

VOLUNTEER PACKET

CHANGE TODAY CHANGE
TOMORROW PRESENTS

#FeedTheWest

CASHAPP/VENMO

\$ChangeTodayChangeTmw

Put #FeedTheWest in the memo.



CHANGE TODAY
Change Tomorrow
CHANGE-TODAY.ORG

#FEEDTHEWEST

VOLUNTEER WELCOME PACKET

THIS PACKET INCLUDES:

- VOLUNTEERING & SITE LOCATIONS
- ROLES & RESPONSIBILITIES
- GROCERY NEED LIST
- DELIVERY TEAM SCRIPT
- BEST PRACTICES

**WE ARE EXCITED TO WORK WITH YOU! THIS IS
A TEMPORARY EMERGENCY PROJECT TO
SUPPORT FOOD JUSTICE IN THE WEST END.**

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If you would like to volunteer, then please sign-up here:

<https://change-today.org/volunteer/>

If you would like to drop off donations, then please confirm which site location is actively running that day by checking the:

Instagram account (@changetodaychangetomorrow) or the

Facebook page for Change Today, Change Tomorrow

(<https://www.facebook.com/ChangeTodayChangeTomorrow>).

The site locations are listed below.

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- Roots 101 African American Museum - 819 West Main St
- St. George's Episcopal Church - 1201 South 26th St
- Parkland Boys and Girls Club - 3200 Greenwood Avenue
- Greater Friendship Baptist Church - 2325 Osage Avenue
- Parkland Neighborhood Foodmart - 1213 South 28th St
- Inner Spring Yoga - 802 E. Market Street New Albany, IN
- The Merryweather - 1101 Lydia St

ROLES & RESPONSIBILITIES

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There are several ways you can assist -- Please select from below.

- **Monetary Donations:** Please send via CASHAPP/VENMO to \$ChangeTodayChangeTmw and put "FeedTheWest" in the memo.
- **Food donations:** Confirm the drop off location, come in to the facility, identify yourself as donating food, and someone will help unload your vehicle. Food will be placed in marked designated areas. If you are unsure, please ask.
- **Sorting:** As donations come in, place all of the donations in a separate holding area. Within the holding area, donations are placed in their designated locations (labeled by placards). Once the donations have stopped coming in, take the new donations and add them to the designated assembly stations according to the item type.
- **Food Assembly:** Confirm the assembly location, and when entering the facility apply hand sanitizer and put on a mask. Begin by selecting a handled bag, go to each labeled station and put the appropriate number of items in each bag. Once the bag is full, place it in the staging area. If you are unsure, please ask.
- **Food Delivery:** Confirm the drop off location and let the director know you will be coming that day to deliver completed bags of groceries. When entering the facility, apply hand sanitizer and identify yourself as being a deliverer. Tell the director how many bags you can deliver. You will receive a card with a name, address, and telephone/cell phone number. Those cards are the locations where groceries will be dropped off. From the staging area, grab the designated number of bags and cases of water and pack them into your car.

SORTING TEAM

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AS GROCERY DONATIONS COME IN, DIRECT VOLUNTEERS TO THE CORRECT STATION & MAINTAIN CLEAN STATIONS THROUGHOUT THE DAY.

SECTIONS:

- BAGS/BOXES
- WATER/DRINKS
- SNACKS
- CANNED GOODS
- BOXED GOODS
- PRODUCE
- HYGEINE

****At each section, there will be placards to indicate where specific types of goods go at each station. i.e. at canned goods, beans will be placed together, at the hygiene section, deodorant will be placed together, etc.**

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ASSEMBLY BOX/BAG TEAM

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THE GOAL OF EACH BAG IS TO ENSURE THAT BOTH COMPLETE MEALS AND COMPLETE HYGIENE SETS CAN BE MADE FOR THE RECEIVER. WHEN FILLING THE BAGS, PLEASE ENSURE TO ADD A VARIETY OF EACH ITEM FROM EACH SECTION.

