



## 5. Logistics

Will pallets of food fit through your doors? How many tables will you need? What are FDA standards and how do you follow them? These questions, and many more, will be answered by your Logistics Team. There are plenty of details to cover, but with a few simple questionnaires, checklists and help from your FMSC Event Planner, the logistics of your event can be smoothed out well in advance, paving the way for a successful MobilePack.



AS SOON AS POSSIBLE

## Get site approval

Your first step as the Logistics Team is getting the site approved by your FMSC Event Planner.

### MINIMUM SITE REQUIREMENTS

- » A loading dock with a dock plate, or a parking lot with a large, solid, level and paved area for the 53-foot trailer (90 feet total)
- » Clear pathway from trailer to packing room (outside and inside must be free of obstructions, sharp slopes, stairways, grates, etc.)
- » Doorways must offer at least 50 inches of clearance into the building and packing room
- » Kitchen with multiple sinks or a dishwasher
- » Space for volunteer orientation (with audio-visual equipment)

### MINIMUM PACKING ROOM REQUIREMENTS

- » 2,300-3,600 of usable square feet required for packing and storage in one room for a standard 100,000 meal event.
- » Hard floors that can handle multiple weights of 2,000 pounds on 40-inch by 48-inch pallets (approximately 150 pounds per square foot of load-bearing)
- » Access to multiple 110-volt outlets for sealers at each food packing station
- » Sound system
- » Air-conditioning and heating
- » Packing room must be a completely-enclosed space

If you are located in close proximity to an FMSC MobilePack office (in Eagan, Minn., or Aurora, Ill.), you can arrange a site visit with your Event Planner. They can discuss and check all requirements, as well as approve your MobilePack site in person.

If a personal visit is not possible, two important tasks must be completed:

#### **1. Take photos to verify that your site is MobilePack-ready and email the photos to your Event Planner.**

Required photos:

- » Packing room (multiple photos from different angles)
- » Double doors with at least 50 inches of clearance – take photos of all doorways that pallets will move through to get from outside to inside the packing space
- » Aerial image of parking area – must show area large enough for a 53-foot trailer or loading dock area
- » Orientation room: Ideally, prepare a sit-down area. If standing space only, discuss with your Event Planner. Room must have audio-visual capabilities with a computer and projector available so MobilePack staff can address a large group with audible sound and plug in a flash drive to play videos as needed. For large audiences, a large projection screen, LCD projector, laptop computer and amplifying sound system are necessary.
- » Kitchen: sinks and/or dishwashers

## 2. Fill out the Site Approval Questionnaire.

- » Your Event Planner will email you a Site Approval Questionnaire for you to fill out and return. You will answer a series of questions (about everything from usable square footage to the type of flooring your site has) to confirm your site adheres to FMSC's minimum site specifications.
- » If possible, your site must be approved at least 90 days before your event. An exception is made for those who book an event less than 90 days before the event date, in which case information must be submitted as soon as possible.

## SECURE A FORKLIFT

After getting site approval, you must secure a forklift to move equipment and packaged food during your MobilePack. Consider borrowing one from someone in your church, business or organization, or renting from a local home improvement store.

Although you may use your own forklift driver, FMSC has certified forklift drivers to help at your event, all of whom are certified with an OSHA-qualified trainer, **but they will only drive approved forklifts (listed below)**.

If it is necessary for someone other than FMSC staff to operate the forklift, **he or she must be an experienced forklift driver**. An FMSC staff member will go over a one-page list of requirements with the driver related to food safety and proper material handling to ensure compliance.

## ACCEPTED FORKLIFTS

(Minimum lifting capacity is 2,500 lbs.)

- » Class IV: Internal combustion engine with solid tires (propane or diesel)
- » Class V: Internal combustion engine with pneumatic tires (propane or diesel)
- » Class I: Electric sit-down rider (need charger onsite)
- » Also accepted: Rough terrain forklift: larger tires, typically used at construction sites

## NOT ACCEPTED FORKLIFTS

- » Skid steers (also known as Bobcats)
- » Extended-arm forklift (also called a Telehandler)
- » Order picker
- » Narrow-aisled reach truck
- » Electric pallet jack (also called a walkie)
- » Tractor forklifts
- » Sidewinder forklifts
- » Standup forklifts

## FORKLIFT TIPS

- » Your forklift must have a seatbelt and horn.
- » If your forklift is a manual transmission, tell your Event Planner, so a qualified staff member is sent.
- » If using a propane forklift, have an extra propane tank on hand!
- » If your event is taking place in the winter in a location where it may be snowy or icy, you'll need to have a propane forklift with pneumatic tires that can operate outside.

