



Starting Line Food Drive Manual

Goal:

This manual will document how the starting line food drive process works, infrastructure needs, volunteer requirements and responsibilities, locations. Consult the full Starting Line Manual for a more complete and updated schedule.

Volunteer Orientation & Sign-up

- Volunteer registration opens on <<enter date>>. Expectation is that Food Donation Organization Volunteer names and emails must be provided to <<Food Volunteer Lead>> to ensure communications are going out to all volunteers.
- Volunteer registration closes on <<enter date>>.

Pre-race food drop off

- Food Donation Organization will be accepting food drop off in advance on the Wednesday before the race. Teams must know their team name and number when dropping off to reference.
- Location:
- Wednesday 3/4 from 5-6pm.
 - Must call <<Food Donation Organization Main Contact>> if any other time is needed.
- Minimum amount for teams to drop off ahead of time is 300 lbs (visually a fully shopping cart of cans is 150 lbs, so this x2)

Day of Race Timeline:

7:30 - 9:00 am Yard Set-up, coffee & baileys!
7:30 am Breakfast set up begins
8:00 am Burn Barrels warming up
8:00 am First responder coffee delivered and available
8:00 am Food Donation Organization Food truck arrives and set up begins
9:00 am All Volunteer check-in
9:00 am Breakfast is open - Feed the Masses!
9:45 am Racer Registration Opens
10:30 am Checkpoints and Bike Marshal Volunteer check-in
11:30 am Marching Band plays
11:30-45 am Racer Registration Closes (must be in line by 11:30, last registration is 11:45)
12:00 pm All Announcements, VIP talks if applicable
12:15 pm 15 minute warning for race starting
12:30 pm Count down starts with Marching Band Playing Final Countdown
12:35 pm Race starts
12:45 pm Yard Clean up begins - load truck, tear-down structures, garbage/recycling/LNT

Volunteer roles

- Food Donation Organization:
 - Set-up team arrives at <<event location>> by 8 am - park Food Donation Organization truck <<enter location>>
 - (12-15) Food Check-in Volunteers arrive by 9am (get armbands and entry into yard for breakfast)





- 3 Tables with a scale at each table. Food check-in teams to weigh and document on Food Donation Organization Tally Sheets, 4 sorting and organizing food, and 2 managing the line and paperwork.
- <<Event Name>>
 - Greeter/Food Expeditors/Escorts (4-8),
 - Assist teams with getting food ready, ensuring all teams have picked up their pre-reg paperwork that includes their team name, team # and space to record lbs of food teams.
 - Assist teams across street and inform where to wait in line.
 - Master Food Liaison (1-2):
 - After teams check in food, Master Liaison writes lbs of food on master <<Event Name>> list, directs to escort.

Food check-in process

Food drive collection, weighing, loading process

- Food Donation Organization truck parked <<enter location>>
 - Food Donation Organization will bring tally sheets to the event and will have a supply at each weighing station. Tally sheets will serve as backup hard documentation.
 - Food check-in process:
 - Team approaches truck with food (any number of team members may be present, but all food must be accounted for. will not accept piecemeal contributions to a team's total food tally)
 - Team will approach 1 of the 3 weighing stations with their pre-reg paperwork in hand.
 - Food Donation Organization volunteer tracking the tally of food will transcribe team #/name onto Food Donation Organization tally sheet, and track food lbs according to Food Donation Organization process. (Use the tally sheets to do the math when adding up multiple scale-loads)
 - Team is required to present pre-registration paperwork with documented food donated amount to gatekeeper for entry into the yard.
1. Teams form a single line from Pre-Reg <<enter location and directions>> and side of Food Donation Organization truck. Must have all food with them at one time to line up (ie: no dropping some food now and some later). Escorts assist teams approaching one of three Food Weigh-in stations. Hand "pre-reg ticket" to <<Event Name>> Food Liaison.
 - a. IF team is noted as one of the top 10 Food Donation Organization pre-drop teams on the "pre-reg ticket" they will be presented with their gift basket at this time / <<Event Name>> Liaison to shout out to Food Donation Organization.
 - b. Food Drop off on Race Day: ALL teams must drop their food (minimum 69 lbs all together at one time) off at the tables at the corner of <<enter location>> /Food Donation Organization truck **before** they may enter and check-in.
 - c. Food Donation Organization volunteers weigh food / food liaison tracks this on their master sheet as well as on the "pre-reg ticket" and hands back to teams.

Logistics for the truck / Infrastructure

- Food Donation Organization to supply:
 - 3 scales
 - 1 pop-up 10x10 tent
 - Cardboard boxes for sorting as well as to tear down and stand on if cold





- [2013: 16+ bins were used to contain 17K lbs of food, but could have used more if they were stacked.]
- <<Event Name>> to supply:
 - Backup generator in case scales, heat source other is needed.
 - Extension cord and power strip will be needed.
 - 3 6x2 tables
 - 1 carport over tables and food drop off
 - Receptacles to contain racers' used grocery bags: Plastic, Landfill, Paper, Reusable.
 - No parking/reserve space for truck along Hubbard between property edge and Wolcott

