



IM KIDS

3rd MEAL

Making a Difference

Supporting IM Kids 3rd Meal

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Thank you for volunteering your time. It is because of people like you that we can make a difference in our organization, our communities, our country, and our world.

ABOUT THE HANDBOOK

The purpose of this handbook is to provide you with some guidelines, policies, and procedures to help you put together simple off-site projects that support the IM Kids 3rd Meal feeding program. As the IM Kids 3rd Meal grows and changes, so may the information within this handbook. Please check with the Volunteer Coordinator to make certain you have the latest information.

OUR MISSION

To end childhood hunger in Ionia and Montcalm Counties

VOLUNTEER REGISTRATION

Volunteer Registration

Please register your group or classroom with the IM Kids 3rd Meal Volunteer Coordinator before beginning any of these projects. You can register simply by sending an email to imkids3rdmeal@gmail.com telling us what group you represent, what project you would like to do and when or how often you would like to complete the project. A Volunteer Coordinator will follow up with you via email or phone based on your request.

Volunteer Sign-In Sheets

Please use our Volunteer Sign-In Sheet found at the back of this document to let us know who volunteered and for how long. If you represent a classroom or group where children are assisting with the project, we will need adults to sign in on the Sign In Sheet and a total number of youth involved along with age or grade level of youth represented.

Steps to Completing A Community Service Project

Please follow these simple steps in order to get the most benefits from your service learning project.

- **Learn about Food Insecurity and how IM Kids 3rd Meal is working to end childhood hunger!** The MISSION and HISTORY sections of this handbook are a great place to start. You can also visit our website at www.imkids.org to learn more. Contact the VISTA team at IMKids3rdMeal@gmail.com to schedule a presentation for your group.
- **Choose a Project!** Simple project ideas for decorating bags, mixing snack mix, holding a fundraising event, and more can be found in this guide. Each project will give you an estimated time for completion and a list of supplies needed.

Register your Project! Help us to help you with your project. Register your project by completing this simple form: <http://goo.gl/mN5lev> or filling out the project registration form included in the back of this handbook.

- **Track your Progress!** Use the Volunteer Sign-In Sheet included in the back of this handbook. Be sure to take pictures of your volunteers completing the project.
- **Report back!** Return the Volunteer Sign-In Sheet, pictures, and your donation.

Wrapping Up Your Project

When you have completed your project please contact the Volunteer Coordinator to make arrangements to deliver resources to our IM Kids 3rd Meal Packing Facility or arrange for resources to be picked up at your facility. If you are unable to complete your project, please let us know as soon as possible so that we can make other arrangements for the generated resources that expected as an outcome of your project.

PROJECTS WE CAN USE HELP WITH

The projects listed below are designed to support the IM Kids 3rd Meal Feeding Program by allowing volunteers to lend a hand at our facility and off-site. Most of the projects can be accomplished with very little supplies. If you need additional supplies that you do not have available please contact the Volunteer Coordinator who may be able to help.

- Preparing Snack Mix
- Decorating Bags for 3rd Meals
- Host a Fundraiser
- Host a Collection Drive

Preparing Snack Mix

The IM Kids 3rd Meal will be going through a lot of Trail Mix! Would your organization or group be interested in preparing trail mix for us?

This project uses open food products and therefore must be completed in a licensed facility.

You collect donated supplies! Ask your class or group working on this project to donate items needed in the recipe below. Simply mix the items in a large mixing bowl and re-pack in snack baggies according to the food safety instructions in the front of this Project Book. Each snack bag should contain 8 ounces of snack mix.

AmeriCorps VISTAs are available to come to talk to your class about the IM KIDS 3rd MEAL, food insecurity, and assist with applying this project to your curriculum for a REAL service learning opportunity!

Recipe Makes 100 Bags of Trail Mix

32 ounces of pretzels: mini twists, small sticks, etc

28 ounces of crackers: goldfish, cheese-its, etc

40 ounces of cereal: Cherrios, Chex, etc

And nuts OR dried fruit

52 ounces nuts: peanuts, almonds, cashews, etc

36 ounces of dried fruit: raisins, cranberries, bananas, etc

Additional Items Needed:

100+ Ziplock Snack Bags

Plastic Gloves for each Child

Large Mixing Bowl or Plastic Tub

8oz Cups for scooping mix



Decorating Bags for Dinner

This project does not use open food products and therefore does not require a licensed facility. However please complete this project in a freshly cleaned location.

The IM Kids 3rd Meal will be using about 2,500 bags per week! We would like to encourage the youth receiving bag dinners to enjoy the contents by delivering the food in bags decorated with bright colors.

If possible, ask volunteers to each bring in paper bags of any color. These are the same brown bags many people use to pack a sack lunch for school or work, but can purchased in a wide variety of colors. Then spend time decorating the bags in a cheerful way. You may use, crayons, markers and colored pencils. But please do not use paints or products containing glitter.

AmeriCorps VISTAs are available to come to talk to your class about the IM KIDS 3rd MEAL, food insecurity, and assist with applying this project to your curriculum for a REAL service learning opportunity!