### **For safety reasons, FMSC staff will not drive a forklift if any of the following conditions exist:**

- » Any fluid leaks (especially hydraulic fluids)
- » Damaged back rest
- » Damaged hoses, chains, cables or stops
- » Missing overhead guard
- » Corrosion or rust on the propane tank
- » Non-functioning service break
- » Broken battery restraint system (on an electric lift)
- » Missing or damaged seat belt
- » Damaged or non-functioning parking brake
- » Missing the nameplate with information
- » Non-functioning horn

Consequently, this can put the operation of your event in jeopardy. Please confirm the condition of your forklift and work with your Event Planner if you have questions.

## Food safety and quality standards

FMSC adheres to the Food and Drug Administration's guidelines for food safety and quality at all of its sites, including MobilePack locations. The Site Approval Questionnaire will ask questions to assess your site's cleanliness and safety.

### FOOD SAFETY AND QUALITY REQUIREMENTS

- » Events may not be held outside or in other open-air environments.
- » Packing facilities must be maintained in good repair. Walls, floors and ceilings must be without holes that allow pests, water or other elements to enter.
- » Electricity, running water, toilets and other necessary items must be in complete working order and available to all participants.
- » The facility must be adequately clean to prevent food contamination.
- » Facilities or areas containing FMSC materials must be locked up and not accessed when unattended by FMSC staff.
- » Regular facility foot traffic must be directed away from the packaging and storage areas of FMSC materials and products.
- » Doors to the exterior must remain closed when not in use, unless screened, to prevent the entry of pests.
- » The facility must maintain a reasonable temperature and humidity that does not promote the degradation of the food product. Climate control is required to maintain food safety and personal safety.
- » Dishwashing facilities must be provided or alternative dishwashing must be made available.
- » Must provide space for hand washing stations (see below for details).

## MOBILEPACK HAND WASHING STATIONS

Washing hands with soap and water is the most effective way to reduce germs. Your FMSC Event Planner will work with you to determine the best way to implement the use of portable hand washing units for your MobilePack.

**\*\*If possible, please plan to have sinks on a hard surface near the orientation or packing space.\*\***

- » Space for each hand washing unit. Work with your Event Planner to determine best placement and space needed for these sinks.
- » Additional supplies: Optional floor covering to protect from splashing or leakage, mops/towels/shop vac to clean spills, two to three garbage cans near hand washing exit and a dolly to move units during event.
- » FMSC will handle ordering and the cost of renting the hand washing sinks.
- » FMSC will be responsible for ordering the correct number of sinks. It will be approximately one unit per packing station (each hand washing unit features two sinks).
- » Your Event Planner will list you, the MobilePack Host, as the local contact for delivery of hand washing sinks. Delivery time will be scheduled per your availability to coincide with event setup/trailer drop-off. Pickup will be scheduled as soon as possible post-event (usually next business day).
- » FMSC Event Planner will ensure proper sink servicing if your MobilePack has five or more meal packing shifts.

[See this website for more information on hand washing stations.](#)

Questions? Contact your FMSC Event Planner.

## Liability insurance

FMSC automatically provides liability insurance for your event (stated in MobilePack agreement), covering injuries or damage directly related to the event. You don't need to submit any additional documentation for coverage, you're already covered! If your packing location/site requires a certificate of liability insurance from FMSC, please be sure to notify your Event Planner and we will issue one no sooner than two weeks before your event.



EIGHT WEEKS PRIOR

## Determine your packing schedule

With your site approved and necessary equipment secured, it's time to set the agenda for your MobilePack. Your Event Planner will use your site information and dimensions to determine how many food packing stations and shifts are appropriate for your event, as well as provide you with schedule options and samples. Together you can work out a shift schedule that meets your needs and maintains a high level of efficiency for FMSC.

Your schedule should be completed two months before your event on the 15th of that month. For example, if your event is June 10, your schedule must be determined by April 15 to help FMSC determine the staffing needs for all June events.

**QUICK TIP**

Your schedule or the number of stations may change if your meal goal is adjusted to accommodate the fundraising level and number of volunteers signed up. This number must be set six weeks prior to the event.

