

UNCLE PETE MINISTRIES

CONSIDERATIONS FOR SCHOOL SACK EVENTS

Updated: JANUARY 2019

INTRODUCTION

Planning a sack collection for those in need, usually involves two steps. The first step is getting the empty bags to students and the second step is collecting the filled bags from students. Appointing a point person for these activities is 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 for the delivery coordinator is:

Carolyn Murphy

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 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?
- Where do they go?

The point person needs to make a request of the school authority, usually the head of the parent/teacher organization (PTO) or principal,

- To seek agreement the sack event can occur,
- to affirm a date for distribution of bags (Usually one full week prior to collection, to give families the weekend to shop for items if needed)
- to affirm a date for collection of filled sacks,(for schools that have pizza day or hot lunch days its best to not to set the date on those days.)
- to affirm a communication plan.

In addition, it is good to discuss the role of the PTO, the role of the principal, the role of the teachers, the role of the student council, and the role of the parents., or other stakeholders.

Once these agreements have been reached, the point person needs to communicate with the delivery coordinator about the date, the number of students in the school, the number of entrances that are used, and the start time of school.

The point person will need a few volunteers to prepare the bags, distribute the bags, and help with the collection.

BAGS

OBTAINING BAGS AND PRINTING THE MENU

Bags can be ordered online from www.officesupply.com. (See complete ordering information below) They come 500 to a package. The package costs from \$10 to \$25. Most schools give one bag to each student. With each bag, there is a menu sheet. The menu sheet lists what is to be put in the bag and what date it is to be returned.

Menu instructions can be printed two up, four up or in single sheet format. These can be produced using the school copiers or they can be done at an outside service. The template for this is attached. An example is:

Please make up **one** Sack Dinner containing:

- 2 sandwiches (meat) on white or wheat bread
 - (NO condiments or cheese)
- 2 hard-boiled eggs in SHELLS
- 1 SMALL bag of chips
- 1 piece of fruit – (NO bananas)
- 2 or 3 cookies, or a small bag of cookies, or a small candy bar
- 1 SMALL 8OZ water or juice box
- 1 paper napkin

Sack Dinners need to be returned on Tuesday April 10, by the children on their way into school.

Thank you for your support and generosity!

ORDERING BAGS

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](http://www.officesupply.com). They usually deliver in two days. The complete URL to order is:

https://www.officesupply.com/office-supplies/mailling-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

PREPARING THE BAGS FOR DISTRIBUTION

Prior to the day when handing out bags, the bags are assembled by stapling a menu sheet to each bag. Packets are prepared for each classroom dependent on the number of students in the class, and secured with a rubber band. These can be put into plastic bins or boxes.

An instruction sheet for the teacher needs to be prepared and placed on the top of a packet, for discussing what the bag is for and when to return the filled bag. See the attachment, Resources and promotional materials for ideas for communication with teachers or those who will handout the sacks.

DISTRIBUTING THE BAGS

Depending on school custom the bags should be distributed to assure they get home. Some schools have a folder system and others use other means to assure information reaches the parents/guardians.

COLLECTION OF FILLED SACKS-THE SECOND STEP

The sacks are collected and placed in apple boxes. These boxes are brought by the delivery team from UPM and placed at each school entrance.

Ten sack dinners are placed in an apple box. The delivery team will show any volunteers how to do this.

Apple boxes are open on the top and come doubled. The two need to be separated and each is filled with ten sacks (the top of the box will be open). Usually the sacks are arranged as follows: 4 in a row, 3 along the side, and three on top of the others on their back.

On drop-off day, as students bring their filled sacks on their way into school, there is no need to check if everything on the menu is in the bag.

Each entrance will be covered by volunteers from the delivery team. It is also good to have a volunteer at each entrance to help. They will arrive prior to school opening and will follow the security procedures of the school, including office check-in, etc. Boxes will be brought and distributed at each entrance by the delivery team.

