

# Rise

**AGAINST HUNGER**

**EXPERIENCE**

## PREPARATION GUIDE



### CONTENTS

Event preparation tips

Pre-event checklist

Food safety guidelines

Assembly line flow chart

Room layouts

# Event Preparation Tips

*Our*

meal packaging process engages volunteers to combine rice, soy, dehydrated vegetables and a packet of 18 essential vitamins and minerals into small meal packages. These meal packages are shipped around the world to support school feeding programs and crisis relief. The food stores easily, transports quickly and has a shelf-life of two years. Your impact starts with a meal, and leads to self-sufficiency, sustainability and brighter futures!

## Ready to host your own event?

### WHAT YOU'LL NEED

Three things you'll need to host your own event.

- 1. Volunteers.** Each volunteer can package between 125 and 150 meals per hour. We will visit with you about the size of your group to recommend a meal goal, as well as to discuss the timing of your event. We also request a small team of volunteers for setup and clean-up help.
- 2. Donation.** Our meal events, the distribution, monitoring and evaluation of the impact are all supported by a donation from your group. A representative from your nearest Rise Against Hunger location can further discuss donation and event goals that best fit your group's needs.
- 3. Space.** Approximately 15-20 sq. ft. per volunteer is needed and must be indoors. We require our hosts to provide rectangular tables (amount and size of tables based on how many volunteers are participating).



# Event Preparation Tips

## Getting started

### MEAL PACKAGING EVENT PROPOSAL

To begin the planning process for your event, we'll need all the relevant information on our event host interest form. We will overview this in an introductory phone call with you.

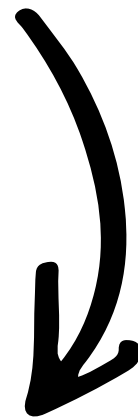
During the phone call, we'll review your information, ask any relevant questions and schedule your event.

After your event is scheduled and the details are finalized, your local Rise Against Hunger representative will send you a Statement of Work to be signed by both parties. The completion of this form will confirm your event and allow us to set up your registration and fundraising site.



### PROMOTING YOUR EVENT

Please visit our [Multimedia Toolkit](#) for resources including photos, videos, logos and printer-friendly posters to help you spread the word about your upcoming event.



## What to expect on the day of your event

On the day of your event, you can expect a truck to arrive at the designated set-up time (typically 1-2 hours before start) with a Rise Against Hunger staff person as a facilitator.

Additional details of your event including set-up, table layout, and day-of event logistics will be discussed with your Rise Against Hunger event coordinator.



# Pre-Event Checklist

---

We hope you're excited as we are for your upcoming event! Here's a handy checklist to reference as you prepare the event space and organize your volunteer group:

- Gather brooms and dustpans
- Ensure trash receptacles are handy
- Set up tables. Rectangular tables work best, 6 or 8. You'll need, on average, 1 table for every 5 volunteers expected at the event.
- Designate two extra tables as a space where people can go to learn more about Rise Against Hunger.
- Set out your printed volunteer registration sheets. This will be emailed before your event with your online registration link.
- Assemble a welcome/registration team. Your Rise Against Hunger event facilitator will provide further instructions for this team.
- Identify and confirm a setup and clean-up team. We'll need 6-8 volunteers for every 100 people expected. Please ensure that half of the group can lift 50 lbs.
- Clear a path from the truck. Is there a clear pathway from the truck to the packaging space? Avoid steps, door dividers and other obstacles.
- Meet the truck. Please designate a volunteer to meet the Rise Against Hunger truck, or clearly reserve a parking spot using traffic cones. Check with your facilitator about any height restrictions that could impact truck parking.
- Ingredients will be moved into the packaging room and meal packaging stations will be set up for your Rise Against Hunger experience.

## All set? Here are a few additional items that will make your event even better:

- Adjust the room temperature. It's a good idea to lower the temperature in the room before volunteers arrive to prevent them from overheating during the event.
- Set up an AV system, if available. This will enable your event facilitator to show the [Rise Against Hunger mission video](#), [meal packaging instructional video](#) and a slideshow of images of our beneficiaries. Your facilitator will have these items on a USB drive, or they can be downloaded by your AV technician prior to the event off of our [Rise Against Hunger Vimeo Channel](#).
- Provide a water station for volunteers.
- Choose a safety volunteer. It is good practice to identify someone who can provide basic first aid or seek help if needed during the event.

