The Events Handbook offers suggestions to help Event Champions coordinate and host events for the Feds Feeds Family (FFF) food drive. Serving as a Champion is a volunteer opportunity. Please follow your department, agency, and office guidance regarding FFF, employee participation and planning events during work hours. The FFF Gleaning Handbook provides information on Gleaning and activity participation on an employee’s own time.

Why Have an Event?
Events are more important than ever! Whether an event is virtual or on-site, a highlighted topic at a staff meeting or coordinated across agencies, well done events can:
- Bring awareness to hunger issues and food insecurity in our communities
- Increase participation in the FFF food drive
- Coordinate efforts across federal departments and agencies
- Boost morale as we come together as a federal community of volunteers

Virtual: With increased telework, the benefit of virtual meetings is apparent and will likely continue. Many on-site events can be converted to a virtual platform. Instead of collecting and directly donating the food to a food bank or pantry, the Event Champion would coordinate the virtual event and share information with employees on how to Get Involved and record the donations on the FFF Hub website as individuals.
**On-site:** Historically, FFF included on-site events such as ice-cream socials, chili cook-offs and office collection boxes. Employees would bring food donations to the office, and the collected food would either be delivered to or picked up by the food bank or pantry. When food donations are collected from a group, the Event Champion can record the donations on the FFF Hub for the group.

**Event Ideas:**

<table>
<thead>
<tr>
<th>Give a presentation at a staff meeting</th>
<th>Invite a food bank or food pantry representative to give a presentation or meet with employees</th>
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<tbody>
<tr>
<td>- FFF</td>
<td>Provide information to Leadership to share in meetings or through e-mail</td>
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<td>- Use the FFF Themes as inspiration</td>
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<tr>
<td>- Learn about hunger in your area</td>
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Be Creative! Talent show, cooking demonstration, recipe sharing, Canstruction (home or office), Share your Story, Meditation/Yoga/Wellness/Session, Community Coffee Break/Chat, Photo sharing, Virtual travel, Webinars

**Photography – are you taking photos of your event?**

- Post or share the “Recorded Public Event” form at your event.
- Take a photo of the “Recorded Public Event” form at your event to show how it was reasonably presented to the public. Keep the picture for your records.

**Finding and Coordinating with Colleagues**

Work with the federal leadership in your offices for support and coordinate with other Event Champions.

The FFF Hub makes it easy to find Event Champions in your area. Champions who have registered on the FFF Hub will show up on the map in their community.

Coordinating across agencies can strengthen our volunteer groups and increase the positive impact in our communities.

Use the provided templates to communicate events and promote weekly awareness topics.
Finding and Partnering with Food Banks and Food Pantries

Food banks and food pantries are resources for information and are the key to getting food to our communities. Ideas for finding food banks and food pantries in your area:

- Food banks and pantries often register on these nationwide websites: Feeding America or Ample Harvest.
- A web search may reveal sites that provide information on local food banks and food pantries that serve your state or region.
- Local churches can be resources and partners that operate food pantries.

Once you identify the organization(s) you plan to collaborate with work to coordinate for a list of most needed items, generate ideas, and support. For example: many organizations will provide speakers or informational booths for kick-off events, employee meetings or webinars and collection containers for on-site events.

Local Coordination and Planning Events

Remember, FFF participation is entirely voluntary, and Champions must have supervisor’s approval for time spent on events. This handbook provides guidance, ideas, and examples; however, you may have additional ideas that are not covered here. As you carry out your Champion duties, be sure to balance volunteerism with work, come together as a federal family when possible, and have fun.

Coordinating a Food Drive:

1) Virtual Food Drive Event
   a. Collaborate with the federal leadership in your offices and coordinate with other Champions in your federal community to plan logistics.
      i. Establish roles and responsibilities.
      ii. Choose an online platform to host the meeting. Test platform to ensure functioning is adequate.
      iii. Contact local food banks and pantries, and national organizations as invited guests
         1. Document food bank/pantry name and location
         2. Ask for a brief overview of the organization, how they assist families and communities to address food insecurity, and most needed items
      iv. Use provided templates to design outreach communications to promote event to employees
     v. Conduct technology testing session with all speakers and event hosts 1-2 days prior to event.
        1. Establish individuals for event who will manage the chat and Q&A boxes, speaker introductions, and serve as overall host or event facilitator.
        2. Ensure all are comfortable with using the technology for their respective roles.
vi. Collect resources to share with employees (websites, most needed items, how to participate, how to record donations, etc.) and share how to find resources on the FFF Hub
vii. Include Question / Answer opportunity
viii. Develop feedback survey to share with event participants and request feedback.
ix. Consider conducting 1-3 polls during event such as:
   1. Knowledge of or familiarity with FFF Hub.
   2. Knowledge about or familiarity with organizations addressing issue of food insecurity.
   3. Was the event beneficial to efforts to participate in FFF food drive?

2) On-site Food Drive Event with Collection Boxes. Note: Due to COVID-19, this year’s 2021 Feds Feed Families campaign will be carried out virtually.
   a. Coordinate with Federal employees of all agencies or staff in your office/building to reduce duplication of efforts and impact on our partners.
   b. Contact a food bank or pantry in your area and plan logistics:
      i. Document food bank/pantry name and location.
      ii. Contact food bank/pantry and find out who to work with and document name and contact information.
      iii. Obtain information about Most Needed Items.
   iv. Determine the location and number of donation containers needed. Many food banks/pantries have their own branded containers. If not, you may use sturdy boxes or totes. Make sure that the size and appearance of the containers meet the requirements of your office. For example, GSA may have guidelines for placement and appearance. Containers are often mistaken for trash bins, so clear labeling is essential.
   v. Schedule a donation container delivery date and time.
   vi. Schedule donation pickup during the campaign (Biweekly, Monthly, As needed?)
   vii. Set expectations for weighing donations: will the charity report weight to you after pickup, or will you weigh before pickup? Most organizations weigh and report results for their internal use and will report to you if asked.
   c. Place donation containers in locations where they will be visible but not at risk of destruction or obstructing pathways. Coordinate with GSA or your building management.
   d. Print Feds Feeds Families and informational signs for each container.
   e. Communicate the purpose of donation containers using email, signage, meetings, and other inter-office communication systems.
Encourage Employee Participation

1) Plant-a-Row: Plant an extra row of produce in your own garden or harvest unwanted produce from neighborhood gardens and orchards and donate to local food banks or pantries. Weigh the produce and record your donation on the FFF Hub.

2) Warehouse and Field Gleaning (see Gleaning Handbook).

3) Deliver Donations Directly to Food Bank or Pantry
   a. Find a food bank or pantry in your area. Visit their website or call to determine:
      i. Location
      ii. Hours accepting donations
      iii. Most needed items
      iv. Policy about expiration dates. Some organizations do not want expired items; others accept them.
   b. Find food to donate:
      i. Organize your cabinets and donate any food items you will not use.
      ii. Purchase on-sale or additional items while shopping.
   c. Be sure to note the number of pounds of food you are donating and record your donation on the FFF Hub.

4) Donate groceries online:
   i. Find a food bank or pantry in your area. Visit their website or call to determine:
      1. Address
      2. Most needed items
      3. Special instructions for deliveries
   ii. Purchase food online and have it delivered directly to a food bank or pantry. Be sure to note the number of pounds of food you are donating and record your donation on the FFF Hub.