**Project overview**

Modern Woodmen of America is pleased to offer the Feed Your Community Project Guide for our chapters, Summit chapters and youth service clubs. The project guide features tools to plan an easy, worthwhile and successful service project in your community.

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| **What is a Feed Your Community project?**  A Feed Your Community project brings members together in order to benefit food-insecure households. |
| **How does a Feed Your Community project benefit communities?**  Members and other from the community join together to do a project of their choice. The food banks, food pantries or other local organizations that benefit from the project help households that experience or are at risk of experiencing hunger. |
| **What is included in the Feed Your Community Project Guide?**  In addition to this project planner, the Feed Your Community Project Guide features:   * A poster that communicates why this project is important and beneficial. * A script to help present the information on the poster. * Pre- and post-project media releases. |
| **What other supplies do I need to carry out this service project?**  The supplies you’ll need depend on what your group decides to do. You may want to have on hand:   * Simple refreshments like bottles of water, granola bars or fresh fruit for volunteers.   Keep receipts for any purchases to attach to your activity report form. |
| **How much time do I need to hold a Feed Your Community project?**  This will vary depending on the project your group has decided on and the number of volunteers. |
| **When should I start planning a Feed Your Community project?**  Most of the preparation can take place a week before the project. *Finding a venue for and promoting the Feed Your Community project should begin about four to six weeks before the event.* |

**Before the project**

1. **Find and reserve a location** for your project.
2. **Choose the beneficiary** of the Feed Your Community project: a local food pantry, food bank or other organization that addresses hunger issues. Once you and your members decide on the beneficiary, contact the agency to determine what type of project would be most helpful.
3. **Arrange for pickup/delivery** of food (or other) donations. The agency may be willing to pick up the donations, or arrange a time to deliver them.
4. **Complete an activity request** online at imakeanimpact.org at least seven days prior to the event date. *Always obtain approval from the Fraternal Department before making any binding commitments.*

Your chapter or youth service club can use service project funds or premier achievement award dollars to fund a Feed Your Community service project. *No additional funding will be provided by the Fraternal Department or home office.*

1. **Plan your activity and recruit volunteers.** Members can:

* Create posters.
* Set up tables.
* Take photos.
* Greet donors.
* Accept donations.
* Sort donations.
* Bag donations.
* Clean up.
* Help the charitable agency pack up donations.

1. **(Optional) Purchase light refreshments.**

You may use service project money, existing funds or premier achievement dollars to purchase light refreshments, such as bottled water, granola bars or fresh fruit. (Keep receipts to attach to your activity report form.)

1. **Promote the Feed Your Community project** and extend invitations.

*Postcards are not available for service projects,* so promote the location, time and beneficiary of your project at least 30 days ahead of time to ensure as many members, guests and community members as possible attend.

You can help spread the word by posting an invitation/announcement on your chapter or club’s closed-group Facebook page. You can also complete and email an activity pre-event release to media outlets. Consider calling or emailing members several days before with a reminder.

**Doing the project**

1. **Set up the room** at least an hour ahead of time. Include a:

* Welcome table/sign-in area.
* Collection table.
* Other tables as needed.
* Refreshments table.

Have on hand:

* Modern Woodmen attendance sheets.
* One or more copies of the Feed Your Community poster.
* A copy of the poster script.
* Hand sanitizer.
* First-aid kit.

1. **Welcome volunteers.**

Thank volunteers for coming. Ask them to sign in on the attendance sheets. Make introductions if needed. Those who arrive early can help with last-minute details.

1. **Present background information.**

Before the service project begins, use the project poster to remind attendees of hunger statistics in America. The poster script can help you present the material. After the presentation, hang the poster in a well-traveled area to serve as a reminder of the information.

1. **Provide instructions** to volunteers.

Before the project starts, ensure each volunteer understands what to do and how to do it.

**After the project**

1. **Celebrate what has been accomplished.** You might give volunteers an estimate of what has been collected or how many people might be helped.
2. **Finish strong.** If a representative from the benefiting organization is present, ask him/her to address the group about the agency’s work and how the project will benefit the community.
3. **Complete an activity report** online at imakeanimpact.org no more than 30 days after the activity and by Dec. 1, attaching receipts, attendance sheets and good, clear photos of volunteers\*.
4. **Promote your successful project** by submittinga post-event release to local media outlets and/or creating a post on your club’s closed-group Facebook page.

*\* You may only post photos of children on your club’s closed-group Facebook page, and only when parents have granted permission to use their images in photos. Do not tag or otherwise identify individuals in photos. Individuals who have not signed in on attendance sheets should complete photo-release forms.*

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