*Thank you for joining our movement to end hunger!*

# Food Safety Instructions

## Guidance for food safety

With utmost concern for the health and nutrition status of our meal recipients, we prioritize food safety at our Rise Against Hunger Experience events. Here are the safety guidelines your facilitator will share with your group.

### **GUIDANCE**

- 1. Hairnets.** Everyone needs a hairnet, and a beard net if applicable! Hats can be worn over hairnets to make them more stylish!
- 2. Gloves.** Volunteers at filling stations and scales need gloves. If gloves get ripped, you touch other things while wearing them (like your phone), or if you take them off, make sure you grab a new pair.
- 3. Food-safe equipment.** Bins and bowls that currently have ingredients are clean and safe for food use. Please do not use any other equipment to hold ingredients. If you spill anything, please treat it as trash and do not reuse (even if it spills in a bin or tray).
- 4. Dirty dishes.** If you drop a utensil (mug, scoop, ladle) that touches food, find a facilitator to get a new one.
- 5. Jewelry and personal belongings.** All jewelry and personal belongings (water bottles, jackets, purses, etc.) must be stored away from the packaging space.
- 6. Illnesses or disabilities.** Lastly, if anyone is experiencing an illness or have a disability, please find a facilitator after presentation so they can determine where volunteers would be best suited to help today.



# Role Descriptions and Instructions



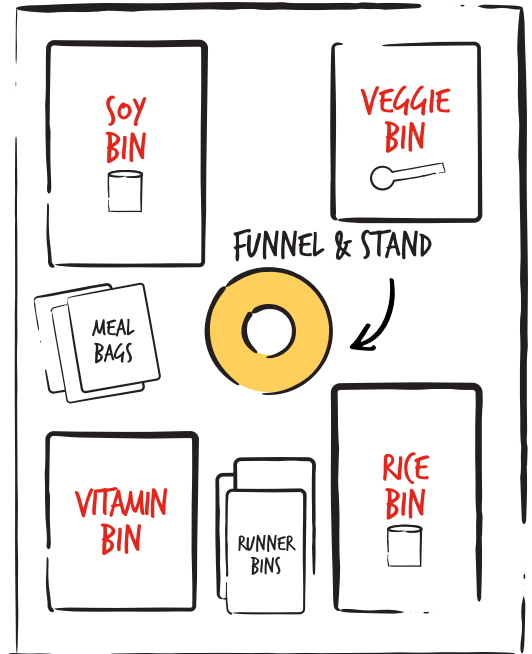
## Meal Assembly Team

### INSTRUCTIONS

Fill the meal bag in order listed below:

PERSON	TASK	AMOUNT / BAG
#1	<b>SEALED VITAMIN PACKET</b> <b>DO NOT OPEN THE VITAMIN PACKET</b>	1 packet
#2	Funnel Captain: Hold bag under funnel and put filled bags in runner box	
#3	<b>SOY PROTEIN</b>	1 level scoop
#4	<b>DEHYDRATED VEGETABLES</b>	1 level scoop
#5	<b>RICE MUST BE ADDED LAST!</b>	1 level scoop

### TABLE SET UP



**It is very important** that each person puts in the exact leveled amount of their meal component; this prevents Weighers from extra adjustments, increasing the line's productivity.



# Role Descriptions and Instructions

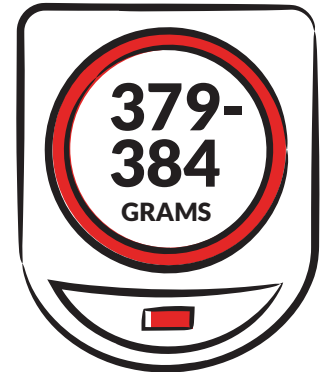


## Weight & Seal Team

### WEIGHER INSTRUCTIONS

Your responsibility is to weigh each bag of food, to make sure it weighs **379-384 grams**.

1. Place basket on scale, turn scale on, reset scale to read 0 grams with the white tray on top of the scale.
2. Place bag of food in basket. Weight must be between 379-384 grams.
3. Add or remove rice until the bag reaches a weight between 379-384 grams.
4. After the bag has been weighed accordingly, place it in the blue bin in front of a sealer.

