

## **UNCLE PETE MINISTRIES**

### **CONSIDERATIONS FOR A GROUP SACK EVENT**

**Updated JANUARY 2019**

#### **INTRODUCTION**

Planning a sack event for those in need, involves two major steps. The first is procuring the items on the menu and the second is filling the sacks. Appointing a point person for these activities is the key to success. One of the other assignments for the point person is to communicate with the delivery coordinator for Uncle Pete Ministries throughout the process. This will ensure that we organize delivery staff and verify availability of sack recipients. Contact information is

Carolyn Murphy

[12cmurphy@gmail.com](mailto:12cmurphy@gmail.com)

cell 847-682-2680

#### **INTRODUCTORY STEPS**

The point person needs to familiarize themselves with the sack program by reading the introductory materials. These can be obtained from the delivery coordinator or are attached to the end of this document.

The important points are

- How did the sack dinner program come about?
- What is in a sack?
- How much does it cost to fill a sack?
- What does the shopping list look like?
- Where do the sacks go?

The point person needs to make a request of the organizations' authority, usually the principal, the troop leader, the manager, the owner, etc

- To seek agreement the sack event can occur,
- to affirm a date for filling the sacks,
- to determine how the menu items will be paid for,
- to confirm the use of an appropriate facility,
- to affirm a communication plan.

Once these agreements have been reached, the point person needs to communicate with the delivery coordinator about the date, the number of sacks that will be made, the approximate number of volunteers, the start time and expected end time of the event, and the location of the sack event.

The point person will determine and recruit the volunteers for the event, communicating date, time, and location.

### **THE MENU**

- 2 sandwiches (meat) on white or wheat bread
  - (NO condiments or cheese for food safety reasons)
- 2 hard-boiled eggs in SHELLS
- 1 SMALL bag of chips
- 1 piece of fruit – (NO bananas)
- 2 or 3 cookies or a small of cookies, or a small candy bar
- 1 SMALL 8OZ water or juice box
- 1 paper napkin
- Note-some groups write a note for each sack eg. Have a Nice Day, God Loves You, I am Think About You

### **PROCURING NEEDED ITEMS**

The items that need to be procured are (\*\*\*\*see below for further explanation)

- \*\*\*\*Bags
- Plastic gloves
- Tableclothes for tables when making sandwiches
- \*\*\*\*Sandwich size plastic bags that can be secured
- Napkins
- \*\*\*\*Bread-white or whole wheat-4 slices per sack
- \*\*\*\*Meat-turkey and/or ham-enough for 2 sandwiches per bag
- Fruit -apples or oranges
- Individual bags of chips
- SMALL bottle of water or juice box
- A treat-cookies or small candy bar
- \*\*\*\*Eggs for hard boiling or eggs in the shell that are already hard boiled
- \*\*\*\*Note cards

### **BAGS**

#### **OBTAINING BAGS**

Bags can be ordered online from [www.officesupply.com](http://www.officesupply.com). (See complete ordering information below) They come 500 to a package. The package costs from \$10 to \$25.

From experience we have learned that #12 with 40lb paper weight bags work the best. These are typically sold in packages of 500. The cost is usually from \$10 to

\$25 for a package. The best source we've found is officesupply.com. They usually deliver in two days. The complete URL to order is:

[https://www.officesupply.com/office-supplies/mailing-shipping/packing-supplies/shopping-bags/general-brown-paper-grocery-bags/p322680.html?ref=pla&cid=ad-pla-non-brand&product\\_id=322680&adpos=1o3&creative=82620379833&device=c&matctype=&network=g&gclid=CNzWy6C1g9ICFVy4wAod52oGhw](https://www.officesupply.com/office-supplies/mailing-shipping/packing-supplies/shopping-bags/general-brown-paper-grocery-bags/p322680.html?ref=pla&cid=ad-pla-non-brand&product_id=322680&adpos=1o3&creative=82620379833&device=c&matctype=&network=g&gclid=CNzWy6C1g9ICFVy4wAod52oGhw)

### **DECORATING BAGS**

Many times people have volunteers draw pictures on the bags. This is not necessary but it does personalize the gift of food to the recipients.

### **BREAD**

The number of loaves varies because it is the number of slices that need to be counted. For each sack, you will need four slices of bread.

### **PLASTIC BAGS**

It is important to buy bags that hold the size bread you pick.

