

## End Hunger New England/Outreach, Inc. Basic Information and FAQs

This is the basic info and frequently asked questions every group should read before filling out and emailing me a contract to book a mobile event at your location. You also have the option of funding an event and hosting it at our warehouse in Pembroke, MA.

**If you don't want to host an event**, but want to donate to fund meals, **we'll take care of** organizing the volunteers at our warehouse.

Since there are four ways to be involved in ending hunger in your community, **we've addressed** the FAQs under each appropriate heading DONATE/VOLUNTEER/RECEIVE/PROMOTE.

### Donate.

Money raised turns into hungry New Englanders fed. Meals cost \$.37, regardless of meal type.

Can I just donate?

Yes - there are three ways:

1. [paypal.com/donate?hosted\\_button\\_id=388YYK22LFW5W](https://www.paypal.com/donate?hosted_button_id=388YYK22LFW5W)

Options include bank account, credit or debit card, monthly or one-time. Please set up a monthly, recurring gift if you can.

2. Venmo: <https://account.venmo.com/u/EndHungerNE> - Then click on the blue button. Please list EndHungerNE under reason.

3. Checks payable to "The Outreach Program" with EndHungerNE in the memo line can be mailed to Matthew Martin, 93 Whiffletree Lane, Marshfield, MA 02050.

If you are placing an order to be picked up by a specific pantry or organization, please email [matthew@outreachprogram.org](mailto:matthew@outreachprogram.org) **to let me know you made the donation and we'll organize the pickup.** If you are making a general donation not tied to an event, we will direct the meals to the next organization on our backorder list.

If you happen to be at an event, you can donate cash or do any of the above (credit card swipe, Venmo, or check) at the event!

When is the deadline for donations? Paperwork is due one month before your event, along with 65% of your payment (the remaining 35% is due 10 days prior). Most groups pay in full one month prior. For a meal order not associated with a specific event, it just needs to be paid before you pick it up. If you need an invoice to request a check for payment from your organization, please send me an email to that regard and I will send you one.

### Volunteer.

We need hands to put the meals together. The average person can package a box (216 meals) an hour when working in conjunction with an 8-10 person team at each workstation.

Can I just volunteer? Over 200,000 volunteer hours have been responsible for packaging meals for the food insecure in our local neighborhoods since 2011. **We couldn't do what we do without you!** If you are looking to volunteer at an event in your local community, I can connect you with a coordinator(s) in your area. If you would like to pack meals at the Pembroke, MA warehouse, you can sign up here: <https://www.endhungerne.org/#volunteer>

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Whenever we get \$3,200 in donations/orders, we book another two-hour shift for 20 volunteers so please check the link above regularly.

If you would like to skip the paperwork and have the volunteers for your event come to the warehouse, please let me know the date(s) and I will add your group to the signupgenius. You can pick the time frame for as many hours as you can fund for up to 90 volunteers at a time.

What do volunteers do? Assembly line workstations are set up that require teams of 8-10 people to perform repetitive tasks for typically 2 hours duration. Meals are created using bulk food ingredients **and are formulated in collaboration with The Iowa State University's** Department of Food Science and Human Nutrition.

How old do I have to be? Although there are no age restrictions, volunteers must be capable of standing on their feet and performing manual, repetitive tasks for two hours. We frequently have 5, 6, and 7 year olds (with parents) and have had 88 year olds helping feed those in need in the community.

How many volunteers do you need? Volunteer hours needed are determined by the amount of money raised. Every \$80 funds one hour of packaging for one person. 8-10 people on one assembly line can package 2,160 meals in one hour. Based on the length of your event and the **number of meals you'll be packaging, we arrange for the correct number of lines** and product. At either end of the event, 6-12 people are needed for 60-90 minutes of unloading & set-up and another 6-12 are needed for 30-60 minutes of clean-up.

What if I hold my event at the Pembroke, MA warehouse? We have 10 lines permanently set up at the warehouse, so there is no set up required. Clean up happens during the last 15 minutes of your event. We can package up to 21,600 meals per hour.