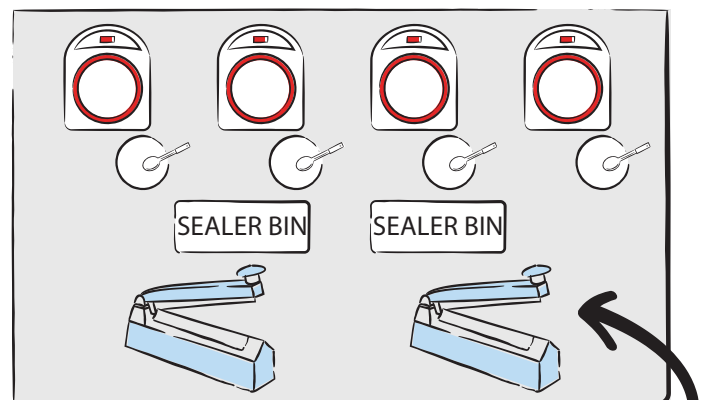


### SEALER INSTRUCTIONS

Your responsibility is to make sure the bag is air tight and sealed appropriately. **Please use caution when using the sealers, as they may get HOT!**

1. Hold corners of the bag to flatten and place flat end under the sealer.
2. Hold down on sealer lever for 3-5 seconds to ensure the bag is sealed.
3. There is a red light on the side of the sealer that will turn on and then off. When it turns off the sealer is done.
4. Check to make sure the bag is fully sealed.

### TABLE SET UP



SEALERS REQUIRE ELECTRICITY



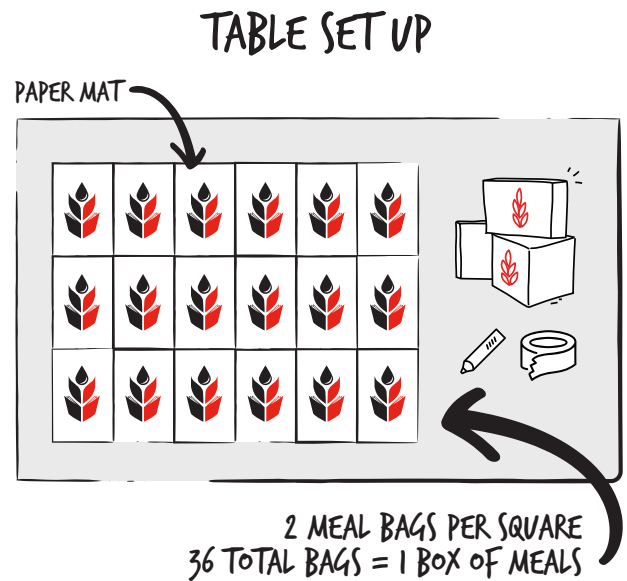
# Role Descriptions and Instructions

## Count & Box Team

### BOXING INSTRUCTIONS

The boxing station is where volunteers will count all the meal bags and pack them into boxes. They will also keep track of completed boxes.

1. Collect the boxes next to the sealers.
2. Place two sealed bags on each of the squares.
3. There are 18 squares, two on each will give you 36 bags.
4. Once each square is covered, grab an empty box and put all 36 bags in the box.
5. Tape the box shut.
6. Stack the boxes neatly into the stacks around the room.



## Runner & Sustainer Team

### RUNNER INSTRUCTIONS

Take the full clear bins of meals from the Meal Assembly Stations to the Weigh Stations. Retrieve the empty clear runner bins from the Weigh Stations and take them back to the Meal Assembly Station.