**PACKING SCHEDULE BASICS:**

- » Setup will take about two hours and should begin three hours before the first shift.
- » Setup can also happen the night before if the packing shifts begin in the morning.
- » Schedules are based on two-hour packing shifts (including orientation and training).
- » Your Event Planner will provide options for the number of packing stations and shifts needed to reach your meal goal, depending on the available square footage.
- » Shifts are separated by a minimum of 30-minute intervals, allowing time to prepare for the next group of volunteers. Longer intervals tend to slow the momentum of the event. However, events with larger station numbers will need longer breaks between sessions to provide enough time to reset the space for the next volunteer shift.
- » In order to comply with federal labor law regulations, please schedule a one-hour break after the first shift of the day in order to accommodate necessary break time.
- » Your packing schedule must be approved by the Event Planner before you begin promoting your MobilePack event.
- » Cleanup will take about two hours and begins immediately at the end of the final shift.

**IDEAL EVENT SCHEDULE SPECS****Square footage needed**

|                      |       |       |       |       |       |       |       |       |
|----------------------|-------|-------|-------|-------|-------|-------|-------|-------|
| Number of stations   | 4     | 6     | 8     | 10    | 12    | 14    | 16    | 20    |
| Square feet required | 2,300 | 2,950 | 3,600 | 4,250 | 4,900 | 5,550 | 6,200 | 8,500 |

\*Includes space needed for storage, labeling, box-making, etc. (Based on 6-foot tables)

### Common meal goal requirements

| Recommended meal sizes | # of stations | Square feet required | # of volunteers | # of shifts | # of days |
|------------------------|---------------|----------------------|-----------------|-------------|-----------|
| 101,088                | 4-8           | 2,300-3,600          | 500             | 3-6         | 1-2       |
| 155,520                | 6-10          | 2,950-4,250          | 750             | 4-6         | 2         |
| 209,952                | 6-12          | 2,950-4,900          | 1,000           | 4-8         | 2-3       |
| 272,160                | 6-12          | 2,950-4,900          | 1,300           | 6-11        | 2-4       |
| 303,265                | 6-12          | 2,950-4,900          | 1,500           | 7-14        | 2-4       |
| 404,352                | 10-16         | 4,250-6,200          | 2,000           | 6-10        | 2-4       |
| 505,440                | 10-18         | 4,900-7,200          | 2,500           | 7-13        | 3-4       |
| 606,528                | 14-18         | 4,900-7,200          | 3,000           | 9-11        | 3-4       |
| 707,616                | 14-18         | 4,900-7,200          | 3,500           | 10-13       | 3-4       |
| 800,928                | 16-20         | 5,500-8,500          | 4,000           | 10-13       | 3-4       |
| 902,016                | 16-20         | 5,500-8,500          | 4,500           | 11-14       | 3-4       |
| 1,003,104              | 16-24         | 5,500-9,800          | 5,000           | 10-16       | 3-4       |

## Shift options for common meal goals

| 101,088 - 108,864 meals (13-14 pallets) |                     |                          |          |
|---|---------------------|--------------------------|----------|
| 4 stations                              | Six 2-hour shifts   | 80 volunteers per shift  | 2 days   |
| 6 stations                              | Four 2-hour shifts  | 120 volunteers per shift | 2 days   |
| 8 stations                              | Three 2-hour shifts | 160 volunteers per shift | 1-2 days |

| 155,520 meals (20 pallets) |                    |                          |        |
|----------------------------|--------------------|--------------------------|--------|
| 6 stations                 | Six 2-hour shifts  | 120 volunteers per shift | 2 days |
| 8 stations                 | Five 2-hour shifts | 160 volunteers per shift | 2 days |
| 10 stations                | Four 2-hour shifts | 200 volunteers per shift | 2 days |

| 209,952 meals (27 pallets) |                     |                          |          |
|----------------------------|---------------------|--------------------------|----------|
| 6 stations                 | Eight 2-hour shifts | 120 volunteers per shift | 2-3 days |
| 8 stations                 | Six 2-hour shifts   | 160 volunteers per shift | 2-3 days |
| 10 stations                | Five 2-hour shifts  | 200 volunteers per shift | 2-3 days |
| 12 stations                | Four 2-hour shifts  | 240 volunteers per shift | 2-3 days |

| 272,160 meals (35 pallets) |                      |                          |          |
|----------------------------|----------------------|--------------------------|----------|
| 6 stations                 | Eleven 2-hour shifts | 120 volunteers per shift | 3-4 days |
| 8 stations                 | Eight 2-hour shifts  | 160 volunteers per shift | 2-3 days |
| 10 stations                | Seven 2-hour shifts  | 200 volunteers per shift | 2 days   |
| 12 stations                | Six 2-hour shifts    | 240 volunteers per shift | 2 days   |

| 303,265 meals (39 pallets) |                    |                          |          |
|----------------------------|--------------------|--------------------------|----------|
| 6 stations                 | 14 two-hour shifts | 120 volunteers per shift | 4 days   |
| 8 stations                 | 11 two-hour shifts | 160 volunteers per shift | 3-4 days |
| 10 stations                | 9 two-hour shifts  | 200 volunteers per shift | 3 days   |
| 12 stations                | 7 two-hour shifts  | 240 volunteers per shift | 2 days   |

