VOLUNTEER GUIDE

PACKING POWERSACKS

What To Expect On Volunteer Day

Why we pack: Every Friday, Food For Thought Denver volunteers pack PowerSacks containing 10–15 shelf-stable food items—enough to provide a family of four with two full meals. These bags help bridge the weekend hunger gap for our Denver-area school kids.

Agenda

7:00am Arrival: Please arrive by 7:00am. There will be a brief *welcome* before packing begins.

7:00 – 7:30am Check-in & Welcome: Check in with the volunteer coordinator and learn about ***Food For Thought Denver*** and the packing process.

7:30 – 8:45am Pack PowerSacks: Work alongside other volunteers to assemble food bags for distribution to local schools. Packing is usually done by 8:30 but can go as late as 9am. Volunteers may leave at any time, as needed.

What to wear

Comfortable clothing and layers appropriate for the packing venue. Volunteers wishing to help load bins should wear clothing suitable for movement and lifting. ***MSU Central*** is outdoors under a viaduct; ***FFT East*** is inside a warehouse.

Minimum age

Children must be at least 8 years old to participate.

Packing locations

MSU Central: 1600 W. Colfax Avenue, Denver, CO 80204. THIS IS AN OUTDOOR LOCATION. Please dress appropriately. For directions, see the location map at the end of this document.

FFT East: 11000 E. 51st Ave., Unit A, Denver, CO 80239. Indoor warehouse packing. For directions, see the location map at the end of this document.

Parking details

MSU Central: Parking is located across the street (to the West) of this pack site. See parking locations on the location map at the end of this document.

FFT East: Parking is available in the lot and on 51st Avenue. See parking locations on the location map at the end of this document.

Signing-Up and Checking-In are mandatory

All volunteers are required to ***Sign Up*** before coming to volunteer and must ***Check In*** at the pack site upon arrival.

HOW TO REGISTER A GROUP

1 Start at our website at PACK A BAG, here:

https://foodforthoughtdenver.org/volunteer/

2 Choose a location

Select either **MSU Central (outdoor site)** or **FFT East (warehouse site)**

3 Choose a date and activity

Review the available volunteer opportunities and select your desired date and group job.
NOTE: Most groups choose ***Packing Crew*** because of the later 7am starting time.
The ***Set Up Crew*** and ***Delivery Crew*** options require a 6am starting time and are more physically demanding.

4 Register your group

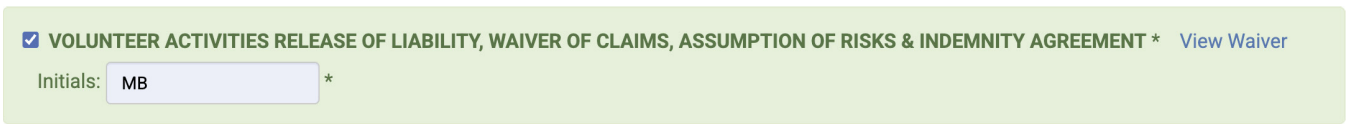
- Under ***Sign Up Type,*** select **Create Group** and type in your group's name in the field at right.
- Complete the online form. *You may type in your company's location in the address fields.*
- You now have the option to either fill out each volunteer's details or have each member of your group fill out their own details at a later time. Either case, you must finish the session by hitting the **Complete Registration** button to move forward.
- Next, you will receive an email from ***FFT Denver*** with your *Group Member Registration Url.*
- **IMPORTANT:** Please forward this email to your group so they can complete their individual registrations. You may also copy and paste the url found in this FFT Denver email and email it your group and provide instructions in your won words.*

5 Prepare your team

Share the arrival time, address, parking instructions, clothing recommendations, and safety requirements regarding illness criteria.

* IMPORTANT: Each individual must be registered prior to the volunteer day

Signing up in advance is mandatory. Each volunteer must also acknowledge the liability waiver.



The checkbox screen shot, shown above, is from our individual volunteer registration page. It's here where the liability waiver can be viewed and acknowledged.

For registration assistance, contact Shireen at volunteer@foodforthoughtdenver.org

Food For Thought

FFT CENTRAL MSU PACK SITE

1600 W. Colfax Ave
Denver, CO 80204



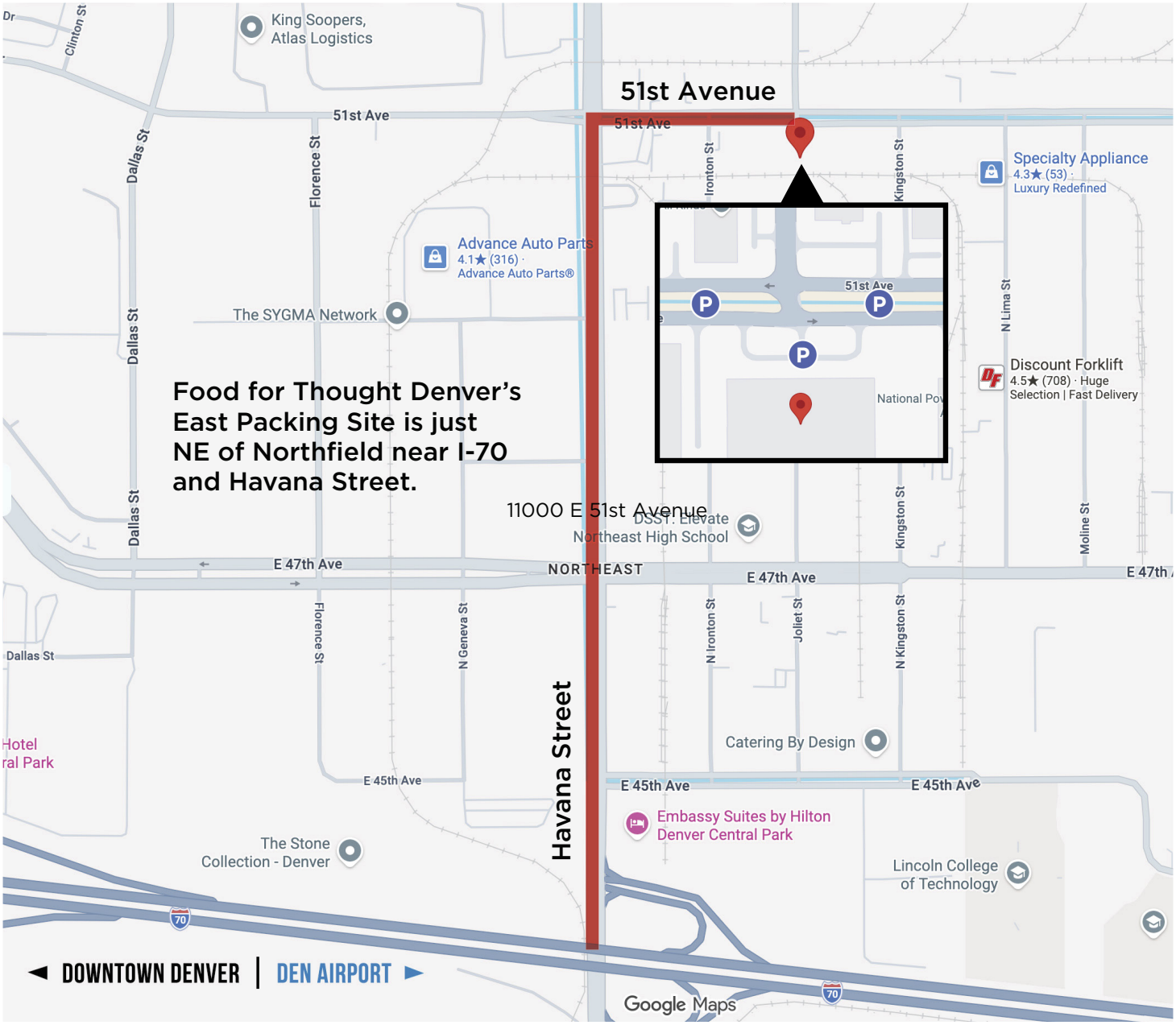
ADDRESS: 1600 W. Colfax Ave *(under the viaduct)*

DIRECTIONS: Take the Colfax exit from I-25 and head east. At Osage St, turn right and continue south to 13th Ave. At 13th Ave, turn right and go west about one and a half blocks to Rio Ct. Turn right onto Rio Ct and proceed north back toward Colfax. Rio Ct will start to loop west passing parallel to the Colfax viaduct but just underneath it. At 5th Street, Rio Ct becomes W. Colfax Ave. We're on the NE corner of 5th St and Rio Ct.

Food For Thought DENVER

FFT EAST

11000 E 51st Avenue
Denver, CO 80239



LOCATION DIRECTIONS

Address: 11000 E 51st Avenue, Denver, CO 80239
From either direction on I-70 East, take the Havana Street exit and go North to 51st Avenue. At 51st, turn right and go to 11000 E 51st Avenue (the location will be on your right).

PARKING

There's limited parking near the main entrance as well as street parking on 51st Avenue.