

Volume

3

SOCIETY OF ST. ANDREW

Hunger Relief Advocate Manual

Administrative Matters and Resources

HUNGER RELIEF ADVOCATE MANUAL

Administrative Matters and Resources

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Hunger Relief Advocate Administrative Matters

The Society of St. Andrew is responsible to its Board of Directors, the General Commission on United Methodist Men, and the National Association of Conference Presidents, and to our donors for administering the HRA Initiative in accordance with principles of good stewardship. The administration of the HRA Initiative includes supervising both paid and volunteer Hunger Relief Advocates and overseeing their activities. This volume of the HRA Manual provides guidance to both volunteer and paid Conference HRAs on administrative matters as well as resources to assist HRAs in accomplishing their ministry

Personnel policies

Personnel policies for employees of the Society of St. Andrew are contained in the SoSA *Personnel Policy and Administration Manual*. Pertinent policies with respect to HRAs have been extracted for inclusions in this section.



The *Personnel Policy and Administration Manual* takes precedence.

If the policies contained in this section are in conflict with the *Personnel Policy and Administration Manual*, the *Personnel Policy and Administration Manual* provisions apply. A copy of the *Personnel Policy and Administration Manual* will be provided to Conference HRAs upon request.

ADMINISTRATIVE MATTERS

HRA employment classification

1. Paid Conference HRAs are classified as **regular part-time employees** of the Society of St. Andrew. They are also designated as salaried employees.
2. Volunteer HRAs are not employees of SoSA. However, they are accountable to SoSA for any activities under the HRA title.

Work hours and compensation

During the harvest seasons, most of the HRAs' time will be devoted to gleaning activities in the conference. During the off season, the HRA will devote most of his/her time to cultivating *Meals for Millions* growth and other Hunger Relief Advocate activities.

Paid HRAs will provide a minimum of 15 hours per week in HRA duties (this will vary from week to week, some weeks a little more, some weeks a little less). Volunteer HRAs are expected to give whatever time they are able to accomplishing the HRA mission.

Monthly compensation for paid HRAs is a stipend of \$500 (this will normally be provided through direct deposit with appropriate withholdings made). Volunteer HRAs receive no stipend.

SoSA will reimburse local mileage at the rate of 31 cents per authorized mile for paid HRAs. Volunteer HRAs will be reimbursed for mileage as agreed to by the SoSA supervisor. Additional expenses such as phone costs, postage, office expenses, etc. may be reimbursed if prior arrangements with the HRA supervisor are made (receipts required).

No benefits are provided.

Resignations

Should a HRA decide to resign his or her position, they shall provide a minimum of two weeks advance notice. Resignations should be made in writing.

Equal opportunity employer

SoSA is an equal opportunity employer. We strive to ensure that all employees and volunteers are treated fairly and according to applicable laws. Our policies and actions related to personnel are carried out without regard to race, color, creed, religion, national origin, sex, marital status, disability, age, or citizenship.

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Drugs, alcohol, and drug testing

Performing HRA duties while under the influence of drugs or alcohol is strictly prohibited. An employee who indicates that he or she has a drug or alcohol problem will be offered the opportunity to seek treatment and rehabilitation. Loss of employment will not occur as long as the employee completes all requirements associated with treatment and the rehabilitation process. (See the SoSA *Personnel Policy and Administration Manual* for more detailed information).

Personnel files

SoSA maintains personnel files on each employee. These files are the property of SoSA and may include such information as the employee's job application, résumé, record of training, etc. With reasonable advance notice employees may review their personnel file in SoSA's office and in the company of a supervisor.

Personnel data

HRAs are responsible for keeping SoSA informed up-to-date personnel data and information such as address, phone number, email address, etc.

Employee relations

SoSA is committed to fair treatment of all employees and volunteers and to open, direct, and honest communication. All SoSA supervisory staff operate with an "open door" policy. Employees are encouraged to freely discuss ideas, suggestions, complaints, or areas of concern with their supervisor. SoSA expects two-way friendly, cordial, and professional relations between all employees and their supervisors. All employees have ample input regarding work activity, priorities, and various policies. HRAs are encouraged to communicate directly with the HRA Supervisor concerning these issues. However, once policies and priorities have been set, all employees are expected to support them.