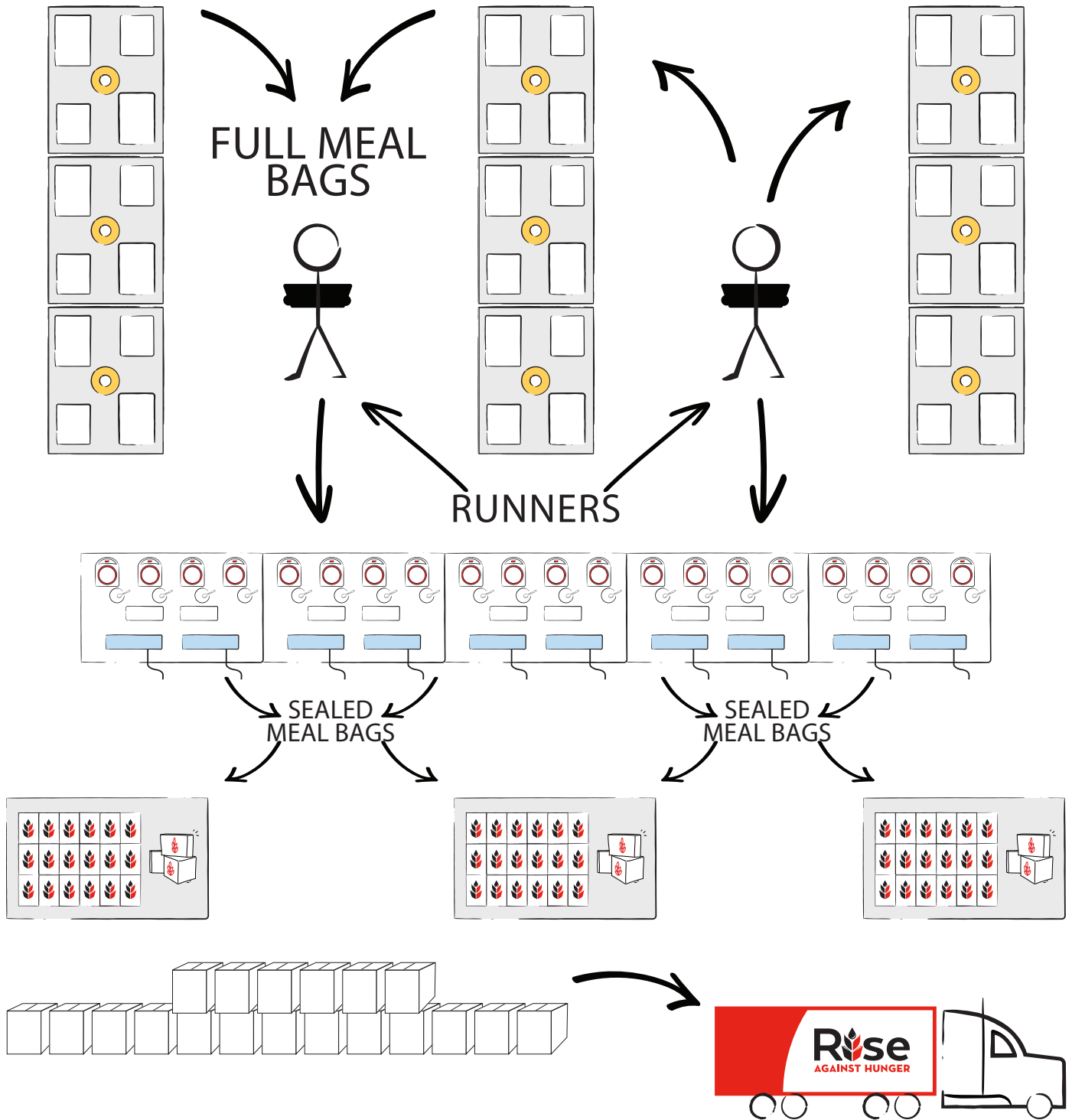
### SUSTAINER INSTRUCTIONS

Refill the rice, soy, veggies, and vitamins at the Meal Assembly Stations. PLEASE NOTE: must be able to lift 50 lbs through out the event.



# Assembly Line Flow Chart

## Overview



# Room Layouts

NUMBER OF VOLUNTEERS			
MEAL ASSEMBLY STATIONS	WEIGH & SEAL STATIONS	COUNT & BOXING STATION	RUNNERS & SUSTAINERS
16 TOTAL	12 TOTAL	6 TOTAL	6 TOTAL
40 TOTAL	24 TOTAL	9 TOTAL	7 TOTAL
—	—	—	—
5 PER STATION	3 PER STATION	—	—
60 TOTAL	36 TOTAL	12 TOTAL	12 TOTAL
—	—	—	—
5 PER STATION	18 PER STATION	3 PER STATION	—
100 TOTAL	60 TOTAL	21 TOTAL	19 TOTAL
—	—	—	—
5 PER STATION	3 PER STATION	—	—