Can my group participate? YES! One of the things that we have learned is that NEIGHBORS LOVE TO HELP NEIGHBORS IN NEED. **To date, we've partnered with 2,951 groups...93 different kinds!** Religious organizations, service clubs, schools and colleges, for profit and non-profit **businesses, Scouts, etc. It is more than likely that your "type" of organization has already** partnered with End Hunger New England. These are our Top Ten groups to date:

- Lutherans (687)
- Schools (427)
- Rotarians (348)
- Businesses (302)
- Lions Clubs (106)
- Congregationalists (102)
- United Methodists (99)
- Kiwanians (90)
- Non-profits (79)
- Non-denominational/Interfaith groups (72)

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### Receive.

Once funded and packaged, the meals are given—free of charge—to regional food banks, local pantries, homeless shelters, and school backpack programs of YOUR choice. Or if you prefer, we will direct the meals to the next organization on our backorder list.

How do I receive meals for my pantry, shelter, or school?

The organizations feeding hungry people receive meals for free! Each funding group decides where their meals go. Most local pantries will pick the meals up, at no cost to you (although some short-staffed organizations may ask you to deliver).

If you would like to donate meals to organizations in your local county but you do not have contact information, upon request, I will provide you with the email addresses for your county and you can make arrangements directly. Prior to your event, please email them and ask for orders, keeping in mind that you can do one kind for every 10,000 meals you package (unless you are just ordering them and we are packaging them for you). The more feedback regarding which kind(s) of meals your local pantries would like to receive, the better you can plan which **kind(s) of meals you'll be packaging. To guarantee that we have those meals in stock, please** email me the paperwork at least a month prior to your mobile event. Please email me the week prior to let me know which pantries in which towns are getting the meals. Also, if you are directing the meals to pantries of your choosing, please send me the email addresses of your food pantry contacts, so that I can share them with each group that packages meals in your county in the future.

How nutritious are meals and what is the shelf life? Each package provides six nutritionally complete servings. Our team at The Outreach Program, in association with internationally recognized nutritionists and the Food Science Department at Iowa State University, developed a food formula comprised of:

1. either rice, pasta, or oatmeal
2. fortified soy and/or pinto bean protein
3. flavoring (like vegetables, raisins, or apples)
4. an essential vitamins and minerals pack (seasoning, cinnamon, tomato basil red sauce, or cheese, milk, and butter)

Our food:

Tastes great because we use all-natural ingredients.

Is Protein Rich: Each package contains 6-12 grams of protein.

Includes Real Fruits and Vegetables in most meal packs.

Vitamin and mineral fortified: Each serving contains 21 essential vitamins and minerals.

One package provides six, one-cup servings.

Simple to Prepare: Written and pictorial instructions on each package – just add boiling water.

Long shelf life of 12-24 months, depending on meal type. Expiration date and lot numbers are on each bag. We track all the meals from the field to the client.

Are meals peanut and tree nut free? Yes.

How many meals are in a box? How much does it weigh? What are the dimensions? There are 36 six serving bags per box = 216 meals. Each box weighs between 22-32 pounds and is 14.5 x 10.5 x 12.5 inches in dimension.

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### Promote.

Everything we do is grassroots, word of mouth – and we need your help to spread the word. Please like, comment, and share our Facebook and Instagram posts and tell others about our promo video and websites.

End Hunger New England (“EHNE”) website <https://www.endhungerne.org>

EHNE Instagram <https://www.instagram.com/EndHungerNE>

EHNE Facebook <https://www.facebook.com/EndHungerNE>

Promo Video <https://www.youtube.com/watch?v=oj5e0nkHEqQ>

Outreach, Inc. national website <https://outreachprogram.org>

Where do we get the statistics of 1 in 5 American children being hungry and those specific to our state and individual counties?

<https://map.feedingamerica.org>

Comparatively, 1 in 10 people on the planet is hungry.

2019 saw the lowest food insecurity in 20 years. The peak had been 8.5 years earlier (**that’s why** we started packaging domestic meals), but we had driven hunger down below 1999 levels. For New England, it means:

2011: 2 million hungry

2019: 1.4 million

2020: 2.1 million

2023: 1.3 million

2025: 1.7 million

Inflation is now causing hunger numbers to rise. 1 in 3 MA residents will be hungry at some point this year!

Feeding America food bank service areas break New England into 8 chunks: Western MA, Central MA, Eastern MA, and then one per state for the rest of the region.