High integrity and loyalty to the organization are valued characteristics to SoSA and are expected of all employees.

Safety

Every employee and volunteer is responsible to help provide a safe work environment.

Email, fax, and Internet

The use of SoSA owned computer and electronic equipment is limited to SoSA related work. All forms of electronic communication to or from SoSA email addresses or equipment are considered the property of SoSA and may be monitored or inspected.

Performance evaluations

Excellent performance of all employees is essential to the success of the HRA Initiative. The HRA Supervisor, in accordance with the SoSA Personnel Policy and

ADMINISTRATIVE MATTERS

Administration Manual, formally evaluates the National HRA each year. Paid and volunteer HRAs are informally evaluated annually as performance goals for the next year are being set.

Employee conduct

SoSA expects all employees and volunteers to follow rules of conduct that will protect the interests and safety of all employees and the organization. High ethical and moral standards are expected. Employees and volunteers are expected not to engage in inappropriate or unprofessional conduct or behavior that could be disruptive to the workplace or reflect poorly on SoSA.

Sexual or other unlawful harassment and discrimination

Harassment or other discrimination against applicants and employees on the basis of race, color, religion, age, sex, national origin, or disability (as defined by applicable law) will not be tolerated by SoSA. No employee or applicant at SoSA should be subjected to unsolicited and unwelcome sexual overtures, nor should any employee or applicant be led to believe that an employment opportunity or benefit would in any way depend upon “cooperation” of a sexual nature.

- Any employee or volunteer who feels that he or she has been the victim of discrimination or harassment should immediately notify his or her supervisor.
- If a complaint involves a manager or supervisor, the complaint shall be filed directly with the Director of Operations.

Discharges or employment termination

Employment with SoSA (including volunteers) is based on mutual consent between the individual and the organization. Both the employee and the organization have the right to terminate employment with or without cause. Discharge of an employee for unsatisfactory job performance will normally take place only after the employee has been counseled and given an opportunity to improve performance.

SoSA measures of effectiveness

SoSA’s measures of effectiveness include:

- *Gleaning Network* pounds of produce salvaged
- *Potato Project* pounds of produce delivered
- Number of servings of food provided
- Number of gleaning events

ADMINISTRATIVE MATTERS

- Number of volunteers
- Number of agencies receiving food
- Cost per pound of food salvaged.

Required reports

Paid HRAs are required to submit a number of reports on a monthly basis. Volunteer HRAs should provide the same reports. The purpose of the reports is to keep SoSA management and the Board of Directors informed as to how effectively the organization is accomplishing its mission as well as to help insure that principles of good stewardship are followed.

Monthly summary report

Each paid HRA shall submit a summary report to SoSA on the first workday of each month. This report is to contain the following information:

- Number of gleaning events for the month just ended
- Number of volunteers for the month just ended.
- Number of pounds of food gleaned during the month just ended.
- Number of receiving agencies the food was delivered to during the month just ended.
- Number of participating farmers and other food providers.

The monthly summary report may be submitted by email, fax, or made by telephone.



The HRA monthly summary report feeds into an organizational summary report made to the Board

It is very important each HRA submit his or her monthly summary report on time. It is fed into a report that goes to the Board of Directors early each month to facilitate its oversight functions. Send the information only for the previous month. The HRA Supervisor consolidates the HRA reports and creates a year-to-date report for the Director of Operations to include in SoSA's overall statistics.

Expense accounting and reporting

HRAs must account for all expenses they wish to be reimbursed for. Expense reports should be submitted monthly. However, if only a small reimbursement total is accumulated per month, the report may be submitted quarterly. Receipts or other

documentation are required. A sample expense report is in Chapter 2 of this Volume. Forms may be ordered from the HRA Supervisor or reproduced locally.

Income accounting and reporting

HRA's should not normally receive contributions. The donor should send them directly to SoSA. However, if a HRA receives a donation, he or she should send it to SoSA immediately.

