



October 26th, 2011

Dear MobilePack Team,

In our world today, an estimated 925 million people are chronically hungry, though there is enough food in the world for everyone to have adequate nutrition.¹ As followers of Christ, we cannot accept this reality. Christ demands us to respond.²

At Tilden Community Center on February 2nd – 4th, our community will be doing just that: responding. Through a Feed My Starving Children (FMSC) MobilePack™, our goal will be to produce 500,000 meals for God's children around the world utilizing 2500 volunteers from Hastings and its' surrounding communities with the intention to gather together to tangibly meet the immediate need of those who are starving. FMSC is a Christian nonprofit hunger relief organization working with volunteers to produce MannaPack™ Rice, a scientifically formulated food formula that is culturally acceptable worldwide. Organizations in nearly 70 countries around the world distribute these meals to children in greatest need. To learn more about FMSC, visit fmsc.org.

To prepare for this event, on Wednesday November 2nd, at 7pm, our community will meet at Christ's Family Church (518 2nd Street East) to discuss and plan the Hastings Area MobilePack Event. The purpose of this meeting is to expose the point person/s, from each organization involved, to the vision of the MobilePack event. They will have an opportunity to hear directly from FMSC representatives, so please have them come with any questions that they might have.

One of the first steps to creating a transformational MobilePack is organizing a core team of volunteers. This core team of volunteers will make it much easier to coordinate all aspects of a successful MobilePack event, from fundraising to planning, and to volunteer coordination. Therefore, *the primary goal of this meeting on November 2nd is that each person will walk away with a specific role to successfully accomplish this MobilePack event.* So, please review the Mobile Pack team leader positions (attached), bring your calendar and a general idea of where you would like to contribute, and start brainstorming of people who fit these descriptions (ref. attached).

We hope to partner with you in this important service for God's hungry children. If you would like to learn more, please contact Joe Hannah at 651-206-9576 or j.hannah@cfchastings.com.

In Christ's service,
Joe Hannah
MobilePack Volunteer Chairperson

¹ World Food Program of the United Nations, wfp.org

² Luke 12:41-48

MobilePack Event Team Leader Positions:

MobilePack Host Leader (1)

Works with Development Advisor, Event Planner and Marketing Associate at FMSC.

- Schedule the event, process MobilePack Agreement.
- Primary communicator with FMSC staff.
- Facilitate communication; send out weekly emails to core team, keeping everyone informed on the progress of each team.
- Organize and facilitate meetings with total core teams.
- Educate core team members, donor's and volunteers on FMSC and hunger related issues.

Prayer Team Leaders (2+)

Works with Development Advisor at FMSC

- Request prayers from all core teams and help in facilitating communication between the teams.
- Pray for core team members and all aspects of planning for the event.
- Pray for the volunteers and donors who will participate in the event.
- Pray for the children who will receive the food.
- Pray for the partners that distribute the food.
- Lead devotionals and prayer at total core team meetings.
- Work with marketing/publicity team to communicate prayer needs to the community and volunteers.
- Work with marketing/publicity to share how God is working in the event and how prayers have been answered.

Fundraising Team Leaders (3+)

Works with Development Advisor at FMSC

- Review the fundraising sheets and planning materials provided by FMSC.
- Create and submit a fundraising plan to FMSC that correlates with invoicing timeline.
- Implement fundraising plan and regularly (every 2-3 weeks) update FMSC Development Advisor and core teams on fundraising amounts, successes and stories.
- Work with marketing/publicity team to communicate fundraising activities and the various ways people can donate to the MobilePack.
- Collect and regularly (every 2 weeks) submit donations to FMSC, ensuring invoices are paid in a timely manner.

Marketing/Publicity Team Leaders (2+)

Works with Marketing Associate at FMSC.

- Create plan and timeline for publicizing event to the congregation/community.
- Work with other core teams to helping to meet their marketing/publicity needs.

- Create publicity materials (flyers, bulletin inserts, etc.), using FMSC logo and photos as sent by FMSC Marketing Associate.
- Reach out to local media about the upcoming MobilePack event, use “initial” news release template as sent by FMSC Marketing Associate. Send all news releases to FMSC Marketing Associate before sending/distributing.
- Send publicity materials to FMSC Marketing Associate for approval.
- Create a Facebook fan page, webpage on church/business website, and/or blog, etc. Send to FMSC Marketing Associate for approval before publicizing.
- Invite media to the event, use “final” news release template as sent by FMSC Marketing Associate. Send all news releases to FMSC Marketing Associate before sending/distributing.

Logistics/Planning Team Leader (1+)

Works with Event Planner at FMSC.

- Site Approval.
- Create Shift Schedule in concert with Event Planner.
- Site Supplies (tables, chairs, garbage, clean up supplies)
- Locate a forklift for the event; donated or rented.
- Parking Directors (optional) to direct cars where to park.
- Communicates with Event Planner on truck arrival times.
- Recruit and coordinate special volunteers for setup and teardown.

Volunteer Coordination Team Leader (1+)

Works with Event Planner at FMSC.

- Recruit volunteers for packing shifts.
- Recruit volunteers for volunteer check-in (3-4 per shift.)
- Recruit volunteers for parking/traffic control (optional.)
- Registration System user(s) – to be trained by Event Planner.
- Might have overlap with Marketing/Publicity Team to coordinate publicizing shifts and openings and volunteer recruitment.
- Print volunteer rosters and enter volunteer attendance post-event.

Hospitality Team Leader (1+)

Works with Event Planner at FMSC.

- Meals/Snacks for FMSC Team and Main Event Volunteers (optional.)
- Refreshments for volunteers (optional.)
- Greeting/Guiding/directing volunteers.
- Number of people depends on whether optional hospitality is offered.
- If you plan to serve FMSC samples, provide rice cooker, cups, and spoons, and serve samples.