



GRACE  
P.O. Box 412  
Grapevine, TX 76099

Welcome, GRACE *Feed Our Kids* Volunteers!

Thank you so much for participating in this amazing summer program! *Feed Our Kids* provides over 35,000 lunches to the children of the Grapevine/Colleyville Independent School District every year. Your church or organization is going to make a huge difference by filling those “hungry” summer weeks with sack lunches, milk, smiles, and a loving atmosphere.

Please allow us to THANK YOU in advance for everything you’re going to do this summer and all the lives you’re going to touch.

If you have any family, friends, or co-workers that would be interested in volunteering, please let them know that we still have weeks available!

Have a blessed summer!

Lori Stevens  
Lstevens@gracegrapevine.org  
817.992.4690 cell  
GRACE Seasonal Programs Manager

**The GRACE Mission:**

*As a steward of God's blessings and resources in the community, GRACE demonstrates compassion for those less fortunate by providing assistance to individuals and families in crisis and guidance toward self-sufficiency.*

P.O. Box 412 Grapevine, Texas 76099 • OFC: 817.488.7009 • FAX: 817.488.2181 • GRACEGrapevine.org



## Site Coordinator's Job

### What you can do now:

1. **Recruit volunteers.** You need 5-10 per day, depending on the estimated volume at your site.
2. **Distribute GRACE volunteer applications** to those participating at your site and return to GRACE either by fax 817.488.2181, e-mail [lstevens@gracegrapevine.org](mailto:lstevens@gracegrapevine.org) or drop it off at GRACE Main (610 Shady Brook, Grapevine, TX 76051). Please note that as a Site Coordinator, you must fill out background check and packet as well.
3. **Start planning your menus** so you know what utensils, napkins, plates, etc., that you need prior to your week. We encourage you to check out your site in advance so you are ready for setup!
4. **Make name tags** for your volunteers.

Note: If you do not plan on being at your site every day, be sure you have assigned a Daily Lead Coordinator as these individuals will also need to fill out a background check with GRACE.

### What you can the week before:

1. Finalize your daily menus and facilitate transportation of the food to your site.
2. Remind your volunteers of their scheduled time.
3. If you are new to *Feed Our Kids*, feel free to stop by your site the week before to see what the previous groups set up looked like.

### The week of:

1. Be prepared and ready for the children to eat at 11:45AM. The children eat from 11:45AM – 12:45PM. Please note that the summer school buses may come late the first few weeks and lunch will go to 1PM. Remind your volunteers of their scheduled time.
2. Setup a serving line and an easily visible place for trash. Please make sure tables and serving areas are clean.
3. At the end of the day, please take all trash to the dumpster.
4. Keep a daily count of how many children you serve, and turn numbers in DAILY to Lori Stevens via text (817.992.4690) or email Lori at [LStevens@GRACEGrapevine.org](mailto:LStevens@GRACEGrapevine.org).



5. Have all of your volunteers sign in and out of the Volunteer Log – this document can be found in the Coordinator folder. Turn this log in at the end of the week. This step is very important as it enables GRACE to track every volunteer hour needed for reporting.
6. Social Media: Social media use enables GRACE to keep serving. It is a great tool for donors and supporters to see what we are doing! If you can, take pictures and share your experience of serving with GRACE. We would greatly appreciate it! If you are posting on social media, be sure to tag @GRACEGrapevine and use the hashtags #GRACEGrapevine #FeedOurKids. If its easier for you, email your pictures to [sshahani@gracegrapevine.org](mailto:sshahani@gracegrapevine.org) so they can be posted for you.

## What to do at the end of the week.

The Volunteer Hours Log and the Tracking Sheet for the amount of lunches served each day should be turned into Lori Stevens via email at [LStevens@GRACEGrapevine.org](mailto:LStevens@GRACEGrapevine.org).

You are more than welcome (and Lori would love it) if you would like to drop your sheets off at GRACE Main, 610 Shady Brook, Grapevine, TX 76051.

## Useful *Feed Our Kids* Tips

### **Lunch Ideas:**

Sandwiches, Soft Tacos, Roll-ups, Hot Dogs, Hamburgers, Spaghetti, Macaroni and Cheese, Pizza

### **Activity Ideas:**

Activities are by no means mandatory, but they are certainly fun if you choose to do them!

