



Rotary Feeds

Meal Packing Agreement Form

OVERVIEW & PURPOSE

This Meal Packing Agreement Form between Rotary Feeds and **HOST NAME** will serve as the agreement to run a packing event as specified in this document.

Host Information:

Organization Name:

Address:

Contact Name:

Contact Phone:

Contact Email:

Event Date & Time:

Site Address:

Responsibilities:

Rotary Feeds Responsibilities:

1. Provide all the food, supplies, and the packaging line equipment
2. Provide a trained volunteer to meet with your groups at the event, and to remain on-site throughout the event. Rotary volunteers can answer Rotary Feeds-related questions
3. Share a 10-15 minute presentation (with each of your groups) including the history of Rotary Feeds, the problem of hunger, the meal recipe, and our food distribution plan
4. Give a brief training on the assembly process
5. Pick up all finished meals at the end of the event and distribute meals

Host Responsibilities:

1. Funding the costs for the meal packing event as outlined in this form
2. Provide the needed volunteers at your appointed packing time

3. Provide one adult supervisor per line to assist with refilling food bins and sealing boxes
4. Assign an adult to work with each child under the age of 11
5. Have fun packaging lots of food for hungry people
6. Clean up your packaging area at the end of the event
7. Take a group photo in front of your packaged and boxed meals

Payment:

HOST NAME is responsible for the payment of total meals packed at the event. Rotary Feeds will calculate the final meal count once the event has concluded. An invoice for the balance due will be sent to you.

Cost Per Meal: \$0.25

**Rotary Feeds reserves the right to collect 50% of the anticipated meal costs upfront.*

Photography and Video:

To promote Rotary Feeds and meal packing events, photographs/videos may be taken during the event and used for promotions purposes on our website, social media pages, and promotional materials.

HOST NAME representative acknowledges and agrees to the terms of this document.

HOST NAME Authorization Representative:

Signature:

Date:

Rotary Coordinator Contact Information:

Name:

Contact Number:

Email: