

Rise

AGAINST HUNGER

food • community • sustainability

INDIA

EXPERIENCE

PREPARATION GUIDE

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Event Preparation Tips

Our meal packaging process engages volunteers to combine rice, dal (lentils), dehydrated vegetables and a packet of 18 essential vitamins and minerals into small meal packages. The packages are put in packed boxes/bags and distributed through NGO partners and in rural communities to support feeding programs and to help families overcome food crisis. The food stores easily, transports quickly and has a shelf-life of two years. Your impact starts with a meal, and leads to self-sufficiency, sustainability and brighter futures!

Ready to host your own event?

WHAT YOU'LL NEED

Three things you'll need to host your own event.

1. **Volunteers.** Each volunteer can package between 125 and 150 meals per hour. We will visit with you about the size of your group to recommend a meal goal, as well as to discuss the timing of your event. We also request a small team of volunteers or support staff for set-up and post-event clean-up help.
2. **Donation.** Our meal events, the distribution, monitoring and evaluation of the impact are all supported by a donation from your group. A representative from Rise Against Hunger India can further discuss donation and event goals that best fit your group's needs.
3. **Space.** Approximately 15-20 sq. ft. per volunteer is needed and must be indoors. We require our hosts to provide rectangular tables (amount and size of tables based on the number of volunteers taking part).



We appreciate your support in delivering nutritious meals to underserved populations, made possible by your team through the Rise Against Hunger India Experience—thank you!

Event Preparation List

Getting started

MEAL PACKAGING EVENT PLANNING AND SCHEDULING

After you have confirmed going ahead with the event, we will start collaborating with your designated representative to walk through the steps and processes for your event. Our team will share an event preparation guide and a checklist with you. This will be reviewed in the first planning call or meeting with you.

We'll review your information, ask any relevant questions, and schedule your event.

Post this meeting or call, Rise Against Hunger India representative will send you a Statement of Work or a List of Work Agreements to be signed by both parties. The completion of this form will confirm your event and allow us to set up your registration and fundraising site.

PROMOTING YOUR EVENT



To help you recruit volunteers and build excitement, we can provide information sheets, visuals, posters, logos, and other materials to share. Minimum meal requirements vary by location, but each event must package at least 10,152 meals (47 boxes). A group of 40 to 50 volunteers can package this quantity in under two hours.



What to expect on the day of your event

On the day of your event, you can expect our team to arrive at least 1-2 hours before start with a Rise Against Hunger India staff person as a facilitator.

More details of your event including set-up, table layout, and event day organization will be discussed with your Rise Against Hunger India event coordinator.

Pre-Event Checklist

ONE DAY BEFORE THE EVENT (AT LEAST 3 HOURS BEFORE THE EVENT TIME)

- Rise Against Hunger India events facilitation team will bring ingredients, packaging equipment and other items needed for the event, preferably one day in advance. You will need to arrange for space to unload the materials and store them in a safe location.
- Event lead or coordinator from your group should coordinate the facilities team, security team for parking and unloading.
- Volunteers or housekeeping staff or outside labor should be available to help with the unloading.
- Arrange for tables, power cords (to connect sealers), dustbins (see specifications in the following pages)

EVENT DAY - PRE-EVENT (SETUP PROCESS)

- Set up tables. Rectangular tables 3"x6" work best. For each row of 10 to 11 volunteers the dimension of table should be 18 ft x 3 ft
- Arrange two extra tables as a space for registration desk and for Rise Against Hunger India materials.
- Make sure power connections are available, and extension cords are given for each row (one sealing machine in each row)
- Volunteer registration sheets need to be printed (if volunteers have pre-registered in advance, they need to initial the sheet and mark their presence). The sheet will be emailed before your event with your online registration link.
- Identify and confirm a set-up and clean-up team or facilities/support staff. We'll need 6-8 persons for every 100 people expected. They should be able to lift the rice, dal bags and vegetable bags (18 to 20 KGs)
- Assemble a welcome/registration team. They will oversee marking attendance and directing volunteers to the packaging lines.
- Lead group of volunteers and/or the support staff will help with cleaning/sanitizing the bins, trays and containers. They will also fold the packaging carton boxes, mark the event dates and venue.
- Before all volunteers come in, ingredients are filled in (rice, dal, dehydrated vegetables and vitamins), equipment (weighing/sealing machines) checked & assessed.

All set? Here are a few added items that will make your event even better:

- Adjust the room temperature. Overheating can make the event space stuffy & sweaty.
- Set up an AV system, if available. This will enable your event facilitator to show the Rise Against Hunger India meal packaging instruction video and a slideshow of images of our beneficiaries. Your facilitator will have these items on a USB drive, or they can be downloaded from Rise Against Hunger India YouTube Channel.

Thank you for joining our movement to end hunger!



Food Safety Instructions

Guidance for food safety

With utmost concern for the health and nutrition status of our meal recipients, we prioritize food safety at our Rise Against Hunger Experience events. Here are the safety guidelines your facilitator will share with your group.



GUIDANCE

- **Hairnets.** Everyone needs a hairnet, and a beard net if applicable! Hats can be worn over hairnets to make them more stylish!
- **Gloves.** Volunteers at filling stations and weighing stations must wear gloves. If gloves get ripped, you touch other things while wearing them (like your phone), or if you take them off, make sure you grab a new pair.
- **Food-safe equipment.** Bins and bowls that currently have ingredients are clean and safe for food use. Please do not use any other equipment to hold ingredients. If you spill anything, please treat it as trash and do not reuse it (even if it spills in a bin or tray).
- **Dirty dishes.** If you drop a utensil (mug, scoop, spoon, ladle) that touches food, find a facilitator to get a new one.
- **Jewelry and Personal Belongings.** All jewelry and personal belongings (such as water bottles, jackets, purses) must be stored away from the packaging space.
- **Food Items/Water:** No food items or drinking water should be brought to the packaging area. Water counters can be placed outside the packaging area.
- **Illness or disabilities.** Lastly, if anyone is experiencing an illness or has a disability, please find a facilitator after presentation so they can determine where volunteers would be best suited to help today.

OTHER SAFETY POINTS

- **Precaution for extension cords.** Better to tap the wires and cords running to the station across the floor.
- **Sealers safety.** These only heat when the arm is down. If you seal your hand, it could burn you. Be careful with small children and pay close attention to facilitator's sealing instructions.
- **First aid.** Facilitator will have a basic kit if needed.
- **Key Locations.** Point out the nearest exit, washrooms, gathering area for volunteers.

Assembly Line Flow Chart

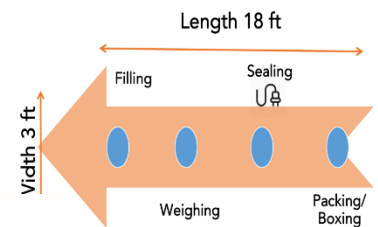
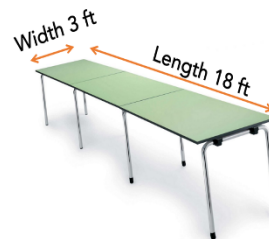
Assembly line has four different stations/functions: filling, weighing, sealing and boxing. Packaging process moves through each of the stations in a seamless, coordinated manner.



Rise Against Hunger India has capacity to engage with 1,500 to 2,000 volunteers at one go. For each group of 100 participants, 10 rows are required and based on the number of volunteers, this is multiplied.

MEAL PACKAGING EVENT LAYOUT

- Each row -10 to 11 volunteers
- Each row size – 18 ft (length) x 3 ft (width)
- Gap between Rows – at least 3 ft.



Total 10 to 11 volunteers per packaging line

EVENT CONCEPT LAYOUT

{volunteers requirement for 1 packaging line}

• **Filling Station :**

5 Volunteers

• **Weighing Station :**

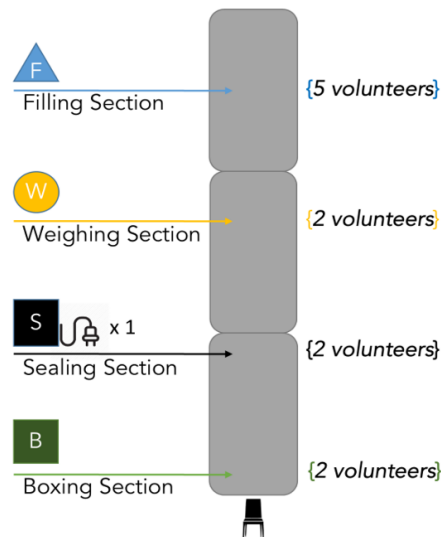
2 Volunteers

• **Sealing Station :**

2 Volunteers

• **Boxing Station :**

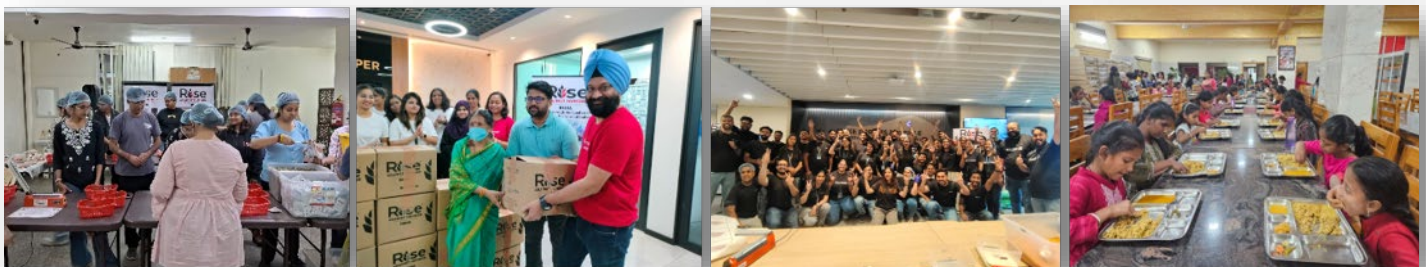
2 Volunteers



Event Process Flow

EVENT DAY PROCESS

1. Rise Against Hunger India event facilitation team arrives 1 to 2 hours before the event – complete the pre-event set-up processes, do a final check of the station & the equipment.
2. Volunteers sign-in and are assigned to packaging rows by the lead volunteers (each row should have 10 to 11 volunteers, but we can start with at least 8 per row)
3. Rise Against Hunger India event facilitator provides a brief overview of the event and gives a live demo of the packaging flow. If AV system is available, the demonstration video is played.
4. Volunteers are informed of the meal targets for the day and per row, a leadership representative signals the start using the gong (gong and mallet will be brought to the event by Rise Against Hunger India).
5. Event starts with each row tracking their packaged meal numbers (music played if allowed at the venue).
6. Packaged boxes are stacked in a designated area to count and track progress towards overall target (one or two volunteers will be given the responsibility to count and track progress). Milestones are declared with gong or other forms (Including live counting display).
7. Whenever refills of the ingredients and supplies are needed, row captains/volunteers will ask the supply and refill team (a team of volunteers or support staff will be there to help with the refill).
8. Event closes when the final targeted meal numbers are achieved.
9. Participants hand over packaged meal boxes to NGO partners present at the venue.
10. NGO partners briefly explain the impact of the meals to volunteers.
11. Volunteers are invited to visit NGOs to see cooking/distribution.
12. Partner NGOs take the meal boxes directly from the event venue to their respective locations.
13. Packaging equipment, items and leftover ingredients are repacked to be transported back to Rise Against Hunger India warehouse (volunteers aid with packing and loading materials).



Assembly Line – Packaging Process Instructions

Filling Station



FUNNEL



- Open the bag
- Put one Vitamin pack (unopened) in the bag
- Hold bag underneath funnel
- Place the ingredients through the funnel in this order:
 1. One level scoop of vegetables
 2. One level cup of dal
 3. One level cup of rice

(Remember – Rice goes last)
(DON'T INTERCHANGE THE CUPS)
- Place bag in the bin when finished
- Pass bin to scales when filled with 5 or 6 filled bags

Assembly Line – Packaging Process Instructions

Weighing Station



WEIGHING PROCESS



- Ensure weight reads '0' with the **weighing tray** sitting on the center of the scale
- Ensure scale displays 'g' (not KG or Ounce or Pound)
- Weight of meal pack can range between **482 – 490** grams.
- If the weight varies from this range, remove or add rice as needed to adjust weight accordingly. *(Use the rice bowl and spoon provided to add or remove rice.)*
- Once desired weight is achieved, place meal bag in sealer bin.

Assembly Line – Packaging Process Instructions

Sealing Station



**SEALER
STATION**



- Take the meal bags from the bins after the weighing process
- Hold the bag by the corners and make it as flat as possible to remove the air from the bag
- Place the bag with the printed dash line on the sealer strip
- Press the arm down for 3-5 seconds (*there will be a beeping sound to stop*)
- Turn the bag upside down & shake it. If food material comes out, find the hole and reseal it.
- Pass the bag to the counting board.

Assembly Line – Packaging Process Instructions

Boxing Station



**BOXING
STATION**



- Place 2 bags on each square (36 total on 18 squares)
- Lay 4 bags flat to cover the bottom of the box. Repeat 4 times
- Place 4 bags upright between the 4 gaps of the flat bags
- Do 4 more layers of flat bags
- Ensure each box has 36 bags and then tape the box in a crisscross direction.
- Carry the box to the box standing area.



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