Please feel free to be as creative as you'd like. Some groups in the past have brought bounce houses (space permitting), clowns, a petting zoo, carnival games, sports games, and reading activities. Of course, crafts are always welcome! Please reserve all activities until after food has been served.

GRACE is a faith-based organization, but we do not require anyone to be of a particular faith to receive our services. We serve all regardless of faith background.

### **Inclement Weather Plan:**

Please help us keep our kids safe by keeping an eye on the weather. If it looks like it is going to be an inclement weather day, still take the food to your assigned rain plan site, but cancel the activities. No indoor activities are necessary. You be the judge of whether or not it is safe for the children to play outside. If there is thunder and lightning, you and the children should be inside.



## Important Things to Have On Site

**TINFOIL-** Some kids like to take their lunch's home to eat. This is OK, but please cover their plates so that they do not drop food.

**GARBAGE BAGS-** Bring extra-large black trash bags on-site as the dumpsters fill up fast.

**FIRST AID-** Band-Aids and something to clean up small scrapes with are always good to have. If there is an emergency, call 9-1-1 then call Lori, 817.992.4690.

**CLEANING SUPPLIES-** Bring paper towels and something to wipe off tables.

**HAND SANITIZER-** Always a good idea!

## Other Tips

- A loaf of bread has 24 slices, so it will make approximately 12 sandwiches.
- Watermelon will feed A LOT of kids!
- Oranges, apples and bananas are easy to serve! Be sure to cut them up.
- Water is always popular! Individual juice boxes are also good.
- It never hurts to have two extra loaves of bread, peanut butter and jelly with you (just in case you have extra kids and run out of food).
- You can pack lunches and have them ready to hand out, or you can use plates and have the children go through a "buffet" line.

### Special offer

Kona Ice offers the GRACE *Feed Our Kids* program discounted sno-cones at \$1.60 per cup!

The kids love this!!!

Call Jeff or Maryann Waddell at 817.881.1715 and tell them you are hosting a *Feed Our Kids* site if interested.



## Site Information

### Scribner Site

Location: GRACE Main, 610 Shady Brook in Grapevine

Daily average: 95

Features: Shady front lawn, a playground, and a gazebo for serving.

Rain plan: Serve lunch inside GRACE's meeting room for children to take home. No activities.

### Grapevine Outreach Center

Location: 3010 Mustang Drive in Grapevine

Daily average: 125 – 300 (numbers are very high the first few weeks).

Features: 5 permanent picnic tables, a park, and great shaded areas.

Rain plan: Serve lunch inside the Outreach Center for children to take home. No activities.

### King Street Mobile Home Park

Location: 819 King St Lot B ("What is King Street?" in packet for detailed directions).

Daily average: 40

Contact: Rosa at Lot B

Rain plan : Deliver to Rosa's door.

### Courtyards

Location: 2913 Mustang Drive in Grapevine

Daily average: 140

Features: 2 permanent tables (GRACE will drop off an additional 2), a new playground, and a gazebo.

Rain Plan: Serve lunch from the leasing office and no activities.

**NEW  
THIS  
YEAR!**

### Ticknor Terrace (Formerly at the pantry now in Ticknor Terrace courtyard)

Location: GRACE Pantry, 844 East Walnut Street in Grapevine

Daily average: 90

Features: GRACE will set up 3 picnic tables and a 10x20 canopy in the apartment courtyard.

Rain plan: Serve Lunch under canopy. No activities.

**NEW  
THIS  
YEAR!**

### 121 Church (Formally Trail wood)

Location: 2701 Ira E. Woods (Behind the Church)

Daily average: 85-140

Features: 2 permanent picnic tables and a 10x20 canopy

Rain Plan: serve lunches under canopy for children to take home. No activities.



## What is King Street?

King Street is a small Mobile Home Park that does not have space for a *Feed Our Kids* location, but it does have a need for lunches! There are approximately 40 children at this site that are in need of lunch Monday through Friday.

Please feel free to either bring the lunches to Rosa's home or stay and help pass them out. You are also welcome to bring toys, coloring books, Books, or any kind of goody bag you would like these kiddos to have.

King Street Mobile Home Park is located off of Dallas Street in Grapevine. Make a Left on King Street. From King Street, make the first right. You will drop the food off to Rosa her address is 819 King St. Lot B

Please call my cell phone at 817-992-4690 with any questions or concerns.