



**One Meal Matters  
Sponsorship Information Packet**

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## **Thank you for your interest in sponsoring One Meal Matters at the Daire Center!**

The Nutrition Program at AIN provides enrolled clients breakfast and lunch Monday through Friday. We conceptualized *One Meal Matters* as we discovered a burgeoning gap in our client's nutrition availability over the weekends. This program works with various community groups, organizations, faith groups and individuals to sponsor and provide meals, volunteers, and supplies because for so many in the Dallas community *One Meal Matters*.

### **What it is:**

*Sponsors for One Meal Matters* work in groups of 6-8 volunteers to serve a Saturday meal for approximately 40 clients in our nutrition program at the Daire Center. Sponsors provide the volunteers, meals, supplies, set up / clean up and games or activities for the event.

### **How it works:**

If your group is interested in being a part of this program please fill out the sponsor's information section located at the top of page 3, and contact Miranda Grant to begin scheduling and pre-planning.

### **Requirements:**

Each volunteer must complete and sign the included volunteer application in order to participate in the event. The application begins on page 4 of this packet and is comprised of a volunteer application and a confidentiality agreement. The completed applications must be submitted by 2:30, prior to set up, the day of the event.

### **Event Breakdown:**

A detailed breakdown of the event is included in this packet. If you have any questions about AIN's *One Meal Matters* do not hesitate to call Miranda Grant.

**Thank you!**

**AIN Contact: [Miranda Grant](#)**

Email: [miranda@aindallas.org](mailto:miranda@aindallas.org) | Phone: 214.943.4444

## One Meal Matters Event Breakdown

### Event Planning:

- Designate a specific liaison from your group who can help coordinate and communicate with AIN.
- Have your group liaison contact Miranda Grant (information below) to schedule your event and begin pre-planning.

### Event Meal:

- Please provide prepared meals, desserts, and drinks for 40 people.
  - Examples of prepared meals; food from restaurants or purchased food that was originally prepared in a commercial grade kitchen.
  - Examples of drinks include sweet tea, unsweetened tea, Kool-Aid etc.

### Event Supplies:

- We ask the sponsor to provide:
  - 100 paper plates (for food and desserts)
  - 50 disposable cups (12-16 oz., please provide ice, if needed for your drinks)
  - 100 paper napkins
  - Cutlery (And serving utensils)
    - 100 plastic forks, 50 plastic knives, 50 plastic spoons

### Event Volunteers:

- Provide at least 6-8 volunteers to assist with set up/breakdown, serve food, and interact with the clients.
- An AIN staff member will also be present to assist throughout the event.

### Event Schedule:

- 2:30 –volunteers arrive for set up
- 3:00 to 3:45 - Meal is served
- 3:45 to 5:00 - Games and clean up
- 5:00 - Event concludes

### Event Activities:

- AIN has all the supplies for bingo, an easy, fun game the clients love
- Providing 5 - 6 Bingo Prizes is encouraged

## Sponsor Information

**Group Name:**

**Name of Affiliated Organization:**

**Group Contact Person:**

**Group Contact Phone Number:**

**Group Contact email:**

**One Meal Matters date of interest:**

## 2019 Available Dates

Saturday	Availability
4/20	TAKEN
6/22	TAKEN
7/6	TAKEN
7/20	OPEN
8/31	OPEN
9/14	OPEN
10/12	OPEN
11/16	OPEN
11/30	OPEN
12/21	OPEN

# Volunteer Application

## Name of Event or Activity

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## Contact Information

Name	
Street Address	
City / State / ZIP Code	
Phone	
E-Mail Address	
Email Me About Upcoming AIN Events	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Person to Notify in Case of Emergency

Name	
Phone	

## Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

## Future Volunteer Opportunities

Are you interested in volunteering on future assignments:  Yes  No

## Agreement and Signature

By submitting this application, I affirm that the facts set forth are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Date	
Signature	

# Confidentiality Agreement

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I understand that all information concerning clients, former clients, staff, volunteers, sponsors, financial data and business records of Access and Information Network (AIN) is confidential. \_\_\_\_\_ (initial)

I understand that “confidential” means I am free to talk about AIN, about the One Meal Matters program and my position, but I am not permitted to disclose clients’ names or to talk about them in ways that could make their identity known. \_\_\_\_\_ (initial)

I understand that information I hear, see, or read about clients cannot be released. \_\_\_\_\_ (initial)

I know of no reason that would conflict with my having access to the AIN premises. \_\_\_\_\_ (initial)

I understand that this policy is intended to protect me and Access and Information Network because in extreme cases, violations of this policy may result in personal liability. \_\_\_\_\_ (initial)

## Agreement and Signature

I have read Access and Information Network’s policy on confidentiality. I agree to abide by the requirements of the policy and to inform the agency immediately if I believe any violation (unintentional or otherwise) of the policy has occurred.

Signature	
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