### **MEAT**

Sandwiches can be made with all turkey, all ham, or one sandwich with turkey and another with ham. Luncheon meat can be used as well. Here are some guidelines for order ham and/or turkey at least one week before the date that it is needed. The number of pounds of meat needed depends on the number of sacks that are being planned.

Ham is the easiest to work with. Ask for it to be sliced so that there are 16 slices/pound, each slice is **1 oz.** Each sandwich should get **2 slices.**

Turkey is more difficult to handle if it is sliced too thin. Ask for it to be sliced so that there are 8 slices to a pound, each slice is **2 oz.** Each sandwich will get **one** slice.

### **EGGS**

Each sack gets two hard boiled eggs in the shells. These can be placed in a plastic bag. There are three ways to acquire hard boiled eggs.

- Buy all the eggs and hard boil them and bring them to the event.
- Ask volunteers to bring two dozen or more hard boiled eggs in the shell.
- Dutch Farms sells two hard boiled eggs in a secure package for \$.50-

\$.60 each. This approach can be handled by your delivery coordinator and brought to the event. You need to ask the delivery coordinator to get the eggs for you and one week lead time is necessary.

### **NOTE CARDS**

Writing note cards is optional but it does give people a chance to personalize the sack dinner as a gift. Some groups write a note for each sack eg. Have a Nice Day, God Loves You, I am Thinking About You. If these are done by children, they should be quality checked for appropriateness.

### **WAYS TO PROCURE ITEMS NEEDED**

Items can be bought or donated. Using places like GFS (Gordon Food Service), Aldi's, COSTCO or Sam's CLUB are good for quantity buying. Sometimes specific grocery stores will help with donations.

Organizing people to donate is a good way as well. Assigning specific items to be the responsibility of different groups has been successful. In addition some schools have used an online tool called sign up genius.

The cost per filled sack is usually between \$3-\$5.

<http://www.signupgenius.com/>

You put in the amount of food that you would need, set up reminders and the awesome people sign up and bring in the food.

Having the food brought in a few days before the event allows you to assess what is missing that needs to be purchased.

### **PREPARATION AND SET UP**

Procuring the necessary items from the shopping list is best done early, allowing enough time for setting up workstations.

Depending on total number of sacks to be made and the number of people who will make them, dividing the work into manageable numbers is the easiest way to set up self-contained working groups and work stations. An example is, suppose you were making 100 sacks, you could have two groups each making 50, or suppose the total number of sacks is 400, you could have 4 groups, each making 100 or 8 groups each making 50.

Once you determine the number of workstations you desire, long tables can be used to set up a workflow, each table being a separate workflow. Tables should be covered with table clothes on the part that will be used for making sandwiches.

It is generally a good idea to make all the sandwiches first so that they can be put in the workflow when filling the sacks. The work groups can layout a whole loaf of bread, add meat to it, close the sandwiches and then place them in a plastic bag and secure the bag. The most number of people are needed to secure the bags.

After the sandwiches are made, the workflow can be set along the table. The order is bags, drink, fruit, cookies/candy bar, eggs, sandwiches, chips, napkins, notes.

As the bags are filled they are handed to a quality control person at the end of the table who assures all items are in the bag. The bag is secured by folding it. The sacks are put into apple boxes, **ten** to a box. Apple boxes comes two to a box. They need to be separated and each used. There is no cover needed. Four in a row, three alongside, and three on their side on top. Your delivery coordinator will arrange for the boxes to be brought to the sack making event.

### **COMMUNICATION**

There is a need to communicate with volunteers, the delivery coordinator, and any other stakeholders as identified throughout this narrative.

After the sack event, the delivery coordinator will send an e-mail stating the number of filled sacks and where they were taken. This needs to be shared with the people in gratitude for their participation. The point person also needs to thank the volunteers.

### **SETTING GOALS**

When promoting sack events, using a goal as a motivator may have some merit. Ultimately, the goal is to feed the hungry. Children of different ages respond to many motivators. Stickers have been given to students who make sacks identifying them as someone who helped feed a person in need.

### **SETTING AN EXAMPLE**

Sometimes groups such as the Student Council members or other volunteers stay after school to pack bags the day before a collection at school.



## **UNCLE PETE MINISTRIES-SACK DINNERS**

### **INTRODUCTORY INFORMATION-JANUARY 2019**

#### **WHY SACK DINNER MINISTRY?**

How did the sack ministry come about?

