bulletin boards.

Important notes:

- Once a packaging event has been announced, you can register a slot for your team. Spots are limited to no more than four teams per hour-long shift. The deadline to register your team is one week before the event.
- Once you have recruited your team members, the team organizer should send the list of team members to info@jctakeawayhunger.org or by phone at 515-257-6460, **no later than the Monday before the event**. The list of team members is used by the check-in table at the event, so that they know when your team is all present and ready to go.
- Make sure to tell your team members to arrive about ten minutes before the shift starts, as people will need time for check-in.
- Donation checks should be made payable to “Jasper Co. Take Away Hunger”.
- People of all ages are welcome, but we request that children under the age of twelve years be accompanied by a supervising adult.
- While many tasks require standing, there are some, such as heat sealing the plastic bags, that can be performed while sitting for those who may have difficulty standing for long periods of time.