| 404,352 meals (52 pallets) |                     |                          |          |
|----------------------------|---------------------|--------------------------|----------|
| 10 stations                | Ten 2-hour shifts   | 200 volunteers per shift | 3-4 days |
| 12 stations                | Eight 2-hour shifts | 240 volunteers per shift | 2-3 days |
| 14 stations                | Seven 2-hour shifts | 280 volunteers per shift | 2 days   |
| 16 stations                | Six 2-hour shifts   | 320 volunteers per shift | 2 days   |

| 505,440 meals (65 pallets) |                        |                          |          |
|----------------------------|------------------------|--------------------------|----------|
| 10 stations                | Thirteen 2-hour shifts | 200 volunteers per shift | 3-4 days |
| 12 stations                | Eleven 2-hour shifts   | 240 volunteers per shift | 3-4 days |
| 14 stations                | Nine 2-hour shifts     | 280 volunteers per shift | 3 days   |
| 16 stations                | Eight 2-hour shifts    | 320 volunteers per shift | 2-3 days |
| 18 stations                | Seven 2-hour shifts    | 360 volunteers per shift | 2 days   |

| 1,003,104 meals (129 pallets) |                        |                          |          |
|-------------------------------|------------------------|--------------------------|----------|
| 16 stations                   | Sixteen 2-hour shifts  | 320 volunteers per shift | 4-5 days |
| 18 stations                   | Fourteen 2-hour shifts | 360 volunteers per shift | 4 days   |
| 20 stations                   | Thirteen 2-hour shifts | 400 volunteers per shift | 3-4 days |
| 22 stations                   | Eleven 2-hour shifts   | 400 volunteers per shift | 3-4 days |
| 24 stations                   | Ten 2-hour shifts      | 480 volunteers per shift | 3-4 days |

## Packing schedule requirements

|  |
|--|
| <b>Breakdown of MobilePack shift</b>   |
| Orientation<br>Food Safety & Quality (FSQ) Instructional<br>Packing<br>Closing   |
| <b>Packing sessions</b>  |
| Standard packing sessions are two hours long (1.5 hour minimum shift length needed)  |
| <b>Sessions per day</b>  |
| Four packing sessions per day maximum (can add set-up or clean-up to the four packing sessions)  |
| <b>Time restrictions</b>   |
| Morning session start time: no earlier than 8:30 a.m.<br>Evening session cut off time: no later than 10:30 p.m.<br>Turnaround time: 10 hours (between leaving the venue and arriving the next day) |
| <b>Breaks</b>  |
| One-hour break scheduled between Shift 1 and Shift 2   |
| <b>Setup/Tear-down length</b>  |
| Standard requirement: 2-hour setup/tear-down time<br>20+ stations requirement: 3-hour setup /tear-down time<br>30+ station requirement: 4-hour setup/tear-down time                                |
| <b>Setup/Tear-down volunteers</b>  |
| Standard Requirement: 20 volunteers<br>20+ stations requirement: 25 volunteers<br>30+ station requirement: 40 volunteers   |

### Miscellaneous

| Sealer  |
|---|
| 1 Sealer = 5 Amps<br>1.2 Amps x 120 Volts = 146 Watts (580 Watts in use / 5 Amps)   |
| Weights   |
| Soy: 800 pounds<br>Rice: 2,000 pounds<br>Finished pallets: 1,200 pounds   |
| Production  |
| 4,000 meals per station per 2-hour session<br>Extend a 2-hour session by 15 minutes and 660 more meals will be produced per station |



FOUR WEEKS PRIOR

## Complete the Logistics Questionnaire

After your shift schedule is created, your Event Planner will email you a Logistics Questionnaire. The questionnaire will cover everything from supplies and personnel to trailer and delivery to make sure you don't forget anything.

Connect with your Hospitality Team to find out if they plan to serve MannaPack™ samples at the event. If so, please indicate this on the Logistics Questionnaire so FMSC can provide sample bags of food.

### ENLIST VOLUNTEERS FOR SETUP AND CLEANUP

Plan to have at least 20 volunteers (depending on the size of your event) available to help set up and another 15-20 to clean up. With guidance from the FMSC team, these volunteers will prepare the food packing stations before the event and disassemble stations after the event.