-Trips to the westside of Chicago showed there were more and more people who were homeless, in shelters, or living on less than adequate wages to support their families.

-It is hard to see people so in need, and not respond. There had to be a way to mobilize the community so each could do something to contribute a small amount that adds up to a significant impact on the daily lives of people who are hungry.

-Uncle Pete organized the St, John Brebeuf community in Niles to make sack dinners once per month for eight months of the year. He built relationships with people, mainly from the west side and Uptown areas of Chicago and planned how to get them a sack dinner.

-He knew that he wasn't solving the problem of hunger but rather alleviating some of the challenges of getting thru the day for those who are less fortunate.

-He began to ask other organizations and parishes to join in. Today, we have over 15 Churches, over 20 groups including sports teams, scouts, guilds and youth groups, 12 public and private schools, individuals hosting sack making parties, as well as businesses, all making sacks. In 2018, we collected and delivered over 26,000 sacks. This sounds like a large number but we go to 30 different places and probably could use 40,000, if we were able to visit each place once per week with sacks. There is a great need.

#### **WHAT IS IN A SACK ?**

-HOLD UP A BAG-two sandwiches, two hard boiled eggs, small bottle of water, a piece of fruit, a bag of chips, a treat such as candy bar or cookies

-But there is much more in a bag. There is a sense of caring, a sense of concern, a realization that in a small way anyone can reach out to those in need.

## **WHERE DO THEY GO?**

In addition to families in need across Chicago's West Side, those who we serve include:

### **Food Pantries and Soup Kitchens**

St. Martin dePorres, Our Lady of Angels, Marillac Center, St. Stanislaus Kostka, St. Sylvester, Mother Teresa Sisters of Charity and Cornerstone Community Center

### **Shelters and Housing Facilities**

Franciscan Harrison Shelter, Eddie Beard Veterans House, Grace House, St. Leonard's House, The Boulevard, Covenant House, Pioneer House, the Franciscan Day Program

### **Women and Children**

Deborah's Place, Madonna House and House of the Good Shepherd, Marillac Project Hope, Sarah's Circle

### **Senior Programs and other**

Our Lady of Angels, Marillac Center, YMCA residences

## **EVENT VS. A MINISTRY**

-Sack dinner making is meant to be a ministry not an event. You might think of an event as a car wash to raise money. A ministry tries to focus on the why of the activity while doing it.

-The first characteristic would be a sense of community. Those like you would invite others to participate.

-The second characteristic would be to position the work to be done by acknowledging the presence of the Lord. This is usually done thru a short prayer, composed by one of you, recognizing what the work is and who is to benefit, asking God to bless the work and the recipients.

-The third component is to get organized, assign responsibilities, and most important, be accountable for your personal contribution.

-Lastly, when the work is finished, to remember the work has just begun. A member would give a short presentation on where the sacks are to be taken and help everyone to feel the dignity of the people you serve.

-In addition, one of the characteristics of ministry is that it is done multiple times. Creating a habit of behavior, is the essence of our constant care for humankind. Thru repetition, we change who we are.

## **HOW CAN I ORGANIZE A SACK EVENT**

Sacks can be made together as a group in one location or they can be made at home and brought to a collection point.

When done as a group, the menu items need to be purchased and this needs to be funded. When done at home, each person/family buys the menu items for a few sacks which spreads the cost.

Details for leading either type of event are on the website where 'Consideration documents' are available.

<https://www.osbchicago.org/unclepeteministries>

## **WHAT MAKES THIS APPEALING TO PARISHES, SCHOOLS, AND CHURCHES**

The parish/church/school incurs no cost except the cost of bags-less than \$25

All ages of people can participate

Sacks get to people in need within 24 hours

The delivery is handled by Uncle Pete Ministries volunteers

Information on where the sacks are taken is shared within 24 hours

Any number of sacks will work- 20 to 1200

## **WHAT IS NEEDED**

A point person needs to be identified to organize the sack event.

The first step is to decide on whether the sacks will be made as a group or made at home and brought to a destination, i.e a church, a school, etc. See consideration documents

Additional skills include learning or knowing the communication channels such as how to put things into a bulletin or newsletter, how to put info on YOUR website, how to use blast, etc. OR SOMEONE WHO KNOWS SOMEONE WHO DOES THESE THINGS.

Ability to recruit volunteers , 5-6, for passing out bags and collections