

Staging	Equips volunteers with apron, hair net and assembles volunteers into station groups of 10 people.
Station Escort	Greet volunteers, escort groups from the staging area to a food packaging station.
Table Leader	Responsible for the production of the packets at one or two tables. This includes explaining to the volunteers how to do each job at the station and ensuring the job is performed correctly. This role is considered to be a key volunteer and will need to be willing to stay for the duration of the event.
Station Floater (Outreach Staff)	Assist the station coordinators in the execution of their responsibilities including quality control and brief relief periods for the Table Leaders.

HEAVY LIFTERS (Must be able to lift 50 lbs.)

Refill Station	Unload product; open bags, fill totes and remove bags to trash cans.
Runners	Supplies product in totes to the stations.
Loaders	Collect boxed meals, load pallets with boxed meals, load pallets into trucks.

RESOURCE REQUIREMENTS BY EVENT SIZE

LOCATION	RESOURCE	50,000	100,000	285,120	500,000	1,000,000
		MEALS	MEALS	MEALS	MEALS	MEALS
n/a	Approx min. # of volunteers	360	720	1728	3360	6720
Front	Greeters and Registration	2	4	4	8	8
Front	Staging	2	2	2	4	6
Front	Scheduler	1	1	1	2	2
Floor	Station Escort	2	2	2	4	4
Floor	Station Coordinators	7	7	12	25	25
Floor	Station Floaters (Outreach Staff)	2	2	2	4	6
Back	Refill Station	4	4	5	10	10
Back	Runners	4	4	8	10	12
Back	Loaders	4	4	8	10	10
Floor	Key Volunteer	4	8	10	15	20

10 people around 1 station can pack 1,600 meals in 1 hour as a general rule. Event requirements can be tailored by Outreach Event Coordinator to appropriately address each unique event situation.

*# of volunteers may vary depending on shift length or # of tables you are able to accommodate.

LIST OF COMMITTEES

Facility Committee - Building, sound system, set up, recycling (much of the initial packaging can be recycled).

Volunteer Event Staffing Committee – Responsible for recruiting volunteers.

Volunteer Coordination Committee (adult) – Overseeing on-line registration of volunteers.

Volunteer Coordination Committee (student) – Personal liaison to schools.

City Liaison – This person coordinates all requests to the city for waiver of fees, services, etc. to facilitate the event.

Publicity Committee – Coordinates all print and radio media.

Financial Committee – Responsible for monitoring donations and funds sent to Outreach.

Fundraising Committee – Coordinates all efforts within churches, 4-H, schools, businesses, etc.

