



STOP HUNGER NOW

Memo of Understanding

Attn: Baylee DeLaurier
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www.StopHungerNow.org

Between Stop Hunger Now and Rotary Club of Foothills Fort Collins

Stop Hunger Now's meal packaging program is a fun, hands-on international mission project where volunteers work in an assembly line to package high protein, vitamin rich meals.

Stop Hunger Now will:

- Provide a facilitator to conduct the meal packaging event.
- Provide necessary ingredients, packaging materials, and equipment.
- Receive and distribute packaged meals.

Participant will:

- Recruit the number of volunteers based on the target number of meals to be packaged.
- Fundraise \$0.29 per meal based on the target number of meals. Payments must be made to Stop Hunger Now on or before the date of the packaging event.
 - For meal packaging events of 100,000 meals or more, we require that at least 50% of the payment due be made 30 days prior to the event.
 - Checks are to be made payable to Stop Hunger Now and mailed to the address above prior to the event or should be presented prior to or on the day of the event.
 - Billing contact information: Jacquelyn Niedringhaus jacquelyn.niedringhaus@ml.com

On-site Event requirements:

- Large room or social hall and adequate tables (event site must be indoors). Size of the packaging space and number of tables needed will be determined by the number of volunteers participating.
- Long-term parking near the packaging room or a space at the loading dock.
- Five to ten people for setup and breakdown of the event. More volunteers may be needed for larger events. This includes assistance in the unloading and reloading of the truck before and after the event. Supplies can weigh up to 50 lbs. If volunteers cannot be provided, the event host will employ/contract temporary labor, at host expense, to assist with the setup and breakdown of the event.
- Depending on the size of the event, 2-20 volunteers will need to lift 50 lb. bags of ingredients throughout the event.

Date of Event: 10/18/2016
Set-up Date: 10/18/2016
Set-up Time: 11:00 AM
Start Time: 12:00 PM

Location of Event: Exodus Moving Company
120 NE Frontage Road
Fort Collins, CO 80524
Number of Volunteers: 80

Special Terms Description: Travel Assistance
\$840 MINUS Rotary grant \$299.40
Special Terms Amount: \$540.60
Amount received to date: \$0.00

Number meals to be packaged: 10,152
Total amount due: \$3,484.68

Jacquelyn Niedringhaus
Jacquelyn Niedringhaus (Jul 27, 2016)

Jul 27, 2016

Representative/Organization

Date

Baylee DeLaurier
Baylee DeLaurier (Jul 27, 2016)

Jul 27, 2016

Stop Hunger Now Representative

Date