

CRS HELPINGHANDS EVENT TOOLKIT

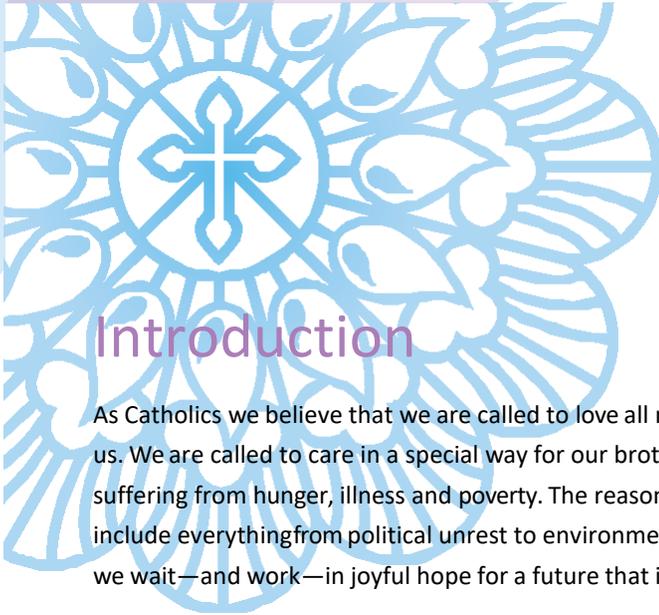


HELPING
HANDS

In partnership with
RISE AGAINST HUNGER

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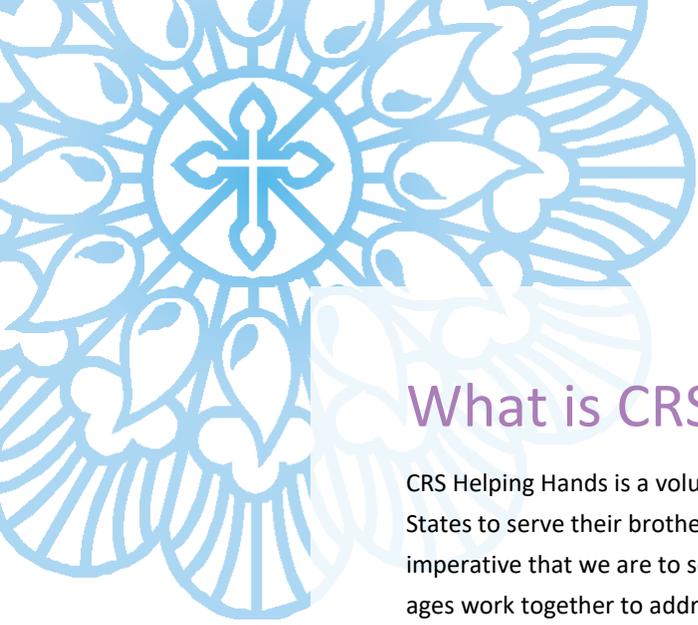


Introduction

As Catholics we believe that we are called to love all members of our human family, as Christ loved us. We are called to care in a special way for our brothers and sisters around the world who are suffering from hunger, illness and poverty. The reasons behind hunger and poverty are complex and include everything from political unrest to environmental crises to lack of access to resources, but we wait—and work—in joyful hope for a future that is free from poverty and hunger.

There are 795 million people in the world who are hungry today. When you hold a CRS Helping Hands event, you are taking an important step to fight that hunger. And we're providing this toolkit to help you—and all participants—get the most out of your experience.

This toolkit takes you through each phase of your CRS Helping Hands event. Our resources help participants form their faith through service before, during and after the event, and share critical information about the issue of global hunger and how it impacts the most vulnerable in Burkina Faso.



What is CRS Helping Hands?

CRS Helping Hands is a volunteer and formation event that invites Catholics in the United States to serve their brothers and sisters overseas in a tangible way. Rooted in the Eucharistic imperative that we are to serve as the hands and feet of Christ in the world, participants of all ages work together to address short- and long-term hunger. Volunteers come together to package meals for people in Burkina Faso, a West African country that suffers from chronic food shortages as a result of cyclical drought and flooding. These meals meet the short-term needs of those we serve, and a portion of the event fee helps fund income-generating projects that allow our brothers and sisters to become self-sustaining.

CRS Helping Hands is a partnership between [Catholic Relief Services](#) (CRS) and [Rise Against Hunger](#) (RAH). We are one of several [CRS programs](#) that help Catholics in the United States serve our poorest brothers and sisters overseas.

FROM VULNERABILITY TO RESILIENCE

CRS Helping Hands meets the immediate needs of our hungry brothers and sisters in Burkina Faso through the meals you package—and it meets their long-term needs, too.

A percentage of the funds you raise helps families and communities move from vulnerability to resilience. Through CRS Helping Hands, you fund projects that teach job skills and provide clothing and mental health services. Through your event, you help to empower entire communities with the skills and support they need to earn an income and feed their families.

Contact Information

WANT TO BOOK AN EVENT? HAVE QUESTIONS?

