



# Hope Pack Ministry

2024 – 2025

Coordinator – Ann Edwards Cell # (309) 830-4483

Assistant – Lorri Neeley Cell # (630) 222-1607

## Preparation Team

(Note: lifting and moving boxes is required)

### Assembly Day Arrival

- Enter through the main lobby doors at Midwest Food Bank (MWFB) by 4:30 pm. If the doors are locked, text Coordinator or Assistant Coordinator to be let into the building. Generally, Coordinator or Assistant Coordinator will be present. If not, prior arrangements will be made with Prep Team volunteer(s) for building entry and set up details.

**Set Up** - in the warehouse area where FAITH food pallets and gray storage bins are located:

- 2 long white tables (end to end)
- A garbage can to collect non-cardboard waste
- A very large cardboard box or grocery cart to collect broken-down boxes
- 2 grocery carts with empty banana boxes to hold Hope Packs (HPs) for one week
- Save several sturdy cardboard boxes for the Assembly Team to secure any leftover single items
- On top of the food pallets will be two sheets of paper, one for Parkside Junior high and one for Normal West High School. The “Number of Students” and “Weeks Supply” is listed (most of the time it is 4 weeks but occasionally 3 weeks). The sheets also list food items on the pallets and the number of each item to go into each HP (“Per Week Allocation”).
  - Determine the total number of HPs needed: add the 2 schools’ “Number of Students” and multiply by the “Weeks Supply”, then add 4 extra.
  - Write the name and number of each item to be placed in each HP on provided pieces of paper. Put these papers in front of the corresponding items on tables. (*example: pasta-1; granola bars-2*)

### Food Table Organization

- Count out the total number of HPs needed and place the bags at the beginning of the food table
- Stack a supply of canned goods, by kind, next
- Stack a supply of each kind of remaining items on the tables, generally from heaviest to lightest
- Check each FAITH gray bin and packing taped cardboard box for leftover items from previous assembly and supplemental items provided by FAITH. Stack all leftover and supplemental items near the end of the 2<sup>nd</sup> table. The extra items to be placed in each HP may vary.
- Leave a little space at the end of the 2<sup>nd</sup> table for notes that will be written by the Assembly Team
- Stack additional boxes of corresponding items under the white tables for the Assembly Team to open and refill table top items throughout assembly, as needed. Some items can be refilled directly from pallets

The Assembly Team will arrive by 6:00 pm to pray, write notes, assemble the HPs, and clean up.



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## Assembly Team

### Assembly Day Arrival

- Enter through the main lobby doors at Midwest Food Bank (MWFB) by 6:00 pm.
- If you do not have a MWFB Volunteer Agreement waiver on file with FAITH, complete one and give it to the Assembly Team leader. No other check in is necessary.
- Gather in the Conference room to the right of the kitchen area.
  - The Assembly Team leader will share announcements and reminders.
  - As a group pray for the children who will receive Hope Packs (HP) and other requests.
  - As a group write notes of encouragement to be placed in HPs. Examples are provided.

### Hope Pack Assembly

- Choose 1-2 people to open additional boxes, refill the stacks of items on the tables, and break down cardboard boxes throughout the packing process.
- Choose 1 person to load assembled HPs into the provided banana boxes and FAITH gray bins.
  - The loader will put 6-7 HPs in each banana box (no lids) in the shopping carts for one week.
  - Once the total number of HPs for the first week are put into banana boxes, the loader will put the remaining weeks of assembled HPs in FAITH gray bins so that items aren't crushed (14-17 per bin).
- The rest of the Assembly Team should:
  - Take a drawstring bag, walk food tables, and pack the appropriate number of each item into each bag.
  - Place one handwritten note in each bag.
  - Hand off the assembled HP to the loader.

### Clean Up

- Stack any remaining sealed boxes of items on one pallet. Any single items must be placed into sturdy cardboard boxes secured with packing tape or into a FAITH gray bin.
- Take flattened cardboard to the platform in the loading area to be recycled (by the break area south/east wall).
- Take plastic and other non-cardboard waste to the dumpster outside of the loading area (southeast door) Be sure two people do this, so as to not get locked out!
- Replace the garbage can bag (in gray cabinets by loading zone #7)
- Place the 2 shopping carts of HPs packed into banana boxes in lobby along north wall near the light switches.
- **NOTE:** Usually, another volunteer group will lock up. If there is no other group, the Assembly Team must turn off lobby lights (by flag poles) and lock main lobby door. Generally, Coordinator or Assistant Coordinator will be present. If not, prior arrangements for lock up will be made with Assembly Team.



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## **Delivery Team**

**(Note: lifting and moving boxes is required)**

**Delivery Day (THURSDAY) Hope Packs must be delivered between 9am – 11am.**

- Enter through the main lobby doors of Midwest Food Bank (MWFB) on Thursday morning.
- Boxes of Hope Packs will be ready in shopping carts parked near the light switches in the lobby.
- Drop off the designated number of Hope Packs to the office at Parkside Junior High.
  - Enter through the main doors. Let the office staff know you are from Faith Lutheran with Hope Packs to drop off. The staff will direct you.
- Drop off the designated number of Hope Packs to the office at Normal West High School.
  - Enter through the main doors. Let the office staff know you are from Faith Lutheran with Hope Packs to drop off. The staff will direct you.
- After delivery to both schools, send confirmation text to Ann Edwards (309-830-4483) saying “delivered”.