



Welcome, *GRACE Feed Our Kids* and *GRACE Grocery Giveaway* Volunteers!

Thank you so much for participating in our amazing summer feeding programs!

***Feed Our Kids*** provides around 40,000 lunches to the children of the Grapevine/Colleyville Independent School District every year. Every single one of you makes a difference by filling those “hungry” summer weeks with lunches, drinks, exercise, smiles, and a loving atmosphere.

***GRACE Grocery Giveaway (GGG)*** is a mobile pantry concept in partnership with Tarrant Area Food Bank. We set up at two of the existing Feed Our Kids sites on Thursdays throughout the summer. Families who visit GGG have the opportunity to “shop” for a variety of food items including fresh produce.

\*Please note that both programs operate at two of the same sites. However, they are coordinated, operated separately, and have a different set of volunteers and site coordinators.

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

Some of you are brand new and many of you and your organization have served for years to help GRACE with our Seasonal (and other) Programs! It truly takes a village and these programs would not be possible without the MANY hands that make it happen. I sincerely appreciate your support and look forward to a wonderful summer full of food and fun for children in our community!

Although our volunteer time slots are filling up quickly, please let any family, friends, or co-workers who would be interested in volunteering know that we still have days available!

A wonderful summer awaits!

Deb Ebeling  
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Office: 817-305-4474



## Site Coordinator's Job

### What you can do now:

1. **Complete and submit a Background Check (Please see separate attachment.)**
2. **Complete Volunteer Registration Form On-Line – Our new system is up and running and each volunteer, old and new, must complete this form prior to serving.**
3. Recruit volunteers. You need 8-10 volunteers per day, depending on the estimated volume at your site.
4. 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 set-up!

**For the safety of the children we serve and as a Site Coordinator, you must fill out the Background Check Application YEARLY and return to me as soon as possible. Each site must have a background checked and approved volunteer on site daily.**

**If you do not plan to be at your site every day, be sure you have assigned a Daily Lead Coordinator, 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 group's set-up looks like.
4. Watch for weekly emails for important messages and lunch count updates.

### The week/day of:

1. Pick up site bin from GRACE Food Pantry at 837 E. Walnut Street, head around to the back pantry service door entrance
2. 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 1:00PM. Remind your volunteers of their scheduled time.



3. Make sure to have a few remaining lunches just in case for children who are in summer school.
4. Setup a serving line and an easily visible place for trash. Please make sure tables and serving areas are clean.
5. At the end of the day, please take all trash to the dumpster.
6. Keep a daily count of how many children you serve and turn numbers in **DAILY to Deb Ebeling via text 817-690-4136 or email at [debeling@gracegrapevine.org](mailto:debeling@gracegrapevine.org).**
7. 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 is easier for you, email your pictures to [npodsednik@GRACEGrapevine.org](mailto:npodsednik@GRACEGrapevine.org) so they can be posted for you.

### **What to do at the end of your service day/week.**

If you have remaining nonperishable items and would like to donate them to the Feed Our Kids pantry shelf for the next group, we'd appreciate it!

Return Site Bin to GRACE Main, 837 E. Walnut St, Grapevine, **immediately following your shift on the last day of your service time.**

### **Useful Feed Our Kids Tips**

#### **Lunch Ideas:**

Sandwiches, Soft Tacos, breakfast tacos, Hot Dogs, Hamburgers, Spaghetti, Macaroni and Cheese, Pizza, etc. .... Be creative and different the kids love it!

#### **Activity Ideas:**

Activities are by no means mandatory, but they are certainly fun if you choose to do them! Please be creative and do not hesitate to contact Deb with any questions. We have sidewalk chalk, bubbles and Hula-hoops located near your site bins – please feel free to use! We also ask that you please reserve all activities until after food has been served.



### **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. **Specific Site Plans on-site information page.**

### **Important things in your Site Bin –**

**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 817-690-4136

**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. It never hurts to have two extra loaves of bread, peanut butter and jelly with you (just in case).
- 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.



## **Site Information**

### **GRACE Scribner & Shady Brook**

Location: 610 Shady Brook in Grapevine (formerly GRACE Main offices)

Daily average: **60-80** (Average daily total in 2024 was 75 lunches.)

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.

\*Please note increased traffic (auto and people) as City of Grapevine has offices in the building.

### **Grapevine Community Outreach Center**

Location: 3010 Mustang Drive, Grapevine

Daily average: **175-200** (Average daily total in 2024 was 180 lunches.) The numbers are very high the first few weeks.

Features: Nine 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 T trailer N2

*Please see "What is King Street?" in this packet for additional details*

Daily average: **30**

Contact: Lety and Lorena – Lot T Trailer N2

Rain plan: Deliver to Lety and/or Lorena - They will serve from the small community park just across from her home. You will see a Feed Our Kids sign ☺

### **Loreto Apartment Homes (Formerly, Mustang Villas)**

Location: 2913 Mustang Dr., Grapevine

Daily average: **125-150** (Average daily total in 2024 was 140).

Features: GRACE will provide four picnic tables placed under the gazebo and in the playground. A folding table and shade canopy is available for your use and will be near the site bin for pickup.

Rain Plan: Serve lunch under the gazebo and no activities.

### **GRACE Food Pantry**

Location: GRACE, 837 East Walnut, Grapevine

Daily average: **90-120** (Average daily total in 2024 was 105 lunches.)

Features: Two permanent picnic tables, two - 6 ft. buffet tables available for serving located inside the Food Pantry.

Rain plan: Serve lunch under canopy. No activities.



### **121 Community Church**

Location: 2701 Ira E. Woods (east side of the church), Grapevine

Daily average: **150-175** (Average daily total in 2024 was 135 lunches.)

Features: Four picnic tables. Two shade canopies available in on-site storage shed.

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 35 children at this site that are in need of lunch Monday through Friday.

Please deliver the lunches to Lety and/or Lorena who will meet you in the community park. You may drop them off 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 Dallas Street in Grapevine It's easy to miss now that there's a median in front of the entrance. Once you turn on King Street, continue straight and you will see the small community park on your right with a large trampoline.

819 King Street Lot T, Trailer N2 (Lety's home)

- Served from the small community park across the way from Lety's home

**Please call 817-690-4136 with any questions or concerns.**