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Dear Feed Our Kids Volunteers,

If I've learned one thing over these past several weeks it is that even "the best laid plans of mice and men often go awry!" These past eight weeks have taught us a lot about being proactive, flexible, and logical in the ways we adjust programming to meet the current environment. We at GRACE have had to rethink everything we do, why we do it, and how we can modify processes in order to continue meeting our standards of excellence, stewardship, and service. I am proud of our team and the creative and ingenious ways they have stepped up to meet this unprecedented crisis.

As a community, we are now all being challenged to imagine what this new reality will look like. We are beginning to plan for the future, knowing that it is still very uncertain. I'd like to share with you how GRACE is planning specifically for the seasonal program, Feed Our Kids.

As you know, GRACE has decades of experience in making sure that children who are typically on Free & Reduced lunch program during the school year are offered a healthy lunch each day over the summer. We also maintain that the interaction with healthy adults and peers is significantly valuable for this vulnerable population as most of these children are not offered the same enrichment opportunities such as camps and licensed childcare programs. You may also know that this program is dependent on the generosity of hundreds of volunteers who not only interact with these kids each day but provide the lunches as well.

As we imagine what this will look like we are considering several factors, including what other programs and options are being made available to our community. We are anticipating that we may have a decrease in the number of people who are willing and able to volunteer and donate to this program. As more information becomes available each day, we will continue to monitor these factors and will, most likely, continue to adjust.

We have been told by GCISD officials that the Summer Enrichment Program and Summer School classes will most likely be done remotely, similar to the end of the school year. We have also been told that the district will continue to provide food pick-up locations with one week's worth of food at their current rate. In addition, GRACE Food Pantry is available for all families who need additional food support.

**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

However, as of today, I can tell you that Feed Our Kids will continue with some modifications.

Starting Monday, June 1st, GRACE will offer programing at these locations:

- 610 Shady Brook Drive (Scribner Site)
- Mustang Outreach Center
- Courtyard Apartment Complex
- 121 Church
- 837 E Walnut Street ( Pantry/ Ticknor Terrace )
- King Street Trailer Park (drop off)

Therefore, we will be asking our trusted volunteer groups to sign up for shifts and “sponsor” a site and a week during the 11 weeks of this program. However, some modifications will need to be made.

We are recommending the following:

- Lunches should be modified as a “grab-n-go” distribution if possible. Brown bags filled with a healthy meal is best, but any form of providing kids lunches that they are able to take back to their homes is the goal. Styrofoam containers, to-go boxes, etc. would all work.
- We are asking that groups consider modifying their menus to include single-serve products rather than buffet style.
- Each site will be provided a “Personal Protection Kit” that will include masks, gloves, hand sanitizer, spray disinfectant, paper towels, etc. Those kits will be refilled each week to make sure our volunteers can stay safe while they work. \*We are currently attempting to secure enough PPE for these kits, but would be thrilled if we had some donors who would contribute to the cause!\*
- Each site will have more tables and seating areas that can be spread out. The goal is that if children wish to stay in the park area to eat, they can do so in family groups, rather than multiple groups.

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- Activities can still be offered but will need to be modified to discourage interaction of less than 6 feet. Games and activities need to discourage or eliminate personal contact (ie: no traditional “Tag”, no face painting, etc.) However, if we are creative, we can come up with other activities. Ideas may include sidewalk chalk, foot races, charade games, scavenger hunts, etc. I’m anxious to see how our volunteers can get creative!
- Volunteer Groups will need to be adjusted to only the number of people necessary to operate the distribution and activities. Where normally we can have dozens of volunteers, we need to be careful about any number over 10, less if possible.
- Because of the need for single servings, we understand that costs may be prohibitive. To that end, we are seeking donations and grants that can be used to supplement. That may mean we can offer single-serve milk or drinks, snack-sized chips, cookies, etc. We are also seeking the assistance of some restaurants that can provide kids meals such as Chick-fil-A and McDonalds at a reduced or bulk rate.

It is important to note that it is very possible (and highly likely) that things will continue to be modified throughout the summer. Communication will be critical, and I am 100% confident that Lori Stevens and her team will do their very best to keep you all apprised of these changes as quickly as possible. I know she will rely heavily on each of her volunteers to provide feedback and ideas as we move forward.

In summary, my message to our community is simple. GRACE will continue making the safety of these children, and our volunteers our top priority. Although we don’t know exactly what it will look like, Feed Our Kids is a valuable program and we will continue to meet this critical need. Your thoughts, prayers, and support are needed now – more than ever. We appreciate all of you and the dedication you have to service.

Sincerely,



Shonda Schaefer, CEO  
GRACE

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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

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## 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 Volunteer Manager at [afike@GRACEGrapevine.org](mailto:afike@GRACEGrapevine.org), or drop it off at GRACE Main (837 E Walnut St, Grapevine, TX 76051). Please note that as a Site Coordinator, you must fill out background checks and packet as well.
3. Start planning your menus, so you know what utensils, napkins, plates, etc., that you need before 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 do 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 crucial as it enables GRACE to track every volunteer hour needed for reporting.

6. Social Media: Social media use enables GRACE to keep serving people in need. It is an excellent 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, please be sure to post only pictures that do not show the faces of the children receiving lunches. You are welcome to post volunteer group pictures. Please be sure to tag @GRACEGrapevine and use the hashtags #GRACEGrapevine #FeedOurKids. If it's easier for you, email your pictures to [vlewis@GRACEGrapevine.org](mailto:vlewis@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, 837 E Walnut St, 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!

Due to COVID-19, this year we are asking that everyone keep distancing and safety in mind when planning activities. Please be creative and don't hesitate to contact Lori with any questions. We also ask that you 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).



## Site Information

### **Scribner Site**

Location: 610 Shady Brook in Grapevine (the "old" GRACE Main)  
Daily average: 95  
Features: Shady front lawn, a playground, and a gazebo for serving.  
Rain plan: Lunches will be served to-go under the gazebo. No activities. No bathrooms.

### **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. Pop up tent can be borrowed from GRACE by contacting Lori. Rain Plan: Serve lunch under the gazebo and no activities.

### **Ticknor Terrace ( in front of GRACE Pantry)**

Location: GRACE, 837 East Walnut Street in Grapevine  
Daily average: 90  
Features: GRACE will set up 3 picnic tables in the apartment courtyard.  
Rain plan: Serve lunch under canopy. No activities.

### **121 Church**

Location: 2701 Ira E. Woods (Behind the Church)  
Daily average: 85-140  
Features: 2 permanent picnic tables. Shade structures provided in on-site storage bin.  
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.