If you look at where hungry New Englanders live by percentage, here is the breakdown:

MA: 42% CT: 28% ME: 11% NH: 8% RI: 7% VT: 4%

62% of our meals are packaged for MA pantries (meals end up in the same area where the funding comes from). By comparison, 13% are for CT, 10% are for NH, 7% are for RI, 6% are for ME, and 2% are for VT.

**Lastly...**You can email me and I will provide you with any/all of the following:

Potential partners in your county

Mobile events coming up in your area

Our domestic meals menu and pictures of the front and back of all the bags

Assembly line set-up and duties

Nutritional comparisons to the leading brands

Recipe books

Stats that will blow your mind

### **End Hunger New England/Outreach, Inc. Basic Information and FAQs**

When you email your contract, please note if you will have one pallet available for every 10,000 meals (or an extra table to lay down on the floor as a pallet)? If you cannot provide, I will bring pallets along in the cargo van (but limiting space for equipment and product).

If you are doing 20,000+ meals at a mobile event, you can choose one kind for every 10,000 meals.

If you are running an event at the warehouse or placing an order to be picked up at the warehouse, we can produce any/all meal type. Each box contains 36 six-serving bags of the same kind. To be clear, if you do 10,000 meals at a mobile event, it will be 46 boxes of all one kind. If, on the other hand, you order 10,000 meals to be picked up, it could be composed of any/all kinds (however, there are no mixed boxes, so all 36 bags in each box are all the same kind of meal).



Event Name:

Date of Event:

Requested Delivery Date:

Outreach Location:

**Congratulations**, and thank you for hosting a meal packaging event. Your efforts will undoubtedly make a significant impact on both your community and the world at large. We are thrilled for you and your team. Please take a moment to review the details of this agreement, which outlines all the terms and conditions pertinent to your event, the items you have selected for packaging, and general event information.

We thank you further for joining The Outreach Program, which serves vulnerable communities worldwide. The Program's mission is to provide safe water, food, medical care, and education to children and those in need at home and abroad. Together, we are making a life-changing impact on current and future generations.

**This agreement to sponsor a packaging event is made by and between The Outreach Program and:**

**Sponsoring Organization:**

**Organization Address:**

## TERMS AND CONDITIONS

**The Outreach Program Services:** Subject to the terms and conditions of this Agreement, The Outreach Program agrees to provide the Sponsor with the following:

- Meal Ingredients and Packaging Supplies Meal packaging equipment (funnels, stands, scales, tubs, cups, and sealers)
- Event facilitator and support during the event, unless otherwise noted and agreed upon
- Support in advance of the event to train volunteers and community leaders on hunger facts
- Examples of fliers and news releases to assist in the promotion

**Sponsor Services:** Subject to the terms and conditions of this agreement, the Sponsor agrees to provide The Outreach Program with the following:

- Agreed upon donation amount in full, on or before the event date, to cover the cost of ingredients, packaging materials, staffing if requested, and transportation.
- A secure and qualified event site, including tables and access to the electricity needed for packaging equipment
- Volunteers
- Unloading the truck when the ingredients and supplies are delivered to the event site
- Setting up meal packaging equipment according to the agreed-upon setup schedule
- Re-supplying packaging lines with ingredients and supplies (must be able to lift 50 lbs. multiple times)
- Loading the truck at the end of the event, including all finished meal boxes, materials, and equipment
- Clean up the event site following the meal packaging event
- Event promotion throughout the community, including flyers, posters, social media, and news releases Coordination and distribution of finished meals



# EVENT SPONSOR AGREEMENT

**Payment and Terms:** The Sponsor agrees to pay The Outreach Program the sum of \_\_\_\_\_ ( **this should include your per meal rate and any shipping and staffing rate; itemized rates are show below**), If you have any questions about these additional fees please reach out to your Outreach Representative. Please keep in mind that shipping rates may be estimated and could change. These funds are necessary for the purchase of ingredients, packaging materials, and transportation costs. Funds are due to The Outreach Program before or at the event unless mutually agreed upon by both parties and noted in "other agreements" later in this document. Any excess funding raised will either go towards the Sponsors' next event or be designated as a donation to The Outreach Program.

