



Harvest Drive Timeline 2019

Week of 8/14/19

- Arrange Publix Days and to get 10-12 shopping carts for sorting/packing and distributing

Week of 9/9/19

- Verify that all dates and facilities required for Harvest Drive are on the master calendar.
- Confirm dates with Amy Freund from the Harvest Drive team - afreund@bellsouth.net
- You will receive your feeder school list from Holly Stracquadaine - holdaine@gmail.com

Week of 9/16/19

- Form your Harvest Drive staff/administration team.
- Communicate with your school committee members on Harvest Drive happenings.
- Send a welcome email to all of your participating feeder schools.
- Coordinate and plan a "Meeting of the Minds" with all feeder schools
- Form your Harvest Drive student leadership committee. We encourage you to involve students from multiple groups within your school.
- Collaborate with your school social worker to confirm the number of families you will be assisting. Plan your food and fundraising collection strategies to ensure that there will be 7-10 bags of groceries for each family as well as a \$25 gift card for perishables. (The Harvest Drive will assist with the purchase of some hard to get food items and some of the gift cards. We ask that you try to raise at least half of the funds.)
- Schedule Collection and Fundraising activities on the master calendar.

Week of 9/23/19

- Establish collection goals for your school and your feeder schools.
- Reach out to clubs at October ICC meeting to get collection commitments.
- Talk up the Harvest Drive at I-zone meetings.
- Hold your "meeting of the minds". Ask your feeder schools to take photos depicting their Harvest Drive collections.

Week of 10/1/19

- Begin weekly communication with your Feeder Schools to touch base and ensure that the Feeders realize just how important their collections are to the entire process.
- Begin weekly communications with your Harvest Drive team.
- Begin collections at your school. Publicize through marquee, robo calls, contests, etc.
- (Month of October) Harvest Days to raise food and funds. Invite several clubs to share in this responsibility.
- Begin organizing collections as they come in. Empower your student leaders to take charge of this process.



- Make a first conference call for distribution site point persons.
- Invite Business Partners and local civic leaders to attend your distribution.
- Ensure the school website is up to date with accurate Harvest Drive information.
- Solicit donations from local businesses to feed your volunteers.

Week of 10/14/19

- Confirm your logistics, your facilities, feeder school drop-offs, etc.
- Reach out to student and adult volunteers within your school to assist with sorting/packing and distribution.
- Reach out to TV and print media to publicize your Harvest Drive.

Week of 10/21/19

- Pick up bags and shirts from Western High portables on date TBA
- Verify signed releases for student leaders to ensure that they can have their photos taken and or be interviewed for TV.
- Take stock of collection status to date at your school and at your feeder schools. Enlist strategies to address areas of shortages.
- 2nd conference call for distribution site point persons

- Maintain contact with the Harvest Drive team. Keep them advised on the progress of your collections. Let us know what kind of shortage and financial support you anticipate needing from us.

Week before drop off

- Enlist strategies to generate collections from your school and your feeders where you have shortages. Last-minute contests, dress down day, call to action, etc.
- Confirm scheduled drop off times for your feeder schools.
- Confirm your student volunteers for sorting and packing.
- Confirm your adult volunteers for distribution.
- Confirm your shopping carts from your Publix.
- Confirm your food to feed your volunteers.

- Maintain contact with the Harvest Drive team. Keep them advised on the progress of your collections. Let us know what kind of shortage and financial support you anticipate needing from us.



Sorting, packing, and distribution

- Please refer to "Instructions for sorting and packing document located on the Harvest Drive website.
- Make arrangements to pick up and return your shopping carts to Publix.
- As much as possible have adults bring the filled bags out to the recipient families' cars. This is important to preserve the anonymity of the recipient families.

After your Distribution

- Please take the time to thank all of your feeder schools for their contributions. Include photos so that they have the visual of the whole project.
- Provide a brief summary of your Harvest Drive to the Harvest Drive Team recapping ideas and practices that were very successful as well as areas in need of improvement. Please elicit and include feedback and include success stories as well as challenges from your feeder schools.