Email

helpinghands@crs.org

Online

helpinghands.crs.org

Social Media

Twitter [@CRSHelpingHands](https://twitter.com/CRSHelpingHands)

Mail

Catholic Relief Services
Attention: CRS Helping Hands
228 W. Lexington Street
Baltimore, MD 21201



- **STEP 1:**
PLAN YOUR EVENT

STEP 1: PLAN YOUR EVENT

Getting Started

1. Assess your resources—money and volunteers—and decide how many meals you will package. Use our online calculator for assistance.
2. Fill out our event information form online—or see [Appendix B](#)—and send it to helpinghands@crs.org
3. Email and/or phone call with CRS Helping Hands to work out logistics and details of your event.
4. Reserve a venue for your event, and order tables, chairs and AV equipment.
5. Use our fliers, posters and other resources to advertise your event.

VOLUNTEERS, MEAL COUNTS AND COSTS

It can be hard to figure out how many meals you can package with the amount of money or volunteers you have, so we have included some tips below to help you plan for an approximate amount.

- It takes one volunteer an hour to pack 120 meals. If you're planning to hold an hour-long event with 10,000 meals, you will need $10,000/120 = \sim 80$ volunteers. We need to package meals to the nearest full box, so your meal counts may not be exactly 10,000 meals, but this will give you a rough idea to plan your event.
- You'll need 20 square feet of space for each volunteer. If you are planning to package 10,000 meals with 80 volunteers, you will need 1,600 square feet.
- Meals cost 50 cents each to package.

“CRS HELPING HANDS IS A TURNKEY EVENT. IT ALWAYS SEEMED LIKE I NEEDED TO BE DOING SOMETHING MORE, BUT THEY DO NEARLY EVERYTHING FOR YOU! THE TRUCK SHOWS UP, EVERYTHING COMES IN, YOU AND YOUR VOLUNTEERS ASSEMBLE ALL THE MEALS AND BOX UP THE TRUCK; THE TRUCK LEAVES, YOU SWEEP AND PUT THE TABLES AWAY AND ... THAT'S IT!”

—Gayle Zambito, Youth Minister, CRS Fair Trade Ambassador

STEP 1: PLAN YOUR EVENT

Event Responsibilities

EVENT HOST PROVIDES:

- Event fee
- Venue, tables, chairs, electrical outlets, projector, screen and audio/visual equipment
- Volunteers
- Event advertising within your community
- Information and check-in table
- Event schedule
- Photos of the event
- Social media information
- Signed event agreement and liability waiver

CRS HELPING HANDS PROVIDES:

- Event advertising on our website and social media
- Registration and donation system
- Event coordination
- Event resources
- Event invoice

RISE AGAINST HUNGER PROVIDES:

- Meal-packaging ingredients and equipment
- Event setup
- A trained facilitator to lead the packaging instruction
- Logistical support

STEP 1: PLAN YOUR EVENT

Event Roles

Event host (that's you!): You manage the details of the event. You will coordinate an event space, make sure there are enough tables and chairs, find volunteers, organize sign in and oversee the planning logistics.

Other jobs to delegate:

- **SET-UP CREW:** 5 to 15 people per event, depending on event size, to help with set up. This group should arrive at the same time as the RAH truck—60 to 90 minutes before the event—and be able to lift 50 pounds. They will typically serve as “sustainers” during the event—volunteers who help replenish food on the tables.
- **GREETER:** Hands out nametags and gets the ball rolling as people trickle in; includes sign in.
- **MASTER OF CEREMONIES:** Welcomes everyone to the event and makes sure there is coordination between any speakers and the RAH facilitator.
- **PHOTOGRAPHER:** Takes photos and videos of participants during the event.
- **SOCIAL MEDIA POINT PERSON:** Ensures that word gets out about your event. Live tweets to [@CRSHelpingHands](#).
- **CLEANUP:** Team of people to coordinate the cleanup. Often this is the last shift of volunteers, but either way make sure you have enough people to help.

CRS Helping Hands staff: Because the CRS team runs the Helping Hands program, it is our job to assist you in the planning details—including online volunteer registration and donation collection and providing educational and other resources to help the event run smoothly. We also coordinate with the RAH facilitator and process all required paperwork.

RAH facilitator: The facilitator brings the supplies, sets up the event and explains how the meals are packaged.

Volunteers: Participants who have signed up to package the meals.

STEP 1: PLAN YOUR EVENT

Event Policies

Event cancellation:

Events packaging 100,000 meals or more must notify CRS staff of cancellation, postponement or changes 2 weeks before the event. Events packaging less than 100,000 meals must notify CRS staff of cancellation, postponement or changes 5 days prior to the event.

Event changes:

CRS staff must be notified of all event changes, including meal and volunteer counts, as soon as possible.

Meal counts:

Because of shipping considerations, all meal counts must be to the nearest full box. If you would like to increase your meal count, you must let CRS staff know as soon as possible to see if a change can be accommodated. Usually this is possible up to two weeks before your event; see [Appendix C](#) for meal counts and pricing.

Event waiver:

All event hosts or appropriate representatives must sign RAH's MOU (Memorandum of Understanding). If this cannot be done, all volunteers must sign individual waivers through our online system.

