

Fundraiser Activity

Guide F-05, Food for Families Charity Drive

Summary & Scope

The monthly Council Food Drive is conducted as a Community Service Under the K of C's Food For Families Program. Food and monetary donations are collected monthly (except in December). Distributions alternate on a monthly basis between Mercy Mission in Hardeeville and the St. Francis Center on St. Helena island. This project requires a Chairman and volunteers to help with the collection of donations at the Masses on the last full weekend of each month.

Planning/Timeline

OVERVIEW

The Knights of Columbus Council 12263 food drive ministry is as follows:

- Collections consist of non-perishable food and monetary donations
- Collections are held the last FULL weekend of the month
- Collections are held 11 months of the year with the exception being December when there is no food drive.
- Collections are held at all masses at St. Gregory the Great Church and the 11:00 mass held at John Paul II School. The 1:00 spanish mass conducts their own collection in the months where Mercy Mission benefits from the proceeds
- Distributions alternate on a monthly basis between Mercy Mission in Hardeeville and the St. Francis Center on St. Helena island.

General

- Plastic Food Bins
 - The council has approximately 50 plastic bins, 16-18 gallon capacity for putting the food items in for easier transport and carry.
 - SK Jim Cawley is currently keeping the bins at his residence and delivers the bins to the church on Saturday for use.

- After the food has been delivered, a volunteer from the specific center will return the bins to the ushers closet at church and notify Jim Cawley for pick up.
- Money Collection Bag
 - The Financial Secretary prestages the collection bag in the flower room in the back of the church behind the altar.
 - Upon completion of the collections on Sunday evening arrangements are made for the Financial Secretary to pick up the funds and get the to the bank
 - If there was a collection during the 1:00 Spanish mass, the money will be in one of the church's collection bags and will be at the church office on Monday for pickup by the Financial Secretary.

Procedure

Saturday masses

1. 4:00 mass
 - a. Person(s) volunteering for the 4:00 mass should arrive approximately 1 hour prior to mass around 3:00. This provides ample time to get set up and begin collecting and sorting.
 - b. The food bins should be either outside in the designated corner of the portico, or they will be inside the church in the ushers closet.
 - c. The cash envelope, which will be labelled with the K of C logo, will be in the Flower Guild Room (formerly the Sacristy) which is located on the right hand side of the church behind the altar. See below:





- d. The monetary donation buckets are located in the top of the cabinet in the back of the Ushers Closet, located on the right hand side of the vestibule before coming to the restrooms



- e. Place the monetary cash bins on the 'half walls' in front of the entrance doorways of the church.
- f. Receiving the food donations.
 - i. Please check the food items for their expiration dates prior to placing the food in the bins.
 - ii. Simply fill the bins with the donated food, being careful NOT to overload them with weight. Please distribute the food such that the bins are full and not weighing more than 50 pounds. We have plenty of bins to use.
- g. Stack the food in the corner of the front of the church.

- h. Once Mass has started, i.e. the opening announcements and or entrance hymn has started, collect the money from the buckets and place in the K of C envelope.
Please note: The majority of cash donations comes following mass so it is important to stay after mass.
- i. Following mass:
 - i. Once the crowd has cleared, collect money from the buckets and place in the envelope. If no one has arrived for the next mass, please return the envelope, with the cash inside to the counter in the Flower Guild Room, where it was picked up.
 - ii. Please leave the K of C buckets on the half wall for use at the 6:00 mass
 - iii. Please leave the food outside where it was collected and stacked.

2. Saturday Evening 6:00 mass

- a. IF the volunteer(s) were not at the 4:00 mass, THEN they will need to get the K of C money bag from the flower room in the back of the church. Please refer to the information listed above for the 4:00 mass.
- b. Receiving the food donations.
 - i. Please check the food items for their expiration dates prior to placing the food in the bins.
 - ii. Simply fill the bins with the donated food, being careful NOT to overload them with weight. Please distribute the food such that the bins are full and not weighing more than 50 pounds. We have plenty of bins to use.
- c. IF the collection is going to Saint Francis Center, THEN SK Jim Cawley will arrive during mass to load the food in his truck.
- d. Following mass
 - i. Once the crowd has cleared, collect money from the buckets and place in the envelope.
 - ii. IF the collection is going to Mercy Mission, once the Foyer of the church is clear of people leaving mass, TAKE ALL of the food inside the church and place on the bench against the wall.
 - iii. Place the K of C money buckets back in their original place inside the ushers closet.
 - iv. IF nobody has come to collect the monetary donations, place the collection bag inside one of the K of C money buckets.