**Photography and Publicity Release:** The sponsor agrees to allow The Outreach Program to photograph the event and to use all such photographs for educational and marketing purposes. The sponsor's name may be used without prior approval. For individuals under the age of 18, the sponsor agrees to obtain signed media permission from a parent or guardian before the event when the parent or guardian will not be at the event with the minor to give permission. Press and Media: The sponsor agrees to promote meal packaging events and The Outreach Program through local media sources. The sponsor will use press release templates and press materials and include information about The Outreach Program in all event communications. Following the event, the Sponsor will provide The Outreach Program with a copy of any media promotion by mail or email. All press inquiries should be sent to info@outreachprogram.org.

**General Provisions:** Each Party agrees to hold the other party, its directors, officers, and employees, harmless from any actions, claims, losses, damages, liabilities, and expenses, including legal fees, insurance costs, or claims arising from the indemnifying party's negligent or intentional acts or omissions. This agreement contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement, whether oral or written. This agreement shall be governed by the laws of the State of Iowa, which shall have exclusive jurisdiction over all disputes related to this Agreement.

**Attorney Fees:** In any legal proceeding, lawsuit, arbitration, or action ("Action") to enforce or construe this Agreement for any provisions hereof, or to recover damages on account of breach hereof, the prevailing party shall be entitled to recover from the non-prevailing party attorney's fees incurred by the prevailing party. Without limiting the foregoing, the term Action includes an action or claim brought in bankruptcy court, post-judgment proceedings, or appeals.

**Please read and understand this agreement, as it is a legal and binding contract. On behalf of children and those in need across the country and around the world who are served because of your commitment to sponsoring a packaging event, please accept our deepest thanks.**

**Event Sponsor Name**

**Outreach Representative Name**

\_\_\_\_\_

\_\_\_\_\_

**Full Name**

**Full Name**

**Title**

**Title**

**Signature and Date**

**Signature and Date**



# EVENT SPONSOR AGREEMENT

## **CONTACT INFORMATION**

**PLEASE REVIEW** the event contact information below to ensure smooth communication throughout your event.

### **Outreach Program Primary Contact**

Name:

Phone:

Email:

### **Outreach Program Alternate Contact**

Name:

Phone:

Email:

### **Sponsor Primary Contact**

Name:

Phone:

Email:

### **Sponsor Alternate Contact**

Name:

Phone:

Email:

### **Billing Contact**

Name:

Phone:

Email:

### **Delivery Contact**

Name:

Phone:

Email:



# EVENT SPONSOR AGREEMENT

## EVENT GOALS

- Number of Volunteers:
- Number of Table Leaders:
- Number of Shifts:
- Number of Hours Anticipated for Meal Pack:

## GENERAL EVENT INFORMATION

- Event Name:
- Event Name for Group Boxes:
- Billing Address:

## DELIVERY INFORMATION

- Delivery Location BLDG::
- Delivery Address:
- Delivery Method:
- Event Location Address:

Meal Choice

**New Event**  
**New Location**

# SITE QUALIFICATION CHECKLIST



Number of hours you anticipate for packaging for your meals

Number of volunteers you expect for your event

Number of Table Leaders for your event

-you should have one per line

Training Date  
Online  
In-person

## Please Review Each Section Carefully

Thanks for helping us plan your upcoming Outreach Program meal packaging event! The following checklist is an important step to ensure that your location meets Health & Safety requirements for packaging food, to make sure that your volunteers have a great experience. Please complete all four sections, and include any recommended improvements that might need to be addressed ahead of your event date. Contact your Event Coordinator/Regional Manager with any questions or changes. Final approval must be submitted in writing 30 days before an event.

Lift-gate Needed?

Inside Delivery Needed?