The sacks should be placed directly into the apple boxes. The boxes will be loaded directly into a delivery vehicle or carted to a delivery vehicle. If possible but not necessary, it is good to have two carts on hand to make this step easy.

Post-delivery, the delivery coordinator will send an e-mail indicating the count of total sacks collected, the places the sacks were taken, including the mission of the recipient. This is an opportunity for the point person to communicate to the community the number of sacks delivered and where they went. See Communication below for further information.

COMMUNICATION THROUGH THE PROCESS

The first step is to get the necessary approvals for this event to take place. Then the point person needs to coordinate a date and time with the delivery coordinator. This can be done by phone, email, or text.

After the necessary approvals have been received and a date has been determined, communication to the school stakeholders needs to be planned. There are three points in the process for communication: prior to bag distribution, between bag distribution and bag collection, after the sacks are delivered.

PRIOR TO BAG DISTRIBUTION

Prior to the day of distribution, information on what goes in the bag and when it is to be returned needs to be in existing communication vehicles. These include, bulletins, newsletters, websites, e-mails, etc.

BETWEEN BAG DISTRIBUTION AND BAG COLLECTION

Any vehicle that is used to remind people can be used. There are generally follow-up questions when people begin to make sacks. These usually come into the office as questions. See note below for typical questions. Be sure to post the menu and return date and time on the website, bulletin board, or thru e-blasts.

POST COLLECTIONS

The delivery coordinator will send an e-mail stating the number of filled sacks that were collected 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 who handed out bags and helped with collections.

INFORMATION REQUESTED BETWEEN BAG DISTRIBUTION AND SACK RETURN

In the time between when the bags are distributed and then collected, the usual questions and answers that occur need to be communicated to the office that handles questions, such as the school office. The typical questions are

- When do I return the sacks? Give date
- Where do I return the sacks? They will be collected as children enter school
- May I include items not listed on the menu? Answer No
- I need more bags; may I use a plastic bag? Answer yes
- May I write a check? Yes, to Uncle Pete Ministries
- May I give cash? Yes-This can be given to the delivery coordinator for UPM sack making events. It can also be used by the school to purchase bags for the next sack event.

VOLUNTEERS

There is a need for volunteers to handout bags and to collect filled sacks. This usually is 4 to 6 people. The number is dependent on how many entrances are at the school. One person at each entrance is helpful. These people are in addition to the delivery team provided by Uncle Pete Ministry.

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

BLAST EXAMPLE
???????? SCHOOL SERVICE PROJECT

Uncle Pete Ministries Sack Dinners for the needy

DATE & TIME???

Uncle Pete's mission is to provide sack lunches to families in need all over Chicagoland.

On Tuesday March 15th we will collect lunches at ?????? school starting at 7:30 am. We will drive the lunches out to areas in Chicagoland and hand to people in need of a meal.

Please participate in this special day.

We will send a paper bag home ?????????????? (one week prior)

Instructions for Uncle Pete Sack Lunches!

Please include the following items in the paper bag attached.

- 2 sandwiches (meat) on white or wheat bread
- (**No condiments or cheese**)
- 2 hard-boiled eggs in SHELLS
- 1 small bag of chips
- 1 piece of fruit – (No bananas)
- 2 or 3 cookies or a small candy bar
- 1 small water or juice box
- 1 paper napkin

Thank you!

Questions? Email ??????????????

RESOURCES AND PROMOTIONAL MATERIALS

Uncle Pete Sack Dinners
Please bring lunches in on
MONTH, DATE by TIME

Please include:

- 2 meat sandwiches on white or wheat bread
- (no condiments or cheese)
- Small bag of chips
- 1 piece of fruit – (no bananas)
- 2 hardboiled eggs in the SHELL
- 2 or 3 cookies or small candy bar
- 1 small water or juice
- 1 paper napkin

THANK YOU!

Uncle Pete Sack Dinners
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