



Committee Members & Position Descriptions:

2019 Harvest Drive In-School Point Person: _____

- ❑ Communicate with all committee members on Harvest Drive happenings.
- ❑ Coordinate, plan and execute a "Meetings of the Minds" with all feeder schools (working in conjunction with the member of Administration in charge of the project).
- ❑ Coordinate collections and fundraising efforts.
- ❑ Arrange Publix Days and to get carts for sorting/packing and distributing.
- ❑ Working with the students taking lead on the project, sort and organize incoming collections on an ongoing basis.
- ❑ Verify that all dates and facilities required for Harvest Drive are on the Master Calendar.
- ❑ Maintain communication with Renee Herman and Amy Freund from the Harvest Drive team.
- ❑ Collaborate with the school social worker to ensure that the amount of food collected is at least equal to the commitments to families made by the social workers. (7-10 bags per family assisted)

Sorting, Packing and Distribution Coordinator _____

- ❑ Lead all aspects of the Harvest Drive Event.
- ❑ Print signs with food items for sorting/packing.
- ❑ Print numbers for packing.
- ❑ Collect gift cards on drop off day.
- ❑ Set up a teacher schedule for assisting in the gym/auditorium on the actual event days.
- ❑ Track all food coming in from all feeder schools (as much as possible) on the excel chart.
- ❑ Designate jobs for students and volunteers throughout the process.



Administrator in charge of project: _____

- ❑ **Assist your in-school point person to create a team for your Harvest Drive. Communicate with staff to encourage buy-in for the project. Specifically request assistance with distribution taking place after school hours.**
- ❑ Send a welcome Email to all participating feeder schools requesting a meeting with their school point persons. You can also provide each feeder with specific items and goals to collect. (Information for this email can be generated by the in-school point person)
- ❑ Talk up the event at I-zone meetings.
- ❑ Encourage your school staff to participate in the Harvest Drive process both in their classrooms and by volunteering at distribution.
- ❑ Communicate weekly via email, remind 101 or phone with participating feeder schools to make sure they are supported, and to check on the status of their collections. Invite principals and small groups of students with a teacher to participate in the process.
- ❑ Advise feeder schools on collection deadlines, drop off dates and times.
- ❑ Invite the Mayor, business partners and other relevant community members to your school's Harvest Drive events.
- ❑ Ensure that your school's website is updated with all relevant Harvest Drive information.
- ❑ Maintain communication with Renee Herman and Amy Freund from the Harvest Drive team.
- ❑ Arrange for security and custodial support as needed during drop-off, sorting, packing, and distribution. (All sites should have security for distribution. Those sites with heavy non-student traffic during other parts of the process may need additional security throughout the process.)
- ❑ Ensure proper lighting outside for the night of distribution.
- ❑ Ensure that the students who are most actively engaged in the Harvest Drive process have signed releases to have their photographs taken. We want to show all the good that is happening in your schools but know that we must have releases to use these photos in any kind of non-school manner.
- ❑ **Provide support to the in-school point person throughout the entire harvest drive process including drop off, sorting, packing and distribution.**



Public Relations Director: _____

- ❑ Copy _____ on all communication-taking place for the Harvest Drive.
- ❑ Provide _____ information to update the website.
- ❑ Give _____ information to update weekly on the marquee.
- ❑ Send _____ pictures and updates for twitter.
- ❑ Reach out to the newspaper, community magazines, etc... to get coverage for the Harvest Drive.
- ❑ Take pictures of Harvest Happenings and have them displayed.
- ❑ On the day of the event, take pictures of students from your school and other schools participating in the Harvest Drive.
- ❑ Thank you email to all feeder schools. Include photos from the event.

Volunteer Coordinator: _____

- ❑ Welcome student and non-student volunteers and have them sign in during sorting, packing and distribution.
- ❑ Maintain a list of both student and community volunteers. Many clubs require a specific list for their group.
- ❑ Sign students out for service hours.
- ❑ Oversee the volunteers working in all aspects of the project.
- ❑ Coordinate snacks and or meals for volunteers and request assistance from PTA/PTSA.
- ❑ Recruit community partners to assist and give donations and/or snacks for the event.

The stronger your team, the more successful your project will be. We know that the Harvest Drive is a big job but we also know that the benefits to our recipient families as well as to all students and staff participating make it a job well worth doing.