Event agreement:

All event hosts, or appropriate representatives, must sign an agreement with CRS two weeks before the event date.

Travel costs:

Any event 100 miles beyond the nearest warehouse is subject to an additional fee. See a map of the warehouses [here](#). Your CRS staff member can let you know if there are additional costs, which usually range from \$100 to \$500.

STEP 1: PLAN YOUR EVENT

Sample Event Schedule

Planning the schedule for your event is important, so things run smoothly, and your volunteers get the most out of the experience. We recommend incorporating education and reflection resources.

9:30 a.m.	Mass or Reflection Walk Truck arrives for setup 5 to 15 volunteers help unload truck and set up
10:50 a.m.	Volunteers begin to arrive and sign in
11:00 a.m.	Event host or MC welcomes everyone, plays CRS Helping Hands video and opens event with prayer
11:20 a.m.	RAH facilitator gives packaging instructions
11:30 a.m.	Meal packaging begins
12:30 p.m.	Meal packaging concludes and cleanup begins
1:30 p.m.	All packaged meals loaded onto truck and event is concluded

Consider following up your meal packaging with a post-event reflection

STEP 1: PLAN YOUR EVENT

Event Setup

Your event facilitator will set up the event for you with the 5 to 15 volunteers you provide. We can send you a layout for your event to make setup faster (see an example on the following page). It is best to confirm event setup details with your CRS staff, but we have outlined general requirements below.

Venue:

You will need a venue big enough for volunteers to be able to move around and that meets fire codes and standards; 20 square feet per volunteer is required. Most community buildings, auditoriums or cafeterias will provide plenty of space.

Tables:

You will need a minimum of 12 tables depending on the size of your event. You should plan to have a check-in table for volunteers to check them in as they arrive, give them a name tag and a hairnet (hairnets provided by facilitator). In addition, you should have an extra table for CRS information. Your facilitator will have a kit to set this up with instructions

Electrical outlets:

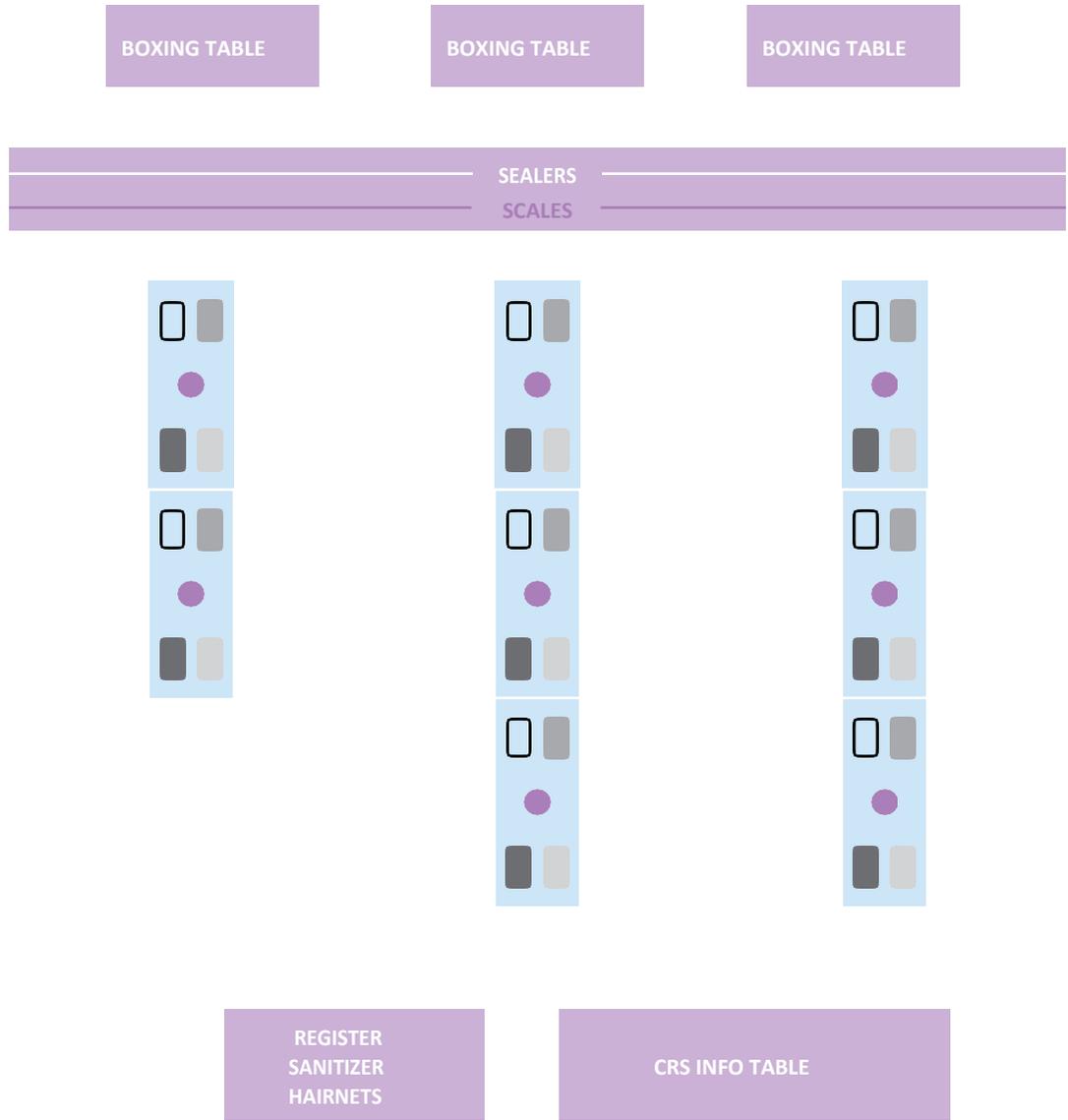
You will need 5 to 10 electrical outlets in which to plug the bag sealers. Most events do not need extra wattage unless you are packaging a very large number of meals