## Plan for MarketPlace

FMSC's international MarketPlace supports self-sufficiency and sustainability. For a fair wage, handmade goods are purchased from hardworking artisans in communities receiving FMSC meals. Items are then sold in our MarketPlace at FMSC food packing sites, MobilePack events and online at [fmscmarketplace.org](https://fmscmarketplace.org). MarketPlace purchases help build communities and fund more meals for starving kids.

- » Donations taken at the MarketPlace are applied to your event fundraising goal. However, product sales will not be applied.
- » The best location for the MarketPlace is near where volunteers will exit since merchandise is sold between packing sessions.
- » FMSC staff will bring our own display units.
- » An electrical outlet is required to power the point of sale equipment.
- » Please visit [fmscmarketplace.org](https://fmscmarketplace.org) for more information about the FMSC MarketPlace and the artisans we partner with.



### BETTY'S MARKETPLACE STORY

In the village of Rakai, Uganda, more than 300 women like Betty are employed by FMSC's MarketPlace partner Hope Again Women (HAW) to craft items like hand-woven grass baskets and jewelry made from recycled magazines. Many are widows affected by HIV/AIDS and care for multiple children in their households. Each artisan receives FMSC meals to feed their families and earns income from MarketPlace sales. The money Betty earns helps her provide for five of her grandchildren and send them to school, as well as plant crops and raise animals so she can become self-reliant. HAW is one of FMSC's largest MarketPlace partners.

## Prepare the orientation room with a sound and A/V system

Please provide a room that is separate from the packing area where FMSC staff can give a pre-packing orientation to each shift of volunteers. They will give a presentation about FMSC and the hunger problem. Seating in this area is preferred. The space must be equipped with audio/visual capabilities, including a computer and projector. For bigger groups of volunteers, the ideal system is a large projection screen, LCD projector and laptop computer to run FMSC visuals. A microphone and amplifying sound system are necessary for presenting to large groups.



ONE WEEK PRIOR

### Get ready!

Do a final check. Do you have all the required supplies ready? Are all special volunteer roles filled? Ensure that all volunteer spots at each shift are filled. Work with the Volunteer Coordination Team and Promotion Team to continue recruiting if necessary. Approximately a week before the event begins, your Event Planner will connect you with the FMSC MobilePack Supervisor and team that will be facilitating your event. The supervisor can answer any last-minute questions you may have. Your Event Planner will also email you the final trucking schedule, a confirmation of your event's packing schedule and any other details related to volunteers and logistics that may need to be finalized.



ONE TO THREE DAYS PRIOR

### Delivery of the truck

FMSC contracts with trucking companies for all shipping. Please ensure that someone from your team is available to meet the driver when he/she arrives, and make sure the following truck delivery requirements are met:

- » The trailer is parked in a pre-determined location, where it will remain for the duration of the event.
- » If the forklift is larger than standard, at least 20 feet of space or more is available at the end of the trailer where the doors open for a forklift to maneuver with ease (there must be 90 feet of total space available for the trailer).
- » The trailer cannot be backed up to a sidewalk, parking lot median or too close to a curb. Rope off space for the trailer as well as the space behind the trailer so it is not blocked.
- » The trailer is not parked on a slope, either front to back or side to side, as that will make unloading and loading very difficult.
- » Boards (located in the trailer) are underneath the landing gear to prevent damage to the parking lot.
- » No one unloads the trailer until the FMSC team has arrived.
- » If your event will take place in the winter, have a plan in place for snow and ice removal to ensure successful truck delivery/unload and safety for volunteers and staff.
- » Receive and sign the Bill of Lading (BOL) from the driver, to be given to the FMSC Event Supervisor upon arrival.



## THE DAY OF

# Final event checklist

The day has finally arrived! Complete the final event check list, review the Logistics Questionnaire and make yourself available to event volunteers, packing volunteers and FMSC staff for questions and help.

## RESOURCES/SUPPLIES:

- Forklift capable of lifting 2,500 pounds that meets all of FMSC's specifications (and driver, if not using FMSC driver)
- Rectangular tables (tables six feet long are preferred)
- Chairs for labeling station and orientation seating
- Large garbage bins in the packing room
- Small garbage bins for each packing station
- Computer for orientation presentation and screen cued and ready for volunteer orientation
- Microphone and sound system cued and ready for orientation and packing room
- Upbeat music mix for packing (FMSC will also bring a music playlist if needed)
- Soap for washing dishes
- Three to four large beach or bath towels to lay dishes on overnight to air dry
- Minimum of four kitchen towels per station, per day, for drying dishes
- Brooms and dustpans or vacuums for cleaning floors between shifts and during cleanup
- Dumpsters for garbage and recycling (there will be large amounts of cardboard from soy boxes to recycle)
- If packing and orientation are happening in the same room, stanchions will be needed to separate the areas
- Prepare a space for portable hand washing stations – each sink needs approximately 5'x5' space
- If your event is providing hand washing stations, please provide wet mops, a hand dolly and potentially a floor covering

