

Organizers Checklist

Project: InterFaith Food Collection

1. Contact the grocery store manager and set a date and time.
 - a. Reaching the Store Manager is better done by stopping into the store and meeting him/her personally. You can then have an opportunity to answer the managers questions. It is also more difficult for the manager to decline your request.

2. Once the Date and Times is set contact InterFaith and let them know:
 - a. When the Club is doing the collection,
 - b. Where the collection is being done,
 - c. The store manager's name and contact information,
 - d. Ask the Point of Contact (POC) when you or a club member can pick up the collection barrels and the flyers (see attached), These flyers are created by the recipient of the donations. In this case, InterFaith Community Service. The flyer will include the non-perishable food products which are in demand and on sale by the Center. It will also have some information on our Rotary Club.
 - e. Ask the POC when the food collected can be delivered (what days and the hours when their volunteers are available) to InterFaith
 - i. Either at the end of the collection period, or
 - ii. the following morning,
 - f. Ask the POC when they have the stocking of the food collection scheduled,
 - g. The current InterFaith Point of Contact is:
 - i. Maria Pearson. Her cell number is: 303-882-3442.

3. Send out a sign-up sheet to the club members (see attached) for:
 - a. Food collection teams at 2 hour intervals, and
 - b. Food collection stocking, depending on the collection, 2 to 4 people are recommended.

4. Get someone to pick up the collection barrels and the flyers from InterFaith

5. Have someone with a pick-up truck or several people with SUV's to help transport the food collection to InterFaith after their shift (if InterFaith is open) or have someone who can store the food until the next day (morning

preferably) to deliver it to InterFaith.

6. Establish a team for the food collection stocking day.

7. A week before the scheduled day, contact and reconfirm with:

a. The InterFaith POC

b. The store manager

c. The Club members

d. See that all the members have their Rotary shirts or remind them to wear their Rotary Pins

e. Check the weather, and update the members.

8. Suggestion to the Organizer or Club President -

a. If you are able, buy coffee and muffins for the volunteers.

b. Arrive 30 minutes ahead of the start time and set the collection barrels up.

c. Carry a large envelope for cash collected.

d. Plan on a group staying behind for about an hour after the official end with a barrel or 2 as shoppers will be buying items for the collection and someone needs to be there to collect it.

e. An alternative is to leave a barrel at the store for shoppers to use to put in their contributions. Plan on returning later in the day or the following day to pick up the barrel and the food. Although, just leaving the barrel is not the best way to leave it, and staying behind is the best way to continue receiving contributions after the allocated window.

f. Have a receipt book for the ½% of people who want a receipt for their contributions.

g. Plan on writing a thank you letter to the store manager and assistant manager (whoever was assisting you) as well as any school children so they may use it in their college applications.

h. It is also suggested that if you can, have tween-age and teenagers to help hand out flyers. It is amazing how shoppers will smile at and stop to listen to a child going over his/her presentation.