



HOST A PACKING EVENT TO FEED KIDS IN OUR COMMUNITY

Did you know that ONE in FIVE kids who eat meals at school during the week are without affordable, healthy food on Saturday and Sunday? The consequences are much more than a growling stomach. Hunger can cause many physical health problems. It can shorten a child's attention span, lower their IQ, and keep them from making good grades.

THAT'S WHERE BLESSINGS IN A BACKPACK CAN HELP.

Our mission is simple. We provide food on the weekends for school-aged children in Central Florida who might otherwise go hungry.

Packing events provide a wonderful, hands-on opportunity for employees or volunteers from community-based groups to provide hunger-free weekends to children facing food insecurity in Central Florida.

15
minimum numbers
of volunteers

4 WEEKS
notice to confirm
an event

\$8 BAG
minimum 500 bags

WHO WILL FEED THE KIDS THIS WEEKEND? WHY NOT YOU?



Events can take place either in an office, conference venue, or other facility. Join us by scheduling a packing event today!

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EMPLOYEE ENGAGEMENT PACKING EVENTS

The associated donation or payment for each bag level is based on one on-site packing event and covers costs including:

- Food and delivery
- Event supplies (boxes/bins, tape, sharpies for labeling, plastic grocery bags, notecard template, etc.)
- Transportation of packed bags
- Event management
- Local staff travel and time (if applicable)

These figures exclude expenses associated with staff travel (mileage and meals) and staff time for set-up, on-site coordination, speaking, and break down. We ask that the partner covers these costs.

Number of bags:	Minimum donation or payment:
500	\$4,000
750	\$6,000
1,000	\$8,000
1,500	\$12,000
2,000	\$16,000
2,500	\$20,000
3,000	\$24,000
3,500	\$28,000
4,000	\$32,000
4,500	\$36,000
5,000	\$40,000



PACKING 101

Setting up:

Lifting of cases (entrée items, about 15 lbs. each case) is involved in the setup portion of the packing event.

- Begin by opening all the boxes/cases of food with scissors or box cutters.
- Organize each food item within its own designated section. For example, put the chicken noodle soup in one section, Froot Loop cereal bowls in another section, and so on. The sections of food items should be arranged from heaviest food item to lightest food item on the tables.
- Place any extra food items that won't fit under the tables or off to the side. Stacking items is fine *if* the items won't easily be knocked over. Discard any items that are opened or cans with large dents (small dents are okay to pack).



Tip: Keep larger cardboard boxes in case you need them to hold extra food. Discard plastic wrap and smaller cardboard pieces within trash/recycling receptacles. The trash/recycling receptacles should remain in the space throughout the packing event to place any discarded material over the course of the event.

Packing the food:

1. Take a grocery bag/seal top bag.
2. Move down the line (start with heaviest to lightest food items). Take one of each food item (two entrée items, two breakfast items, and two snack items) and one note card to place in the bag.
3. Remove excess air from the bag and tie the handles once/seal the top of the bag. If bags have handles, do not tie in a knot because young children need to open the bags easily. Only tie the handles once.
4. Place bag in bin/box. Each bin can fit 18–20 bags, so try to fit as many as possible.
5. After a bag is packed and put in a bin/box, walk back to the bag section and repeat the process.
6. Place any food that won't make complete bags in empty cardboard box or bin. Label the outside with the types of items that are enclosed.
7. Report the total number of packed bags and extra food items to your Blessings in a Backpack contact. Your contact will then share this information with the messenger service and the recipient program.

Note: Once the bins are filled, they will weigh about 40 lbs. each.