<b>LOCATION</b>	<b>LOGISTICS</b>
Is the building exterior well-lit? <b>Yes</b> <b>No</b>	Does building have a loading dock? <b>Yes</b> <b>No</b>
Address is easily visible? <b>Yes</b> <b>No</b>	Overhead door? <b>Yes</b> <b>No</b>
Handicap parking available? <b>Yes</b> <b>No</b>	Forklift? <b>Yes</b> <b>No</b>
Is there enough parking for the number of volunteers expected? <b>Yes</b> <b>No</b>	Pallet jack? <b>Yes</b> <b>No</b>
Are the parking lot and sidewalks both easy to navigate? <b>Yes</b> <b>No</b>	Are there steps into the building? <b>Yes</b> <b>No</b>
	Ramp that is at least 4 feet wide? <b>Yes</b> <b>No</b>
	Is the packaging area upstairs? <b>Yes</b> <b>No</b>
	Is there an elevator accessible? <b>Yes</b> <b>No</b>
	Is there only one main entrance into packaging area? <b>Yes</b> <b>No</b>
	Is packaging area free of obstructions? (pillars, columns, etc.)? (show on sketch) <b>Yes</b> <b>No</b>
	Is there enough space to stage ingredients before packaging? <b>Yes</b> <b>No</b>
	Is there space to store finished meals until they can be loaded? <b>Yes</b> <b>No</b>
	Is there room to leave at least 6 feet in between equipment tables? <b>Yes</b> <b>No</b>
<b>DEMOGRAPHICS</b>	
What is the general age range of your volunteers?	
<b>Under 12      Teens      Adults      Seniors</b>	
If you have a group of youth volunteers, will you have at least 1 adult for every 10 youth volunteers to assist and supervise them? <b>Yes</b> <b>No</b>	
Will volunteers need step stools? <b>Yes</b> <b>No</b>	
We recommend that your volunteers are able to lift/carry 50 lbs throughout the event. Will you have enough heavy lifters? <b>Yes</b> <b>No</b>	

## FACILITIES & PACKAGING AREA

In what type of building will this event happen?

Church       School       Office Building  
 Convention Center       Community Center  
 Other \_\_\_\_\_

Is the packaging area well-lit?      **Yes**      **No**

Do all light fixtures have guards?      **Yes**      **No**

Is there climate/humidity control?      **Yes**      **No**

Pest control program in place?      **Yes**      **No**

Adequate hand-washing stations?      **Yes**      **No**

Adequate restrooms?      **Yes**      **No**

Is there a PA or sound system ?      **Yes**      **No**

Type of flooring in packaging area?      \_\_\_\_\_

Is flooring safe and secure?      **Yes**      **No**

Is flooring permanent?      **Yes**      **No**

Are we able to use a pallet jack  
on the floor?      **Yes**      **No**

Dimensions of packaging room?      \_\_\_\_\_

Sketch of room Attached?      **Yes**      **No**

Is there an indoor space for any  
volunteers waiting to package ?      **Yes**      **No**

Are all electrical outlets working?      **Yes**      **No**

How many outlets are in the room  
planned for meal packaging?  
(show on sketch)      \_\_\_\_\_

Is there at least one 120V circuit  
for every 6 sealers planned?      **Yes**      **No**

Is packaging area shielded from  
outdoor elements (i.e. bugs, rain)?      **Yes**      **No**

If the packaging room has double  
doors, is center post removable?      **Yes**      **No**  
N/A

Are cleaning supplies (brooms,  
mops, garbage cans) available?      **Yes**      **No**

Is facility cleaned before an event?      **Yes**      **No**

For multiple-day events, is there  
regular cleaning protocol?      **Yes**      **No**

If so, are non-hazardous (food safe)  
cleaning supplies used?      **Yes**      **No**

Will you have volunteers available  
to help clean up after event?      **Yes**      **No**

Each Event will be sent equipment for packaging meals for production lines dependent on meal type chosen. In addition, your event will be sent disposables by volunteer and line count entered on this agreement. Disposables items are as follows: Aprons, Hairnets, Beard-nets, gloves, sanitizing hand-wipes, ingredient tub-liners, plastic table liners, floor tape, packing/box tape, and stretch wrap. It is important that line count, meal type and meal amounts along with volunteer counts are entered accurately. If you have any questions, please reach out to your Outreach Program Coordinator.

**Do you have any special requests for your event or for delivery?**

**Delivery/Shipping-**All incoming materials must be inspected for damage. If Damage occurs damage must be noted on bill of lading and initialed by driver. Take photos of any damage for future claims. Claims from damage or any loss during shipment and transport are sponsors responsibility.

**Note:** This agreement represents a plan made by The Outreach Program based on the above information. Final numbers must be received in writing via letter, or email at least 30 days in advance of an event

***By signing this form, you verify that all the answers and information provided is accurate.***

**Event Host Signature:**

**Title:**

**Date:**



**THE OUTREACH PROGRAM**

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