Each bag must include:

- 1 bag of mixed fresh fruit and vegetables
- 6 canned goods (2 veggies, 2 cans of beans, 2 soups)
- 1 loaf of bread/buns
- 1 can of tuna
- 1 bag of rice or pasta
- 2 individual servings of ramen noodles or macaroni and cheese
- 3-5 individual serving sizes of chips/crackers/cookies
- 3-5 individual serving sizes of oatmeal/granola bars/fruit snacks
- 1 bag of cereal
- 1 information flyer
- 1 bottle of body wash OR 2 large bars of soap
- 1 full size stick of deodorant
- 1 full size toothpaste
- 1 package of toothbrushes
- 1 box of tampons OR pads
- 1 packaged roll of toilet paper
- 1 lotion
- 1 shampoo and conditioner

*Complete Hygiene Set Example: soap, deodorant, toothbrush/tooth paste (NOT 3 bars of soap)

ITEMS TO BE DONATED

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**WE APPRECIATE YOUR DONATIONS! BELOW IS A LIST OF REQUESTED ITEMS.
IF YOU HAVE SOMETHING ELSE YOU CAN DONATE, PLEASE DO!**

FOOD:

- Fresh fruit (apples, oranges, bananas [preferably with some green coloring, NO bananas with brown spots])*
- Fresh vegetables (potatoes, onions, squash, zuchinin, tomatoes)
- Whole bags/packages of: rice, pasta, quinoa
- Canned goods: beans, vegetables (corn, carrots, potatoes, peas, green beans, etc), soup, fruit, tuna, chicken
- Cartons of eggs
- Cases of water
- Oatmeal (individual servings), cereal, granola bars
- Loaves of bread or buns (expiration date ≥ 3 days)*

CLEANING:

- Dish soap
- Dish washing sponges
- Individually wrapped toilet paper
- Individually wrapped paper towels
- Hand sanitizer

HYGIENE:

- Bars of soap
- Body wash
- Lotion
- Deodorant
- Tooth brushes
- Tooth paste
- Shampoo/conditioner
- Tampons or pads

BAGS/CONTAINERS:

- Reusable full size grocery bags* (bags smaller than grocery size are not large enough to provide enough food)
- Full size paper grocery bags (if possible, with handles)
- No plastic grocery bags
- Borrowed or donated coolers (permanent or temporary styrofoam)

DELIVERY CALL/TEXT SCRIPT

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1. Once you pick up the delivery, text/call to let the receiver know your ETA
2. Text the dispatch number (530-727-8835) to confirm the delivery name and address once completed
3. Post on social media and tag #FeedTheWest (optional)

TEXT: Hello, my name is _____ and I am delivering free groceries from #FeedTheWest. Shauntrice put you on this list. I will arrive at ____ pm to drop off your food at the door. Due to COVID-19 we cannot come in close contact. I will wear a mask when I drop off food. If you have any issues, please text Shauntrice: 530-727-8835 with your name so we can help. Thank you!

BEST PRACTICES

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- **Do NOT take photos of people we deliver to and do not ask them to be in a photo.** If they ask you first, that's fine, but we are not doing this for the gram. We're doing it for the people.
- If you feel sick, **STAY HOME.** Please don't put folks at risk.
- **Wear a mask and bring hand sanitizer**--if you do not have either just let us know. We can provide assistance with advanced notice.
- Please do not send food that is **expired or will expire** in the next couple of days.
- If donating reusable bags, please **do not use bags that have pet hair** on them **OR** were **previously used for pet products** because groceries will be used in these bags.
- **Full size items** are preferred over travel sized items (i.e. hygiene).
- **Delivering food is paramount to this project. If you sign up to deliver food, please keep that assigned role upon arrival so as not to prevent someone from receiving food that day.**
- **For the health and safety of you AND the those receiving the groceries, if you are involved in protests or in places with large gatherings, then you are not allowed to physically volunteer (pack grocery bags and/or deliver) until after a 14 day/2 week quarantine.**