

PROJECT FEED HAWAII

SCHOOL ADMINISTRATORS' INFORMATION

Mahalo for your interest in taking part in Project Feed Hawaii! Your students will benefit in so many ways by participating in these exciting volunteer opportunities. Please follow the instructions below to get your students registered for upcoming Hawaii Foodbank (HFB) activities.

Before the Event

- Students decide which activities they want to participate in.
- School administrator contacts Hawaii Foodbank Volunteer Coordinator via email (volunteer@hawaiifoodbank.org) or phone (808-954-7869) to inform HFB of student participation, and provide administrator's contact information.
- Each student completes a registration form for the selected activity and obtains appropriate parent/guardian signature.
- Before the deadline date, students submit the completed registration form via email (volunteer@hawaiifoodbank.org) or fax (808-954-7879).
- Some activities require the attendance of an accompanying parent or guardian. In this case, the parent/guardian must submit his or her own registration form.

At the Event

Students and accompanying parent or guardian must sign in at the registration table, and must stay for the entire event. Walk-on volunteers are highly discouraged.

After the Event

Within a few weeks following the event, the HFB Volunteer Coordinator will provide a list of student names, activity attended and hours of service. Please provide the email address of the designated school administrator for recordkeeping.

Prizes

Video Contest

A **Pizza Party** will be awarded to the makers of the winning video. This video will be featured at our *Kick Off Breakfast* in January.

Perpetual trophies will be presented to winning schools for:

- Highest student attendance at our 28th Annual Food Drive
- Greatest overall engagement in all Project Feed Hunger activities

Other Helpful Information

School administrators may request a Hawaii Foodbank presentation for students. Complete the Speaking Engagement form linked at <http://www.hawaiifoodbank.org/project-feed-hawaii>. You may also contact Kaipo, our Volunteer Coordinator, at volunteer@hawaiifoodbank.org or by phone (808) 954-7869 for more information.