## OPTIONAL MATERIALS:

- Floor protection (plywood, plastic sheeting, etc.)
- Carts for transporting dishes (if necessary)
- If serving rice samples, please provide cooking tools, serving cups and spoons (for instructions, see Chapter 7: Hospitality)
- Snow and ice removal supplies (if necessary)

## VOLUNTEERS (NUMBERS MAY VARY BASED ON EVENT SIZE):

- Fifteen to 20 volunteers to assist with event setup
- Three to four check-in and/or greeting volunteers
- One volunteer to run sound system (or someone to show FMSC staff member how to use the equipment)
- If serving rice samples, three to four volunteers to serve (for instructions, see Chapter 7: Hospitality)
- Fifteen to 20 volunteers to assist with event cleanup

# Flow of the event

Although each MobilePack is unique, the events tend to follow a general “flow” and timeline.

## SETUP (TAKES ABOUT TWO HOURS WITH 15-20 VOLUNTEERS)

- » The 53-foot trailer(s) will be delivered the business day prior or shortly before your scheduled event setup time. Please confirm this detail with your Event Planner.
- » Someone must meet the trailer and direct the driver on where to drop it at your site.
- » Your setup crew (usually 15-20 people) and all required supplies must be ready to go at the scheduled setup time. **The FMSC team will facilitate setup, so follow their lead!**
  - » Setup volunteers must abide by FMSC volunteer age guidelines (see Chapter 6, Volunteer Coordination) and should be available for the full two-hour setup shift.
  - » Unload the trailer. At least half of your team should be able to lift and carry 30-50 pounds.
  - » Arrange the tables for the stations.
    - » Place butcher paper on the funnel stand/scale table/boxing table.
    - » Arrange all of the supplies for each station (funnel, stand, scales, sealers, bins, etc.).
    - » Use a marker to label each station with a number on the paper at the boxing table.
  - » Prepare ingredients and place at each station (follow your Event Supervisor’s instructions in case there are not enough boxes for every station).
    - » Place bin liners in rice and soy bins, scoop rice and soy into bins and place at each station.
    - » Open and place a box of vegetables and a box of vitamin powder at each station.
    - » Ingredients at the station should be placed in the following order: vitamins, veggies, soy, rice.
    - » Place spoons and cups for the ingredients in the silver tray under the funnel at each packing station (vitamins and veggies=silver spoons, soy = brown cup, rice = white cup).
    - » Tape a box of gloves at each packing station or place a stack of gloves under the funnel.
  - » Test scales and sealers to make sure they are in working order.
  - » Label and assemble boxes (at least five boxes per station).
  - » Label bags (a stack for each station).
  - » Set up check-in, orientation space and MarketPlace.
  - » Additional tasks as needed.

## THE PACKING SHIFT: CHECK-IN AND ORIENTATION

- » Your scheduled registration volunteers should be at the site 30 minutes before the shift begins to get the welcome table ready.
- » Volunteers should start arriving about 10-15 minutes before the shift begins. They will check in, receive a hairnet and a bag for jewelry and wait for orientation to begin.
- » Jewelry is not allowed in the packing room. Volunteers must place all jewelry in the provided jewelry bag for the safety of the food and their jewelry.
- » All volunteers must wear a hairnet.
- » Food, gum and beverages are not allowed in the packing space.
- » An FMSC staff person will lead a 15-minute orientation to share about FMSC's mission, the problem of world hunger and show a short video explaining FMSC's food programs, in addition to an instruction video on how to pack meals.\*

*\*A Table Talk video is available to accommodate larger events. This video explains the packing procedure to a very large group of volunteers at one time.*

## THE PACKING SHIFT: TRAINING AND PACKING

- » Depending upon the number of volunteers, FMSC staff will demonstrate how to pack the meals, or show the Table Talk video immediately following orientation.
- » FMSC staff will ask for volunteers to help out with two specific and important jobs: warehouse crew and bag labeling crew.
  - » Warehouse volunteers will be responsible for refilling ingredients at each packing station and picking up finished boxes, making more boxes, weighing boxes, etc.
  - » Labelers will be seated at nearby tables and will place "best before" stickers on each bag before they are given to packing stations to fill with meal ingredients.
- » Typically, warehouse crew and labelers are recruited from the group of volunteers during orientation, before the Table Talk video is shown. During the video, the warehouse and labeling volunteers will gather in a certain location to learn their roles, while the remainder of the volunteers will watch the Table Talk video to learn how to pack meals. Once video is complete, volunteers will spread out and fill all the packing stations. Depending on number of volunteers per packing session, some packing stations may not be filled or used.
- » As volunteers move around and fill spaces, the FMSC team will ensure each station has the required number of people and will move people around to fill other stations if needed. They'll make sure volunteers know what they're doing and are packing the meals properly.
- » Once everyone is settled in to their packing session, the music is turned up and volunteers will pack meals for approximately an hour and a half, with occasional announcements to keep them updated on how many meals have been packed.

