

National Volunteer Conference

Fundraising Guidelines

* PCs may fundraise to cover the travel expenses incurred in attending the national volunteer conference. All donations must be sent to BIB; please indicate that the donation should go towards the PC Conference.
* In order to receive reimbursement, PCs must complete and submit the Expense Reimbursement Form with receipts to BIB Accounts Payable Dept. (Form to be provided)
* PCs may be reimbursed for travel expenses directly related to the conference. These include hotel, airfare, mileage, train ticket, transportation including cab or Uber to/ from hotel and airport, parking and food. PCs are responsible for any activities related to entertainment and extended hotel stays.
* Expenses cannot be covered through existing fund accounts if donations were raised for food expenses.

**Estimated Conference Expenses**

* Discounted room accomodations: King Bed: $179/night + taxes

 Two Queen Beds: $179/night + taxes

* Airport shuttle/uber/taxi to get to hotel: Between $25 and $40 one way
* Parking fee (if driving): $35/night
* Your mode of travel (plane/train tickets or car)
* Local attractions



Date

Name County Need info referenced below can be found at

Address 1 http://map.feedingamerica.org/

Address 2

City, State Zip

Dear Mr./Ms. Name,

Thank you very much for your past support of Blessings in a Backpack and our work to provide hunger-free weekends to children living with food insecurity in TOWN. We are very proud of what we have accomplished together to battle childhood hunger in our community.

When school dismisses on Fridays, nearly ### children in COUNTY leave their classroom, uncertain whether they will have enough food to eat that weekend. # in # children in COUNTY face food insecurity. During the school week, most of these children depend on the federal free and reduced-price meal program their school offers. Sometimes, the meals at school are the only ones they get. When the school closes its doors on Friday afternoon, many of these children go home to empty cupboards for 65-hours until they return to school on Monday morning.

While we are working together to ensure ### of these children have access to weekend nutrition, we know we can achieve more. To help us become more effective and efficient, we are attending the Blessings in a Backpack’s national volunteer conference to take place in Chicago this June. At this conference, we will interact with Blessings in a Backpack staff and other volunteer teams just like ours. We will participate in sessions on topics such as volunteer management, food logistics, nutrition, fundraising, and marketing. We will learn best practices and new insights from presenters, staff, and fellow volunteer teams. This is the inaugural national volunteer conference, and it is also the kick-off event for Blessings in a Backpack’s national 10th birthday celebration, which spans the 2018-2019 school year.

Please support our efforts to increase the number of children we serve by donating $### towards our goal of $#,### to have # volunteers from our team attend this conference. This goal will cover the travel expenses necessary for NAME, NAME, and NAME to attend the conference from Sunday, June 24, to Tuesday, June 26. The national office has negotiated discounted room rates and other expenses to keep expenses as low as possible. If you have any questions about Blessings in a Backpack’s work or this opportunity, please contact me at Email@address.com or (123) 456.7890.

Thank you for helping feed the future of America,

Name

Title



Date

Name

Address 1

Address 2

City, State Zip

Dear Mr./Ms. Name,

Thank you very much for your interest in learning more about Blessings in a Backpack (BIB) and our work to provide hunger-free weekends to children living with food insecurity.

When school dismisses on Fridays, nearly ### children in COUNTY leave their classroom, uncertain whether they will have enough food to eat that weekend. # in # children in COUNTY face food insecurity. During the school week, most of these children depend on the federal free and reduced-price meal program their school offers. Sometimes, the meals at school are the only ones they get. When the school closes its doors on Friday afternoon, many of these children go home to empty cupboards for 65-hours until they return to school on Monday morning. **Who will feed them this weekend?**

**We will.** BIB mobilizes communities, individuals, and resources to provide food on the weekends for elementary school children across America who might otherwise go hungry. During the 2016-2017 school year, in partnership with thousands of volunteers across the country, BIB provided more than 3.2 million hunger-free weekends to over 92,000 children in 45 states and Washington, D.C. Each of BIB’s 1,000+ program sites are led by passionate volunteers who — with support from BIB’s national office — secure food, fill, and distribute bags of weekend nutrition on Fridays to children who receive free or reduced-price meals during the school week. In TOWN, BIB is providing weekend nutrition to xxx children at NAME school/xx schools. But with ### children in need, this work is not enough.

While we are working together to ensure ### of these children have access to weekend nutrition, we know we can achieve more. To help us become more effective and efficient, we are attending the BIB’s national volunteer conference to take place in Chicago this June. At this conference, we will interact with BIB staff and other volunteer teams just like ours. We will participate in sessions on topics such as volunteer management, food logistics, nutrition, fundraising, and marketing. We will learn best practices and new insights from presenters, staff, and fellow volunteer teams. This is the inaugural national volunteer conference offered by BIB, and it is also the kick-off event for our 10th birthday celebration, which spans the 2018-2019 school year.

Please support our efforts to increase the number of children we serve by donating $### towards our goal of $#,### to have # volunteers from our team attend this conference. This goal will cover the travel expenses necessary for NAME, NAME, and NAME to attend the conference from Sunday, June 24, to Tuesday, June 26. The national office has negotiated discounted room rates and other expenses to keep expenses as low as possible. If you have any questions about our work or this opportunity, please contact me at Email@address.com or (123) 456.7890.

Thank you for helping feed the future of America,

Name

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