Audio/visual equipment:

You will need to provide projector, screen and computer, but might also need to provide speakers and a microphone.

STEP 1: PLAN YOUR EVENT

Sample Room Layout



STEP 1: PLAN YOUR EVENT

Timeline and Checklist

8 TO 10 WEEKS BEFORE

- Review the website, and share information with community leaders and decision-makers
- Determine how your community will fundraise to cover the event cost
- Fill out the [Helping Hands Event Request Form](#), and email it to CRS staff at helpinghands@crs.org to check date availability
- After your date is confirmed, reserve a venue, tables and audiovisual equipment, if needed
- Review the event resources on our website, and choose the ones you will use
- Set up a call with CRS staff to confirm event details
- Print fliers and posters to advertise your event
- Send registration/donation link to your community and post on your website
- Confirm with CRS staff that event has been added to the CRS Helping Hands website
- Put a link to the helpinghands.crs.org site on your website

4 WEEKS BEFORE

- Use the bulletin announcement to encourage registration and donations
- Prepare press release
- Designate someone as a photographer for your event
- Designate someone as a social media point person for your event
- Check with CRS staff for your registration and donation numbers

3 WEEKS BEFORE

- Publicize
- Send out press releases
- Check all final details
- Make follow-up calls to media
- Plan your pre- and post-event activities
- Check with CRS staff for your registration and donation numbers
- If you have a speaker, confirm details with her/him
- Suggestion: plan to have refreshments for your volunteers

2 WEEKS BEFORE

- CRS staff will put you in touch with the Rise Against Hunger facilitator; confirm the room setup and the volunteers who will be meeting the truck
- Sign event agreement and liability waiver and send to CRS staff
- Confirm any changes to meal count, volunteer numbers, etc., with CRS staff

STEP 1: PLAN YOUR EVENT

3 DAYS BEFORE

- Make follow-up press calls
- Contact CRS staff with any last-minute concerns or questions
- Confirm your set-up volunteers and the time of their arrival
- Print out event [sign-in sheets](#)
- Print out the registered volunteer list
- Print out posters to decorate the event space
- Set up your [Reflection Walk](#)
- Send your speaker (or speakers) a reminder

THE BIG DAY

- Meet the Rise Against Hunger truck at the designated time with your set-up crew
- Ensure that the RAH facilitator is introduced to any speakers so they can coordinate with them
- Upon arrival, RAH facilitator will unload truck and set up
- Set up registration/check in and CRS information tables
- Make sure volunteers are checked in or registered (walk-ins)
- Consider placing a container for donations on the check-in table
- Show the CRS Helping Hands [video](#) to kick off your event
- Begin your event with the [Prayer of the Helping Hands](#)

DURING THE PACKAGING

- Show photos of Burkina Faso
- Share information about the CRS website and social media where volunteers can find updates on the meals and projects
- Share other ways your community can help people who are impoverished and hungry overseas; check out suggestions on [our website](#)
- Dance to the music
- Ring the gong when you reach your meal goals
- Have fun!

AFTER THE EVENT

- Fill out the post-event survey
- Send a few of your best photos to CRS staff
- Send event sign-in/registration sheets to CRS staff
- Send check to CRS or pay through the online donation link; we will send you an invoice the week after your event
- Consider setting up a debrief call with CRS staff

STEP 1: PLAN YOUR EVENT

Event Registration and Donations

CRS Helping Hands will provide a link to our website where your volunteers can register and donate to your event. This makes it easy for everyone to sign up.

REGISTRATION INFO

- To host an event, it is a requirement to use the registration system provided by CRS Helping Hands. However, we do provide registration sheets in case there are volunteers who do not have access to a computer; see Appendix D.
- Please refer to Appendix D for step-by-step registration instructions and FAQ. If you have further questions or issues, please contact us at helpinghands@crs.org or 410-951-7485 (Monday-Friday, 9am-5pm).
- Our registration system will send each volunteer an email confirmation and a reminder 3 days before the event.
- Your CRS staff member will send you frequent updates on the number of volunteers who have signed up, but you can always contact us for information. A final volunteer list will be sent to you before your event so that you can check in volunteers upon their arrival.

DONATION INFO

- If you use our online system to collect donations, your CRS staff member will update you periodically on your progress.
- Your event invoice will apply the total online donations to the amount owed.
- You can also collect donations by check. Make sure all checks are payable to Catholic Relief Services and say CRS Helping Hands on the memo line. Your invoice will allow you to list each check that you are sending in for payment.
- Each person that donates online or by check will receive a letter with a receipt for their donation.

“PROMOTING THE EVENT USING THE ONLINE REGISTRATION AND DONATION SYSTEM WAS FANTASTIC. OUR EVENT PARTICIPANTS REALLY APPRECIATED SIGNING UP FROM HOME AND BEING ABLE TO USE A CREDIT CARD TO DONATE. PLUS, OUR PARISH OFFICE HAD FAR FEWER DONATIONS TO DEAL WITH.”

—Deacon Fred Kunder, CRS Global Fellow, Two-Time Event Host

STEP 1: PLAN YOUR EVENT

Event FAQ

Have questions about the program? Check out our general FAQ [here](#).

How many volunteers do I need?

See page 7 or use [the calculator on our website](#).

What is the cost of the event?

That depends on the number of meals you want to package. See page 7 and [Appendix C](#) or use [the calculator on our website](#).

Can you customize emails and fliers for me?

Unfortunately, we are not able to customize emails and fliers at this time. However, we have fliers, posters and bulletin inserts that you can use to advertise your event on [our website](#).

Think we're missing something? Email us at helpinghands@crs.org and let us know if there's another resource that would be useful.

It is 1 week until my event, and I have not heard from my RAH facilitator.

What do I do?

Let your CRS staff member know right away! We'll make sure they contact you.

Can I change my meal count once I schedule my event?

Absolutely! If it is a small amount, we can change the meal count two weeks before your event, but if it is a large amount we would need to know 30-45 days before your event.

Where can I find educational and reflection materials?

Educational materials can be found on [our website](#).

I want to show a video beforehand. Where can I find one?

There are several videos on our YouTube channel. They can be found [here](#).

To whom do I send photos and registration lists post-event?

Send any information about your event to your CRS staff member. Also, we'd love to hear from you about your event. Please let us know how we are doing, and how we can improve at helpinghands@crs.org.

Does CRS help with fundraising?

Unfortunately, CRS does not help fundraise for the event. However, fundraising for your event is a good community-building exercise. Be creative and get a team together. See the fundraising section of this toolkit for ideas. Have a great fundraising idea? Let us know at helpinghands@crs.org.

STEP 1: PLAN YOUR EVENT

Can our meals be sent to a different country?

It takes time to build the international side of the CRS Helping Hands program. In addition, we need to abide by certain shipping and commodity policies; therefore, we cannot ship meals to other countries.

What is the role of the RAH facilitator?

The day of your event, the RAH facilitator will pull up in a truck loaded with the meal- packaging ingredients and supplies. He or she will guide volunteers in setting up the event and show them how to package the meals. Once the event is over, the facilitator will guide the volunteers in cleaning up. We make every effort to ensure our facilitators are familiar with our program, but they are not CRS employees. If you have detailed questions about CRS Helping Hands, please contact us 410-951-7485 or helpinghands@crs.org.

If we raise extra money for the event, where will it go?

Amazing job! You have two options if you raise extra funds: 1) You can increase your meal count and package more meals to send overseas, or 2) You can donate the extra funds to the projects CRS Helping Hands funds to end hunger in the long-term. Just let your CRS staff member know which option you would like to choose.

Can we use your logo to advertise our event?

Absolutely! You can find it [here](#). Please be sure to read our fundraising guidelines, which include the use of our logo.

Where do I send my payment?

Your CRS staff member will send you an invoice with instructions and the address listed on it. Do not give your check to staff at the event—send it in with your invoice.

Catholic Relief Services CRS
Donor Services
P.O. Box 17090
Baltimore, MD 21297-0303

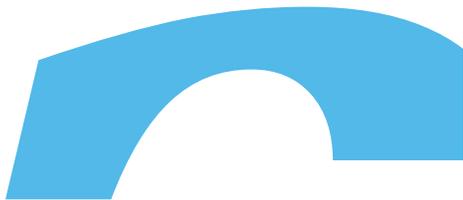
STEP 1: PLAN YOUR EVENT

Post-event

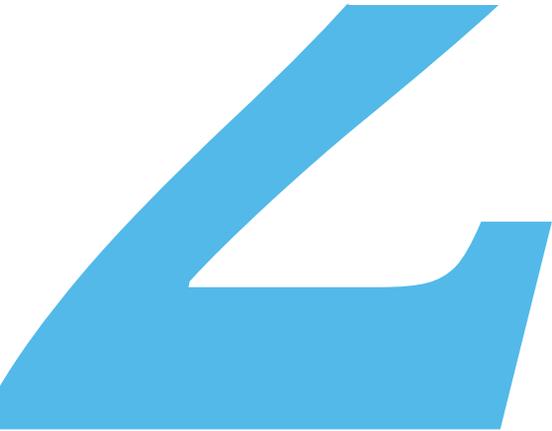
- 1 **Send payment to CRS.** Your CRS staff member will send you an invoice a week after your event. The invoice will include all travel fees, and any online donations you received will be subtracted. Do not give any payment to your facilitator. It must be mailed to CRS.
- 2 **Send photos and any sign-in sheets to your event coordinator.** This allows you to share photos with your event volunteers through Facebook and helps us engage more communities in the fight against global hunger.
- 3 **Take our post-event survey and encourage your volunteers to as well.** We love feedback—it helps us improve the program. If you have additional ideas you would like to share about your event—educational resources you used, fundraising ideas, etc.—email us at helpinghands@crs.org.
- 4 **Do more to fight hunger.** See what you can do here. Feel called to do more? Check out CRS' other programs for Catholics in the United States: [CRS Rice Bowl](#), [CRS Fair Trade](#) and [Catholics Confront Global Poverty](#).

“I ALWAYS FELT LIKE I NEEDED TO BE DOING MORE, THAT PERHAPS I WAS FORGETTING SOMETHING. [BUT] ALL I NEEDED TO DO WAS PROMOTE THE EVENT, FUNDRAISE, FIND VOLUNTEERS AND SET UP THE EVENT SPACE PER THE INFORMATION I WAS ALREADY GIVEN!!”

—Jessie Stark, Three-Time Event Host, Parishioner



- **STEP 2:**
FUNDRAISE



• STEP 2: FUNDRAISE

Fundraising Ideas

Fundraising can seem daunting, but people are quite generous when they hear the stories of those living in poverty overseas. The following examples are ideas that parishes have used to fundraise for our events. We provide an option to give to your event online through our registration system, making it easy for volunteers to donate when they register. Before starting your fundraising, please read [Appendix A for Fundraising Guidelines](#).

FUNDRAISING IDEAS

SECOND COLLECTIONS

- A second collection allows the entire parish to be involved in your ministry efforts and gives everyone a sense of accomplishment. Make sure you have your pastor's support.

PARISH "LET'S REACH OUR GOAL" DONATIONS (POSTER WITH DOLLAR GOAL AND THERMOMETER)

- Design a poster with your financial goal and draw a thermometer with the increments of donations you might be receiving. Make pulpit and bulletin announcements about your drive and be certain to color in the thermometer at the end of each day so your community can see how close you are to your goal.

NUMBERED DONOR BOARDS

- Use a large corkboard to create tags with the numbers 1 to 150, leaving enough space on each tag for people to write their names. Using bulletin and pulpit announcements, explain to your parishioners that you are raising funds for your meal-packaging event, and invite each person to choose a numbered tag on the board. This number will be the specific number of dollars they will donate. When donors give you funds, have them write their name on the tag.

• STEP 2: FUNDRAISE

YOUTH-DRIVEN FUNDRAISERS

- The youth of the parish can hold car washes, sponsor a dance or bake sale, call local businesses to request sponsorship, invite friends and family to give to their cause or ask for birthday or Christmas gifts that support their cause.

CRS FAIR TRADE SALES

- You can use [CRS Ethical Trade](#) to raise funds for your event. Consider a community order through our partners for holidays or special events.

PARISH AND GROUP-SPONSORED EVENTS

- CCW, Knights, Rotary Clubs and others are often willing to help with an event. Whether it be through assistance with fundraising, financial sponsorship or community meals, these groups are wonderful to bring into your event planning.

DONOR REQUESTS

- Ask your pastor if he has any ideas and/or if parish or school staff can connect you with regular donors.

HOT CHOCOLATE FUNDRAISER

- This is a fun idea for cold winter months. Plan to have a hot chocolate bar with different kinds of hot chocolate and flavors to add along with other treats. Charge for the hot chocolate or ask for a donation.

TEAM FUNDRAISING

- Our online system allows families to sign up as teams. Families can compete against each other to raise more funds, and the online system tracks their donations. All funds raised will go toward your event. Ask CRS staff for more information.

“WE THOUGHT THAT FUNDRAISING WOULD BE THE HARDEST PART OF THIS EVENT, BUT ONCE WE SHARED WHAT WE WERE DOING, WE RAISED THE FUNDS IN A MERE TWO WEEKENDS!”

—Dan McGowan, Event Host, Parish Director of Faith Formation

3

- **STEP 3:**
PROMOTE YOUR EVENT

3 • STEP 3: PROMOTE YOUR EVENT

Event Promotion

IN YOUR COMMUNITY:

- Post the event on your website
- Download our bulletin inserts or posters to promote your event
- Make announcements during Mass or other large gatherings
- Consider creating a banner to post outside your community

IN THE GREATER COMMUNITY:

- Contact the local media or diocesan newspaper to suggest a story about your event
- Check out our media kit
- Invite your congressional representatives

ON SOCIAL MEDIA:

CRS Helping Hands uses Twitter ([@CRSHelpingHands](#)) and Facebook ([CRS Helping Hands](#)) . Please help us promote the program by following us, liking our page and live tweeting your event. Designate someone to tag us with status updates and pictures.

EXAMPLE OF APPROPRIATE TEXTS TO TAG US IN

- “Excited to be packaging 10,000 meals with [@CRSHelpingHands](#) [#lendahand](#)”
- “We just reached our goal to package 20,000 meals for [@CRSHelpingHands](#) to send to Burkina Faso [#lendahand](#)”

GUIDELINES

- CRS and Helping Hands logos can only be used with permission
- Nothing obscene or inappropriate can be posted
- Post lots of pictures
- Post positive messages
- Use our hashtag [#lendahand](#)
- Ask volunteers about the experience and tweet their quotes
- Post photos and short videos—be sure to take them horizontally for Twitter

RESOURCES

- Check out our stock of prepared memes and photos



● **STEP 4:**
**INTEGRATING
AND PRAYER**

EDUCATION

• STEP 4: INTEGRATING EDUCATION AND PRAYER

4

Resources

Consider using our faith-formation or educational resources to ensure participants have a meaningful experience. We have resources on our website for each phase of your event .

PRE-EVENT

- Hold a [Global Poverty Reflection Walk](#)
- Do the [Live Mercy: Feed the Hungry](#) activity
- Use these liturgical resources for Mass before the event

DURING THE EVENT

- Invite a speaker to talk about global hunger at your event. On rare occasions, CRS can provide a speaker for your event; please check with CRS staff. Things to keep in mind when inviting a speaker:
 - Ensure that the speaker does not speak for more than 15 minutes. If he or she does, make sure the RAH facilitator is aware of this before the event.
 - CRS staff can provide pictures, talking points or a PowerPoint for the speaker if desired.
 - Introduce the speaker to the master of ceremonies and the RAH facilitator to ensure coordination.
- Show our [video](#) introducing the program
- Consider sharing facts or a story about Burkina Faso
- Open your event with the [Prayer of the Helping Hands](#)
- Hang Burkina Faso posters in your event space

POST-EVENT

- Plan a prayer service to pray for an end to global hunger
- Use this [Food for All Eucharistic Adoration](#)

APPENDIX A

FUNDRAISING GUIDELINES

GENERAL GUIDELINES:

- Events that conflict in any way with CRS' mission, Catholic teachings or other program priorities are not allowed.
- CRS does not accept nonmonetary contributions of items like food or clothing.
- CRS cannot sponsor or solicit contributions for events.
- If you solicit donations of goods and/or services for an auction or other event, clearly state that you are soliciting for an event that will benefit CRS, not directly for CRS.
- It is recommended that any vendor involved in the event provide evidence of insurance.
- If you choose to serve alcohol during your event, the responsibility of serving it should remain with a third party. Proof of age is required, and signs should be posted to that effect.

FINANCIAL GUIDELINES:

- Donations to CRS are tax-deductible. We generate tax receipts for all monetary donations given directly to us.
- CRS cannot provide tax receipts for donations made to a third party.
- CRS cannot provide tax receipts for goods, such as items for auction, or services, such as advertisements or printing, donated to your event.
- All promotional materials must clearly state what percentage or dollar amount of the sales or admission price will be donated to CRS. You must state that your event is "benefiting CRS" or a "donation will be made to CRS" as opposed to stating that "a portion of the proceeds will support CRS."
- CRS cannot cover expenses incurred in the production of the fundraiser.
- CRS reserves the right to audit all event revenues and expenses to ensure we comply with U.S. tax regulations. Please save all receipts in the event you are audited.
- CRS cannot send a letter that states we have received funds in anticipation of their actual receipt.
- CRS cannot send letters stating we have received goods or services on behalf of an event organizer.

LOGO USE GUIDELINES:

In connection with your fundraiser, you may use the CRS name and logo, subject to the following terms and conditions:

- You may not change or alter the logo in any way.
- If the event benefits more than one charity, the CRS logo should appear in the same size as the other charity's logo.
- CRS reserves the right to revoke the use of the logo at any time.

LEGAL GUIDELINES:

- CRS cannot sign documents that make us legally responsible for any portion of an event.
- You are responsible for securing all necessary insurance, permits and authorizations to carry out your fundraiser.
- Charitable fundraising is a regulated activity in many states. You are responsible for ensuring that you are complying with federal, state and local regulations.
- Please visit our website to obtain a copy of our privacy policy.

APPENDIX B

EVENT REQUEST FORM

Fill out this form to request more information for an event or to confirm an event date.

TO BE FILLED OUT BY EVENT HOST

Parish/School/Conference Name: _____

Event Address: _____

Date Requested: _____ Time Requested: _____

Projected # Meals:* _____ Projected # Volunteers: _____

Event Host Name: _____

Event Host Phone and Email: _____

On-site Contact (if different): _____

On-site Cell Phone: _____

How did you hear about us? _____ Facebook Page: _____

Twitter Handle: _____

FILLED OUT BY CRS STAFF

CRS Staff Name: _____

CRS Staff Phone and Email: _____

Travel Fee: _____ Repeat Event? _____

Notes:

