



**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 corporate and 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 Details:

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 | Phone: 214.943.4444

One Meal Matters The Details

Start Planning

- Designate a specific liaison from your group who can help coordinate and communicate with AIN.
- Have your group liaison contact Miranda Grant (Miranda@aindallas.org or 214-943-4444) to schedule your event and begin pre-planning.

Gather Your Volunteers

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

Customize Your Event

Option 1 - AIN Coordinated Event

This option features pre-planned catered meals from popular restaurants. You provide the volunteers and AIN makes all of the arrangements for meals, supplies, event-themed decorations, and game prizes. These meals are the most popular with our clients and volunteers. Each option requires a minimum donation and serves up to 40 people.

- **Summer Picnic (Minimum Donation \$550)** – KFC 3-piece Box Lunch with Mashed Potatoes, Biscuit, and a Chocolate Chip Cookie in a convenient portioned box. Soft drinks (water, iced tea, and lemonade or Kool-Aid) are included.
- **Texas BBQ (Minimum Donation \$700)** – Dickey's BBQ Deluxe Box Lunch includes: Choice of Classic Sandwich, chips, Cole Slaw and a Chocolate Chunk Cookie in a convenient portioned box. Soft drinks (water, iced tea, lemonade or Kool-Aid) are included.
- **Roman Holiday (Minimum Donation \$800)** – Olive Garden Lasagna, Chicken Parmagiana, Fettucine Alfredo, Salad, Breadsticks, and Dessert served buffet style. Soft drinks (water, iced tea, lemonade or Kool-Ade) are included.
- **Event Activities:** AIN has all the supplies for bingo, an easy, fun game the clients love. Prizes for Bingo are provided by AIN and are included in the minimum donation amount.

One Meal Matters The Details (continued)

Option 2 - DIY Event

With this option your group plans and provides prepared mains and sides, desserts, and drinks for 40 people. This option is perfect for groups who want to get hands-on with planning and preparing a unique experience.

- Provide food from restaurants or other purchased food that was originally prepared in a commercial grade kitchen*.
- Examples of drinks include sweet tea, unsweetened tea, Kool-Aid etc.*
- 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 Activities

- Our clients LOVE Bingo. AIN has all of the supplies. If you choose this option, please provide 5 - 6 Bingo Prizes. Suggestions for prizes include:
 - Travel size toiletries, cosmetics, and sunscreen
 - Re-usable water bottles
 - Non-perishable snack foods, protein bars, and candies
 - First Aid supplies
 - Socks

**Dallas County health regulations do not allow us to serve foods that have not been prepared in a commercial grade kitchen. We cannot accept or serve "home-cooked" items.*

One Meal Matters Example Event Schedule

2:00 PM	<p>Volunteers Arrival and Orientation</p> <p>Foods unpacked and prepared for service, drink stations prepared for service</p> <p>Volunteers designated for each station</p>
3:00 PM	<p>Clients arrive and Volunteers introduced (Group leaders may wish to say a few words at this time)</p> <p>Group Photos for social media</p> <p>Service stations readied/Service begins</p>
3:45 PM	<p>Service ends</p> <p>Tables cleared</p> <p>Bingo set up and cards distributed</p> <p>Prizes announced</p>
4:00 PM	<p>Bingo</p> <p>Kitchen cleaned</p> <p>Leftovers/Extra foods packed and stored</p>
4:45 PM	<p>Bingo concludes</p> <p>Tables cleaned and wiped</p> <p>Floor swept</p>
5:00 PM	<p>Event concludes</p>

AIN Contact: [Miranda Grant](#)

Email: miranda@aindallas.org | Phone: 214.943.4444

Sponsor Information

Group Name:

Name of Affiliated Organization:

Group Contact Person:

Group Contact Phone Number:

Group Contact email:

One Meal Matters date of interest:

2019/2020 Available Dates

Saturday	Availability
8/31/2019	Oak Lawn Untied Methodist Church
9/14/2019	Avanta Risk Management, LLC
10/12/19 (Halloween Theme)	Timm Chamberlain and Friends
11/30/19	Ronnie and Family
12/21/19 (Holiday Theme)	AIN Staff and Board
1/4/2020	OPEN
1/11/2020	Avanta Risk Management
2/15/2020 (Valentine's Day Theme)	OPEN
3/7/2020 (St. Patrick's Day Theme)	OPEN
4/11/2020 (Easter Theme)	MACC Church and Community Center
5/23/2020 (Memorial Day Theme)	OPEN
6/27/2020 (4 th of July Theme)	OPEN
7/25/2020	OPEN
8/15/2020	OPEN
9/5/2020	OPEN
10/24/2020 (Halloween Theme)	OPEN
11/28/2020 (Thanksgiving Theme)	OPEN
12/26/2020 (Holiday Theme)	OPEN

(Contact Miranda Grant to add or change event dates.)

Volunteer Application

Name of Event or Activity

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

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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