Supplies Needed

- Lunch Sacks
- Markers
- Crayons
- Colored Pencils
- Stickers

Additional Ideas

Quarter Fold Sized Paper with a Message can be printed, decorated, and stapled to bags.

Bookmarks can also be decorated and stapled to bags.

Bags with holiday themes or other special events should not be dated to allow for use next year.



Host a Fundraising Project

The IM Kids 3rd Meal will be seeking donations from various food suppliers and purchasing remaining food from Feeding America. Each 3rd Meal is designed to be nutritious, containing items from each food group. Items will vary based on food available. The average budget to prepare 500 3rd Meals per day is expected to be around \$123.36. Your fundraising efforts will be applied to this cost!

Fundraising projects will vary in time commitment based on the type of fundraising you choose and the size of your group. Please understand that every dollar raised is important to the mission. Whether you fundraise a little or a lot, we appreciate your donation!

Fundraising Ideas

- **Hold a Jean Day at the Office!** Collect \$1 or \$5 for dressing casual at the office. This project can be repeated monthly or annually with very little effort. Simply create a flier or staff email to let everyone know the date and set out a collection jar.
- **Conduct a Pop Can Drive!** Many offices or businesses already have a place to collect pop cans used by staff. Choose one month out of the year to donate those cans and bottles to IM Kids 3rd Meal. You can also ask staff to return their pop cans and donate their bottle return slip. Collect these for about a week or two and return to the appropriate stores.
- **Host a Meal!** Gather some friends or co-workers to prepare a meal for office staff. Request that co-workers make a donation in order to participate in the meal. You can collect items from our Wishlist or collect cash.

Additional Info

Be sure to provide information about IM Kids 3rd Meal at your Fundraising Event. We have many downloadable PDF's on our website that you can print or contact us for a packet of brochures, fliers, and info. We can also provide you with collection jars and tri-fold displays to help you share the IM Kids 3rd Meal Mission.



FOOD SAFETY POLICY

If the project you are working with involves food that is open and exposed, please follow the following requirements. Any project taking place with open food must be done at a licensed facility. Schools may use the lunch room to prepare food. Churches, businesses and other organizations with licensed kitchens may also prepare food as long as it doesn't go against their license status to do so.

Food Handling Safety

Safe steps to food handling and storage are essential to prevent food-borne illness. You can't see, smell, or taste harmful bacteria that may cause illness.

- Always wear gloves and hair coverings when in contact with food.
- Do not place food or boxes directly on the floor or ground. Use an approved pallet or stable to set any items upon.
- Never cross-contaminate; for example, do not touch meat and then fruits and vegetables.
- Cover your mouth and nose when you sneeze or cough.
- Cover or sneeze into a tissue and then throw it away. If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands.
- Clean your hands often.
- When available, wash your hands with soap and warm water, then rub your hands vigorously together and scrub all skin surfaces. Wash for 15 to 20 seconds. It is the soap combined with the scrubbing that helps dislodge and remove germs. When soap and water are not available, alcohol-based disposable hand wipes or gel sanitizers may be used. If using a gel, rub the gel in your hands until they are dry. The gel doesn't need water to work; the alcohol in the gel kills germs that cause colds and the flu.
- Avoid touching your eyes, nose or mouth
- Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose or mouth. Germs can live for a long time (some can live for two hours or more) on surfaces like doorknobs, desks and tables.

IM Kids 3rd Meal's commitment to our volunteers:

- We are committed to equal opportunity volunteerism and coordinating a diverse community of volunteers from varied backgrounds and social identities. That can include, but is not limited to: people of color, immigrant communities, people of all faiths and spirituality, people living with disabilities, lesbian/gay/bisexual/transgender communities, and people of diverse ages.
- We are committed to working together towards creating a safe, supportive, and caring volunteer experience where we can learn from each other and grow in service to our communities.
- If needed, IM Kids 3rd Meal will provide a document confirming volunteer hours as a community service.

FORMS SECTION

Photo Release

I hereby give permission for images of my child, children, and/or myself acquired through video, photo and digital camera, obtained while engaged in IM Kids 3rd Meal activities to be used solely for promotional purposes, and waive any rights of compensation or ownership thereto.

List Children Covered by Release

Signature of Volunteer or Guardian

Date

Printed Volunteer Name

Signature of IM Kids 3rd Meal Representative

Date

Project Registration Form

Register your project by returning this form to imkids3rdmeal@gmail.com or 2191 Harwood Rd., Ionia, MI 48846.

School/Group Name: _____

Grade Levels Participating: _____

Teacher/Coordinator: _____

Email Address: _____

Project Selected (Please Circle One)

Snack Mix Project

Decorating Bags

Fundraising Project

Host a Collection Drive

Project Date: _____ **Time:** _____

Project Location: _____

Please tell us if you need any supplies or resources from IM Kids 3rd Meal in order to complete this project.

You can also fill out the online form at <http://goo.gl/mN5lev>.