## SOUND EQUIPMENT AND MUSIC

- » Fun, upbeat tunes will make for a fun, upbeat packing experience. Your A/V equipment should be able to accommodate video and presentation during orientation as well as music (through an iPod or other music player) during packing.
- » If you do not have appropriate A/V equipment at your packing location, please consider renting or borrowing. Having correct and efficient equipment will help FMSC staff make your event the best it can be and provide a good experience for your volunteers, who may be discovering FMSC for the first time!
- » The FMSC team will bring a selection of music to play at your event.

## THE PACKING SHIFT: CLEANUP AND FINAL TALK

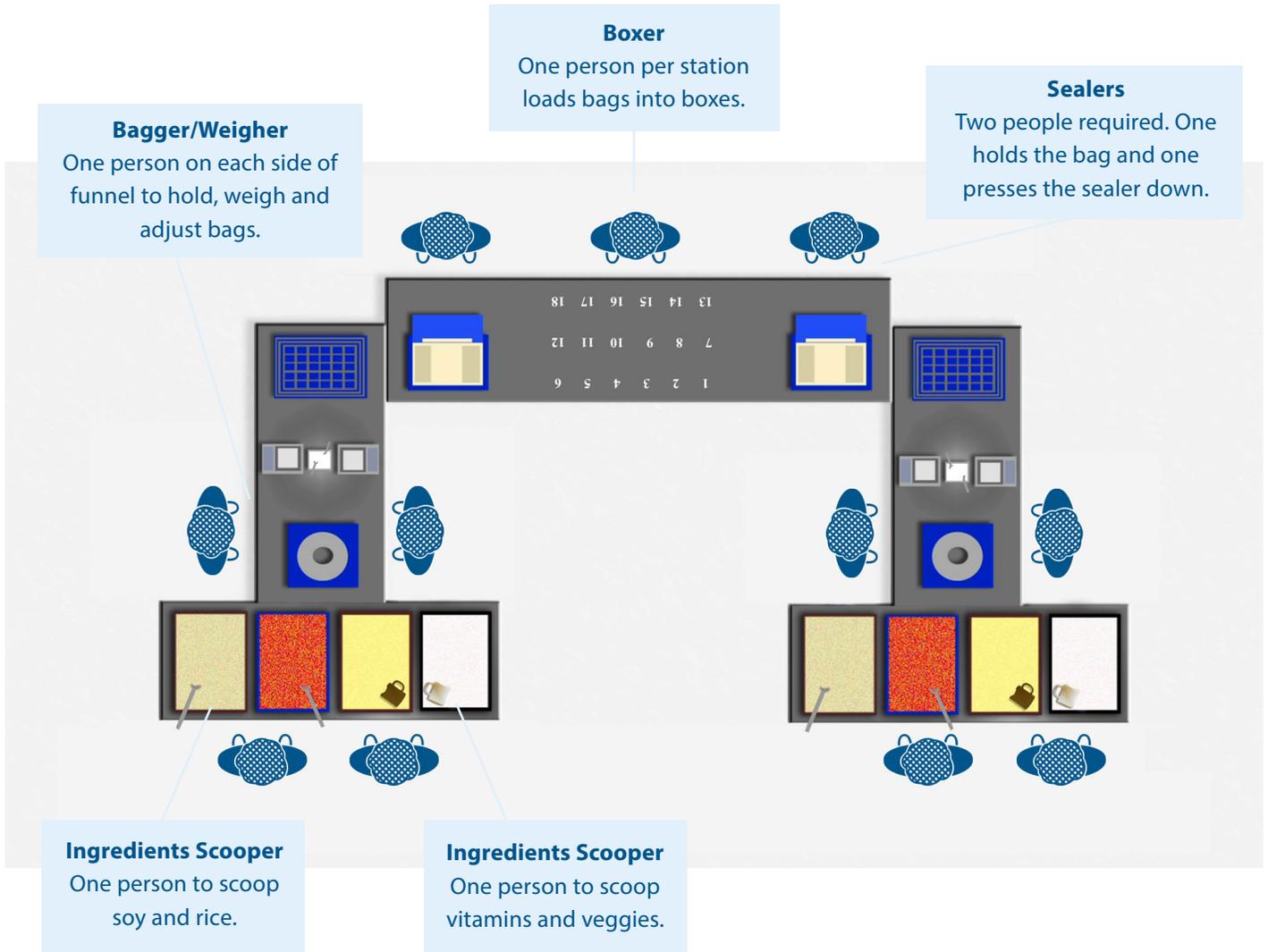
- » Toward the end of the packing shift, an FMSC staff person will pause the music and ask everyone to stop what they're doing.
- » Volunteers will be given brief cleanup instructions to ensure the stations are ready to go for the next shift: ingredients refilled, spills cleaned, tables tidied and bags replenished.
- » Volunteers will finish packing their final box and begin the cleanup process.
- » Volunteers will then gather together to hear an FMSC staff member share how many meals they packed and the number of kids they fed during their session, in addition to ways they can continue to partner with FMSC.
- » Volunteers will have the opportunity to pray over the meals they packed before they leave, as well as support your MobilePack through donations and support FMSC partners by purchasing items from the FMSC MarketPlace.
- » After (not before!) they leave the packing room, volunteers can remove their hairnets. Or, they can choose to wear them the rest of the day to promote FMSC!
- » Before the next session begins, FMSC staff and your core group of volunteers will ensure each station is ready for the next meal packing session.
- » FMSC staff will load completed pallets of meals onto the trailer and bring in more totes of soy and rice, if necessary.