BANQUET SIZE TABLE / 6' OR 8' LENGTH

WEIGH & SEAL STATION REQUIRES ACCESS TO ELECTRICITY

**40**  
TOTAL  
VOLUNTEERS

---

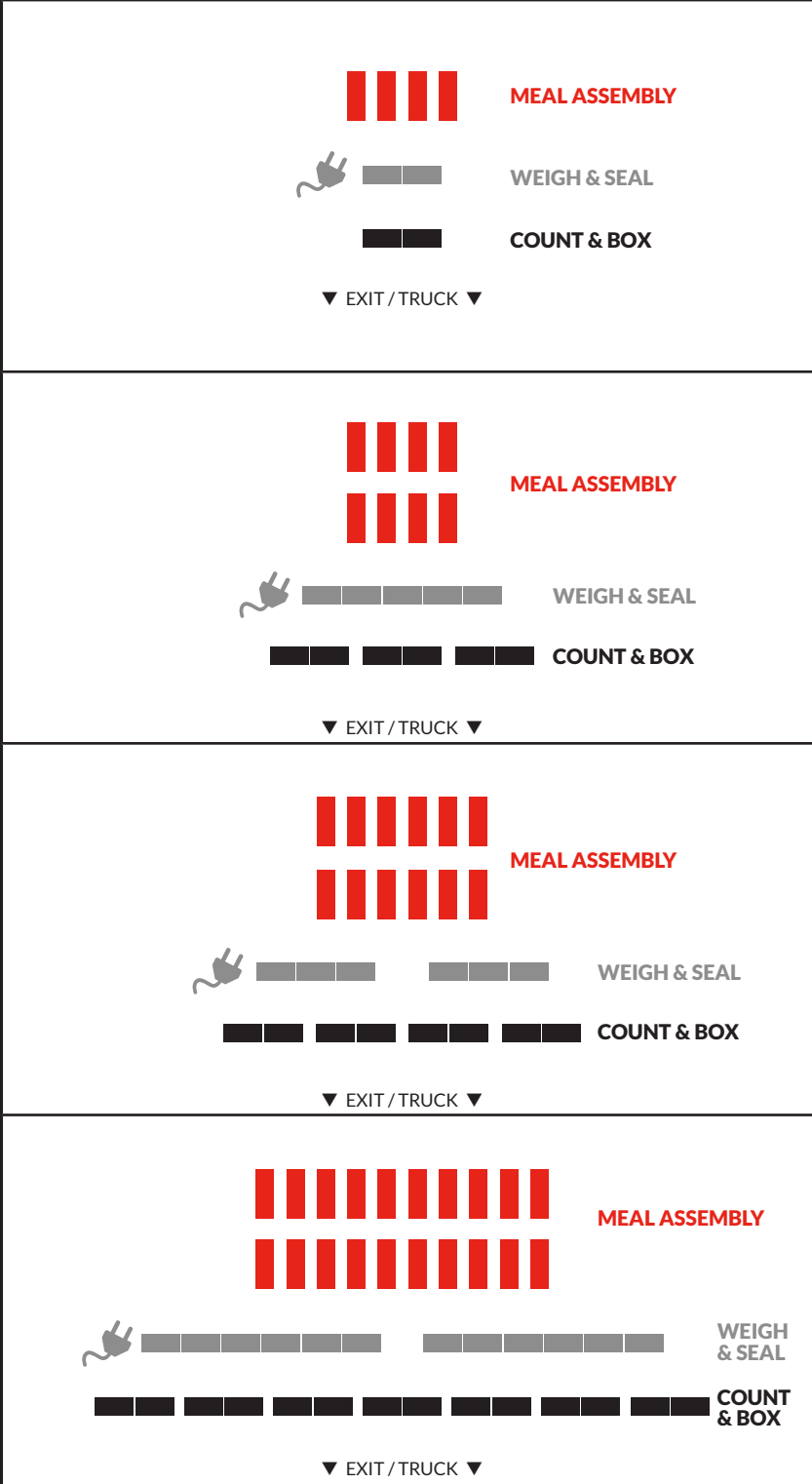
**80**  
TOTAL  
VOLUNTEERS

---

**120**  
TOTAL  
VOLUNTEERS

---

**200**  
TOTAL  
VOLUNTEERS



**Watch the videos below to prepare for your event and see your impact in action!**



 **RISE AGAINST HUNGER®**

[riseagainsthunger.org](http://riseagainsthunger.org)

