One Meal Matters

Sponsorship Information Packet

Table of Contents

Introduction 1

Event Details 2-3

Sponsor Information 4

Volunteer Application 5-6

2600 North Stemmons Freeway | Suite 151 | Dallas, Texas 75207
214.943.4444 | www.aindallas.org www.facebook.com/AIN | ain_dallas

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 accessibility 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 meal on Saturday 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 participating in this program, please fill out the Sponsor Information section located on page 4 and contact Timm Chamberlain at AIN to begin scheduling and pre-planning.

Requirements:

Each Volunteer must complete and sign the included Volunteer Application to participate in the event. The application begins on page 5 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 Timm Chamberlain.

Thank you!

AIN Contact: Timm Chamberlain

Email: Events@AINDallas.org | Phone: 214.943.4444

AIN capitalizes Client, Staff, Volunteer, and Sponsor as forms of respect

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 Timm Chamberlain (Events@AINDallas.org or 214-943-4444) to schedule your event and begin pre-planning.

Gather Your Volunteers

- Provide 6 - 8 Volunteers to set up/break down, serve food, and interact with the Clients.
- AIN Staff member(s) will be present to assist throughout the event.

Customize Your Event

Option 1 - 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, soft drinks, 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
- Don't like Bingo? Other DIY activity ideas include skits, sing-a-long, board games, arts and crafts, or other group activities.

AIN Contact: Timm Chamberlain

Email: Events@AINDallas.org | Phone: 214.943.4444

One Meal Matters

The Details (continued)

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

**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.*

Option 2 - 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, and Bingo 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 $500)** – KFC 3-piece Box Lunch with Mashed Potatoes, Biscuit, and a Cookie. Soft drinks (water, iced tea, and lemonade or Kool-Aid) are included.
    - **Mexican Fiesta (Minimum Donation $900)** – Ojeda's Taco Bar features hard and soft Tacos, Rice, Beans, Taco Trimmings and Condiments, Chips, Queso, and Salsa. Soft drinks (water, iced tea, lemonade or Kool-Aid) are included.
    - **Roman Holiday (Minimum Donation $1375)** – Olive Garden Spaghetti with Marinara Sauce, Chicken Parmigiana, Fettucine Alfredo, Salad, Breadsticks, and Dessert. Soft drinks (water, iced tea, lemonade or Kool-Aid) 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.

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

AIN Contact: Timm Chamberlain

Email: Events@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 Dates of Interest – Please Provide at Least 3 Different Saturday Dates:

AIN Contact: Timm Chamberlain

Email: Events@AINDallas.org | Phone: 214.943.4444

Volunteer Application

We need a Volunteer Application filled out for each Volunteer.

Name of Event or Activity

Contact Information

Name	
Street Address	
City / State / ZIP Code	
Phone	
E-Mail Address	
Email Me About Upcoming AIN Events	☐ Yes ☐ 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:	

AIN Contact: Timm Chamberlain

Email: Events@AINDallas.org | Phone: 214.943.4444

Confidentiality Agreement

We need a Confidentiality Agreement filled out for each Volunteer.

Please read and initial each statement

_____ 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.

_____ I understand that "confidential" means I am free to talk about AIN, 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.

_____ I understand that information I hear, see, or read about Clients cannot be released.

_____ I know of no reason that would conflict with my having access to the AIN premises

_____ 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.

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.

Date:	
Signature:	

AIN Contact: Timm Chamberlain

Email: Events@AINDallas.org | Phone: 214.943.4444