## CLEANUP (ABOUT TWO HOURS WITH 15-20 VOLUNTEERS)

NOTE: The main objective for this cleanup time is to remove all FMSC items from the event space. This may take the entire two hours.

**The more your core group of volunteers can help FMSC staff with our cleanup, the faster they will be able to re-set the room according to the event space needs.** For example, if you have a Sunday service following a Saturday night cleanup shift, be prepared to first help clean up FMSC items BEFORE you set up your event space after the FMSC staff leaves.

- » At the end of the final packing shift, volunteers will receive a more detailed set of cleanup instructions.
- » Depending on time and preference, volunteers may assist with some basic cleanup tasks (bringing packing supplies and leftover raw ingredients to certain spots in the room, cleaning off tables, etc.).
- » After packing is completed and most volunteers leave, your core cleanup team (15-20 volunteers) will receive instructions from FMSC staff and assist with washing all the dishes and putting them back in the supply cabinets, sweeping or vacuuming, taking down tables and helping FMSC staff load the trailer. This final process takes approximately two hours for an average-sized event.
- » Combine excess ingredients to create full bins/boxes (with FMSC staff guidance).
- » Wash and thoroughly dry all dishes (funnels, stands, scoops, bins, etc.).
- » Wipe down sealers and scales and place back into their boxes.
- » Wipe down and put away tables.
- » Take inventory of all supplies and place back into the cabinets (with FMSC staff guidance).
- » Pack up all MarketPlace merchandise.
- » Sweep and/or vacuum floors.
- » Break down all cardboard boxes for recycling.
- » Collect trash and place in appropriate dumpsters.
- » Wrap all final pallets, cabinets, etc., and place back on the truck.
- » By the end of cleanup, everything is loaded back into the FMSC trailer and your site is clean. The timing of the trailer pickup is pre-arranged by your Event Planner and may happen immediately following your event or not for a day or two, depending on the driver's schedule. If your event ends on an evening or weekend, pickup may not happen until the next business day at the earliest, depending on the driver and company's policy.



This diagram represents the minimum number of volunteers needed per packing station. More volunteers can be added by having one person per ingredient, additional bagger/weigher and a second boxer. The number of volunteers per station typically ranges from 13-17. Additional volunteers are also required for bag labeling and warehousing (not on diagram). These additional roles make up the required volunteer recruitment goal of 20 volunteers per station.



# Logistics Team notes

| Task  | Due date | ✓ |
|---|----------|---|
| Site Approval questionnaire   |          |   |
| Secure forklift<br>Type:<br>From:<br>Driver (if not FMSC staff):  |          |   |
| Extra propane tank (if needed)  |          |   |
| Packing schedule<br># of stations:<br># of shifts:<br># of volunteers per shift:  |          |   |
| Trucking Logistics (will be confirmed by Event Planner a week prior to your event):<br>Who is meeting the truck:<br>Expected arrival day/time:<br>Trailer parking location:<br>Expected pick up day/time: |          |   |

## Questions for FMSC Event Planner: