



Direct Food Service

All Lions clubs are autonomous, meaning that each Lions club is an independent entity responsible for conducting its own events and complying with local laws and regulations. This planner is intended to provide recommendations and should not be considered legal advice or best practices. The activities in this planner may or may not be appropriate within your community. Please consult a local professional to ensure compliance with all laws and regulations, safety guidelines and best practices.



Direct Food Service

This project planner can help your club directly serve nutritious foods to hungry community members.

By taking on a project like this, you're helping achieve our strategic vision of ensuring all community members have access to nutritious foods.

Start planning your event.

Fill in the blank fields in the form below to determine the details of your event.

What you will achieve » Serve hungry community members nutritious foods	Duration 1 day	Location <input type="radio"/> Homeless shelter(s) <input type="radio"/> Informal (e.g., faith-based) <input type="radio"/> Public community space (e.g., parks, parking lots) <input type="radio"/> Food service organizations who need additional support <input type="radio"/> Other
	Planning time 3 weeks	
	Start/end dates _____	

Planned participants		
Select the audience you would like to serve at your event.		
People we will serve: <input type="radio"/> Children <input type="radio"/> Youth <input type="radio"/> Adult <input checked="" type="radio"/> All	People who will provide services: <input type="radio"/> Local food organization representatives <input type="radio"/> Other volunteers _____	Notes: Consider using the Developing Local Partnerships guide—found in the resource center at lionsclubs.org —to help your club identify and engage local food organizations and businesses toward making your food service project a success.

Determine all required tasks for your project.

Be sure to focus your planning efforts on activities that are fun as well as educational. All projects should incorporate the following two tasks:

1. Determine what food to serve.

- » Chose something that is easy to distribute or cook that has nutritional value and little waste.
- » Prepared foods
 - Make sure you understand and comply with local laws about distributing prepared foods
 - Handle food with care
 - Wear appropriate clothing like hair nets and gloves when preparing and serving food
 - Maintain appropriate cooking temperatures
- » Pre-packaged foods
 - Fruit: include soft fruits like bananas and oranges for community members with dental issues
 - Snacks: individual serving sizes that are low in sodium and sugar
 - Drinks: water or natural fruit juice
 - Fats: avoid highly processed foods—focus on healthy fats like nuts

2. Determine a straightforward method of serving the food.

Examples include:

- » Community members form a line and walk through a serving area with different foods
- » Volunteers hand out packages of food individually
- » Community members “shop”, or choose from a selection of foods to take home



Assign roles for volunteers at your event.

Position/Role	Name	Contact Information	Notes
Project lead			Can be a Lion/Leo who is familiar with nutrition, and has the ability to manage event logistics and volunteers.
Local food expert(s)			Nutritionist, dietician, local chef, etc.
Volunteer manager			Assigns duties to volunteers and makes sure they are supported if they have questions
Local emergency medical services			Must be present at all times in case of a health emergency
Marketing lead			
Event photographer			You must secure signed release forms from participants if you plan to use event photographs for promotional purposes

Make sure you have the appropriate ratio of adults to children for your selected activities.

Number of Lions	
Number of Leos	
Number of others	

Suggested volunteer ratios*:

- » 0-4 years: 1 volunteer per 4 children
- » 4-8 years: 1 volunteer per 6 children
- » 9-12 years: 1 volunteer per 8 children
- » 12-18 years: 1 volunteer per 10 children

* Many local governments have laws limiting the number of children a child care worker can be assigned to. Please be sure that any activities comply with local regulations.



Organize your project into achievable steps.

The project lead may complete this form and track progress.

Status	Task	Deadline	Task Lead	Tips
✘	Inform your club			Host a meeting to inform your club about the event
	Create event name/title			
	Form a planning committee			Committee to determine event participants, activities, tasks and logistics
	Prepare preliminary budget			
	Pursue funding (if necessary)			
	Contact and secure local nutritionist, dietitian, chef, etc.			
	Determine what community members you want to serve			
	Determine how many community members you want to serve			Think about ways to manage the number of people you want to serve. You do not want to run out of food or create an expectation that you can serve more people than the club prepared for.
	Determine what kinds of food you need to serve to meet the community members' needs			
	Determine how much food you need to buy/package/prepare			
	Determine what other equipment and materials you need			Examples include tables, warming trays, gloves, hairnets, hand washing options, etc.
	Determine if there are community partners who can support your project			Potential partners might include grocery stores to donate food, food organizations that have technical expertise in food service or restaurants with food service equipment



Organize your project into achievable steps (continued).

Status	Task	Deadline	Task Lead	Tips
	Determine where you will package/prepare food			
	Secure necessary volunteers and assign volunteer responsibilities			<ul style="list-style-type: none"> » Buy food and supplies » Prepare and package food » Organize location logistics (Permits, permission, etc.) » Set up and serve food » Clean up
	Promote your project			
	Ensure proper insurance coverage			<p>Check with relevant officials to determine if a certificate of insurance or supplemental insurance will be required</p> <p>For questions regarding coverage under the General Liability Insurance Policy provided to all Lions clubs, please review the Program Insurance Booklet by visiting http://lionsclubs.org/pib-en</p>
	Finalize event itinerary			
	Schedule a post-event meeting to celebrate successes and discuss opportunities for improvement			Use the reflection questions to talk about your project



Determine the budget for your project.

_____ may use this worksheet to determine finances for the event.

Description	Quantity	Cost	Total Expense	In-Kind/ Donations	Income	Balance
Food Items						
Packaging materials						
Equipment						
Warming trays						
Plates, utensils, napkins, etc.						
Marketing						
Promotional materials						
Other						
Educational materials						
Location permit fees						



Measure the success of your project.

Reconvene as an event planning committee to celebrate your impact and report your service!

Success Measures			
Measure your project			
# of people served under 18		# of nonmembers volunteered	
# of people served 18+		Total direct service hours	
# of Lions volunteered		Total project planning/fundraising hours	
# of Leos volunteered			
Reflect on your project			
1. Did you successfully serve hungry community members a healthy meal?			
2. What were your biggest successes?			
3. What were your biggest challenges?			
4. Would you do this event again?			
5. What would you change?			