Sunday Masses

1. 7:00 mass

- a. Please arrive approximately 6:20 am to begin set up.
- b. IF the collection is going to Mercy Mission, THEN the food collected on Saturday will need to be moved out of the church and placed back in the corner for the collections to continue.
- c. Obtain the K of C money buckets from the ushers closet and place them on the half wall outside the front doors of the church.
- d. Check to see if the money collection bag is in one of the money buckets. If so, maintain possession of the collection bag until after mass.
- e. Receiving the food donations.
 - i. Please check the food items for their expiration dates prior to placing the food in the bins.
- f. Simply fill the bins with the donated food, being careful NOT to overload them with weight. Please distribute the food such that the bins are full and not weighing more than 50 pounds. We have plenty of bins to use.
- g. Stack the food in the corner of the front of the church.
- h. Once Mass has started, i.e. the opening announcements and or entrance hymn has started, collect the money from the buckets and place in the K of C envelope.

Please note: The majority of cash donations comes following mass so it is important to stay after mass.
- i. Following mass:
 - i. Once the crowd has cleared, collect money from the buckets and place in the envelope. If no one has arrived for the next mass, please return the envelope, with the cash inside to the counter in the Flower Guild Room, where it was picked up.

2. 9:00 mass

- a. Please arrive approximately 8:20 am to begin collection.
- b. Receiving the food donations.
 - i. Please check the food items for their expiration dates prior to placing the food in the bins.
- c. Simply fill the bins with the donated food, being careful NOT to overload them with weight. Please distribute the food such that the bins are full and not weighing more than 50 pounds. We have plenty of bins to use.
- d. Stack the food in the corner of the front of the church.
- e. Once Mass has started, i.e. the opening announcements and or entrance hymn has started, collect the money from the buckets and place in the K of C envelope.

Please note: The majority of cash donations comes following mass so it is

important to stay after mass.

- f. Following mass:
 - i. Once the crowd has cleared, collect money from the buckets and place in the envelope. If no one has arrived for the next mass, please return the envelope, with the cash inside to the counter in the Flower Guild Room, where it was picked up.
 - ii. IF the food is going to St. Francis Center, a volunteer will arrive to load their vehicle to take food to the St Francis Center.
 - iii. IF there is still food to be picked up, please contact the food drive coordinator to arrange collection either during the 11:00 mass or the 5:00 mass.
 - iv. If no one has arrived for the next mass, please return the envelope, with the cash inside to the counter in the Flower Guild Room, where it was picked up.
3. 11:00 mass
- a. Please arrive approximately 10:20 am to begin collection.
 - b. Receiving the food donations.
 - i. Please check the food items for their expiration dates prior to placing the food in the bins.
 - c. Simply fill the bins with the donated food, being careful NOT to overload them with weight. Please distribute the food such that the bins are full and not weighing more than 50 pounds. We have plenty of bins to use.
 - d. Stack the food in the corner of the front of the church.
 - e. Once Mass has started, i.e. the opening announcements and or entrance hymn has started, collect the money from the buckets and place in the K of C envelope.

Please note: The majority of cash donations comes following mass so it is important to stay after mass.
 - f. IF the collection is going to Mercy Mission, SK Frank Munez will arrive shortly after mass to load the food. Please assist.
 - g. Following mass:
 - i. Once the crowd has cleared, collect money from the buckets and place in the envelope.
 - ii. IF the food is going to Mercy Mission, THEN please place the money envelope, with the cash inside and place in the back of the cabinet where the K of C money buckets are stored.
 - iii. IF the food is going to St. Francis Center:
 1. Take the K of C money buckets and return them to the ushers closet.