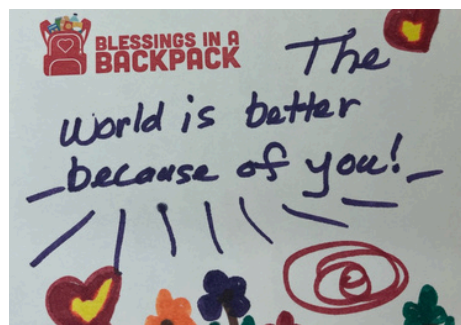
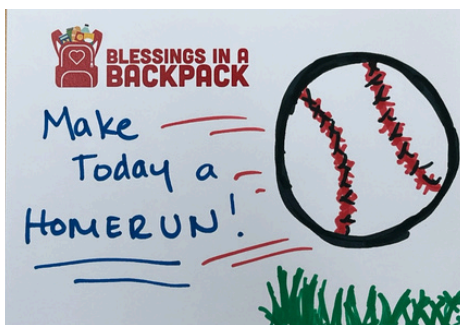
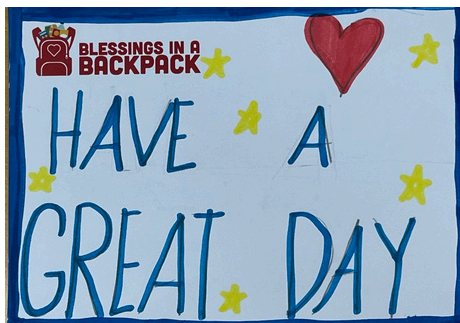


Writing positive note cards

What to write.

- Keep it positive.
- Keep it brief.
- Keep it simple.
- Keep it kid-friendly.

Here are some examples of what you could write:



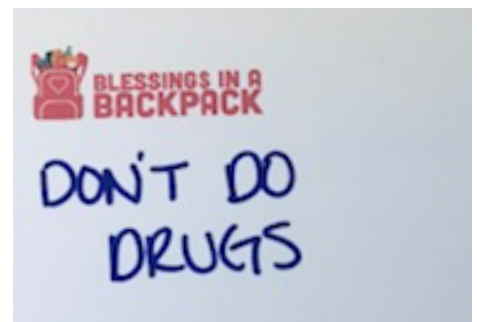
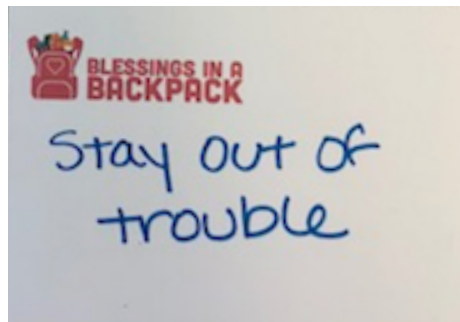
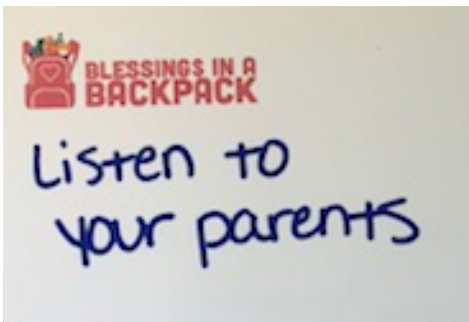


Writing positive note cards

What NOT to write.

- Any reference to religion.
- Any reference to drugs/alcohol (even if it says don't).
- Any reference to a house, room, or home.
- Any reference to food or belongings.
- Anything a 4-5 year old child would NOT understand.

Here are examples of what you should NOT write:



PACKING EVENT LAYOUT

**TRASH AND
RECYCLING**

TRASH AND RECYCLING:

At least two volunteers will break down the boxes that the food comes in and place them in the recycling bins provided by the packing event facility. They will also help clean up any other trash in the room including note card writing stations.

**TRASH AND
RECYCLING**

**BIN PACKING
STATION**

BIN PACKING STATION:

Volunteers ensure air is out of the bags, tied once, and packed into bins. At least two volunteers will count the number of bags per bin and write the number (25-30) on the outside of the bin.

**BIN PACKING
STATION**

FINISHED NOTE CARDS

FINISHED NOTE CARDS

SNACK TWO

SNACK TWO

SNACK ONE

SNACK ONE

BREAKFAST TWO

BREAKFAST TWO

BREAKFAST ONE

BREAKFAST ONE

ENTREE TWO

ENTREE TWO

ENTREE ONE

ENTREE ONE

BAGS

BAGS

FOOD PACKING STATION:

Organize food onto tables, start with enough for 500 bags. Have next 500 bags worth of food ready under the tables. Volunteers restock and remove the empty boxes.

BAG OPENING:

Volunteers will open and prepare bags for the assembly line.

NOTE CARDS:

Volunteers write out positive note cards.

**NOTE CARD
WRITING STATIONS**

NOTE CARDS:

At least two volunteers collect and count the note cards and bring them to the end of the line on the Food Packing Stations.