**Meals increase in increments of 216. Typical amounts are provided as suggestions.*



APPENDIX C

MEAL COUNTS AND PRICING*

# OF BOXES	# OF MEALS	COST	# OF BOXES	# OF MEALS	COST
47	10,152	\$5,076.00	190	41,040	\$20,520.00
48	10,368	\$5,184.00	191	41,256	\$20,628.00
49	10,584	\$5,292.00	192	41,472	\$20,736.00
50	10,800	\$5,400.00	193	41,688	\$20,844.00
51	11,016	\$5,508.00	194	41,904	\$20,952.00
52	11,232	\$5,616.00	195	42,120	\$21,060.00
53	11,448	\$5,724.00	196	42,336	\$21,168.00
54	11,664	\$5,832.00	197	42,552	\$21,276.00
55	11,880	\$5,940.00	198	42,768	\$21,384.00
56	12,096	\$6,048.00	199	42,984	\$21,492.00
57	12,312	\$6,156.00	200	43,200	\$21,600.00
58	12,528	\$6,264.00	201	43,416	\$21,708.00
59	12,744	\$6,372.00	202	43,632	\$21,816.00
60	12,960	\$6,480.00	203	43,848	\$21,924.00
61	13,176	\$6,588.00	204	44,064	\$22,032.00
62	13,392	\$6,696.00	205	44,280	\$22,140.00
63	13,608	\$6,804.00	206	44,496	\$22,248.00
64	13,824	\$6,912.00	207	44,712	\$22,356.00
65	14,040	\$7,020.00	208	44,928	\$22,464.00
66	14,256	\$7,128.00	209	45,144	\$22,572.00
67	14,472	\$7,236.00	210	45,360	\$22,680.00
68	14,688	\$7,344.00	211	45,576	\$22,788.00
69	14,904	\$7,452.00	212	45,792	\$22,896.00
70	15,120	\$7,560.00	213	46,008	\$23,004.00
71	15,336	\$7,668.00	214	46,224	\$23,112.00
72	15,552	\$7,776.00	215	46,440	\$23,220.00
73	15,768	\$7,884.00	216	46,656	\$23,328.00
74	15,984	\$7,992.00	217	46,872	\$23,436.00
75	16,200	\$8,100.00	218	47,088	\$23,544.00
76	16,416	\$8,208.00	219	47,304	\$23,652.00
77	16,632	\$8,316.00	220	47,520	\$23,760.00
78	16,848	\$8,424.00	221	47,736	\$23,868.00
79	17,064	\$8,532.00	222	47,952	\$23,976.00
80	17,280	\$8,640.00	223	48,168	\$24,084.00
81	17,496	\$8,748.00	224	48,384	\$24,192.00
82	17,712	\$8,856.00	225	48,600	\$24,300.00
83	17,928	\$8,964.00	226	48,816	\$24,408.00
84	18,144	\$9,072.00	227	49,032	\$24,516.00
85	18,360	\$9,180.00	228	49,248	\$24,624.00
86	18,576	\$9,288.00	229	49,464	\$24,732.00
87	18,792	\$9,396.00	230	49,680	\$24,840.00
88	19,008	\$9,504.00	231	49,896	\$24,948.00
89	19,224	\$9,612.00	232	50,112	\$25,056.00
90	19,440	\$9,720.00	233	50,328	\$25,164.00
91	19,656	\$9,828.00	234	50,544	\$25,272.00

*This is not a comprehensive list and meal totals and cost can increase beyond the totals listed here.

APPENDIX D

REGISTRATION INSTRUCTIONS AND FORMS

EVENTS WITH ONE SHIFT:

1. REGISTRATION TYPE:

- It will default to the shift time listed for your event
- Select individual unless you are starting a fundraising team
- Click “Continue to next step”

2. REGISTRATION DETAILS:

- Enter “0” under fundraising goal unless you plan to fundraise for the event. You will have a chance later to give a one-time donation
- Answer all required questions
- Click on “Terms and Conditions” and read waiver
- Click to agree to the waiver
- Click “Continue to next step”

3. CONTACT DETAILS:

- Enter all of your contact information
- Click “Continue to next step”

4. ACCOUNT INFO:

- Enter email address
- Pick a password of 6 characters and 1 number
- Click “Continue to next step”

5. DONATION AND PAYMENT INFORMATION:

- If you would like to donate toward the event cost, select “Yes”; if you do not want to make a donation, select “No thanks”
- If you select yes, enter the amount of your donation, and enter your payment and billing information
- Click “Continue to next step”

continued on next page

● APPENDIX D (continued)

EVENTS WITH MULTIPLE SHIFTS:

1. SELECT YOUR SHIFTS

- Check the small box next to the shift(s) you are registering for
- In the quantity box enter the number of people you are registering for each shift
- You may register yourself and your immediate family
- Answer all required questions
- Read and agree to waiver
- Click “Continue to next step”

2. ENTER YOUR INFORMATION

- Enter your name, address and phone number
- Pick a password that is 6 letters and at least 1 number
- Click “Continue to next step”

3. REVIEW THE INFORMATION YOU ENTERED, AND MAKE ANY NEEDED CORRECTIONS

4. CLICK “PURCHASE TICKETS”

5. TO MAKE A DONATION TO THIS EVENT, GO BACK TO THE ORIGINAL LINK AND CLICK “DONATE”