Activity reporting

HRAs need to document all their activities for at least three reasons. First, there is no other way to collect information on how the HRAs are accomplishing their advocacy and education mission. Second, SoSA recognizes that not all HRA activities translate into immediately measurable results (gleaned food, donations, gleaning events, etc.), yet their activities are still important. Finally, HRAs need a tool to monitor the effectiveness of their activities so that they can improve continually their performance. A sample Activity Record report form in Chapter 2 of this volume. Forms may be ordered from the HRA Supervisor or reproduced locally.

Official email account

SoSA provides each Conference HRA (paid and volunteer) who has internet access with an official email address. This address may be either a pop account or an alias account. For details about what kind of account is best for a particular HRA, contact the HRA Supervisor. In either case, the official HRA email address should be used for all official HRA business by email.

Official web sites

In the modern computer age, a presence on the Internet is critical for an organization such as SoSA.

SoSA's web site

SoSA's web site is at www.endhunger.org. The site contains a wealth of information about the Society of St. Andrew, its history, and how it operates. People can also make donations by credit card at the site and order material.

Conference HRA web pages

Every Conference HRA has at least one web page on the SoSA web site. The content of Conference HRA pages is the responsibility of the respective HRA. HRAs are encouraged to submit text, photos, scheduling information, and any other material that would be suitable to post on their web pages. Send all such material in a timely manner to the HRA Supervisor.

ADMINISTRATIVE MATTERS

HRA web site and discussion board

A web site dedicated to HRA issues is at www.endhunger.org/hraweb. HRAs are encouraged to submit material for this site to the HRA Supervisor. Also, from this site HRAs can access a web-based message board where they can informally discuss issues, exchange ideas, and share concerns. Every HRA with Internet access should avail him/herself to this resource.

Meals for Millions web site

Because *Meals for Millions* has its own special emphasis and Advance Special number, a separate *Meals for Millions* web site is at www.gbmg-umc.org/mfm. This site focuses exclusively on *Meals for Millions* information. People can sign up to be a Challenge Disciple or to pledge their UMMen group to become a Challenge Fellowship.

GCUMM web site

The General Commission on United Methodist Men official web site is at www.gcumm.org.

ADMINISTRATIVE MATTERS

Notes:

Resources

On the following pages are a variety of resources that HRAs may find helpful in accomplishing their missions. Copies of forms, letters, and samples shown in the following pages may be obtained by HRAs either electronically or by hard-copy upon request.

General resources

This section contains resources the HRA may find useful in the execution of his or her duties. While the use of the forms in this section is optional, paid HRAs must routinely submit the information the forms are designed to capture (expenses and activities). For volunteer HRAs, report submission is optional, but strongly encouraged. However, they must submit Expense Reports in order to receive reimbursements.

The following items are contained in this section:

1. **HRA Expense Report form**
2. **HRA Activity Record form**
3. **Copy of Emerson Good Samaritan Act**

Society of St. Andrew
 3383 Sweet Hollow Rd.
 Big Island, VA 24526
 (804)299-5956

CONFERENCE HRA EXPENSE REPORT

Employee:	
Date:	

REIMBURSABLE TRAVEL (DO NOT INCLUDE MILEAGE)

Date	Description	Trans	Lodging	Meals	Other	Total
Totals						

OTHER EXPENSES

Date	Description	Amount	Account	Program	Other	Total
Totals						

REIMBURSIBLE TOTALS	
Mileage _____ Miles x 0.31	
Other Reimb. Travel	
Other Expenses	
Amount Due Employee	
Check #	

Signature	
Date	
Approved By	

Figure 1: HRA Expense Report

The Emerson Good Samaritan Act:

Public Law 104-210
104th Congress

An Act

"The Bill Emerson Good Samaritan Food Donation Act"

To encourage the donation of food and grocery products to nonprofit organizations for distribution to needy individuals by giving the Model Good Samaritan Food Donation Act the full force and effect of law.

Liability for Damages From Donated Food and Grocery Products.—

- (1) Liability of person or gleaner.--A person or gleaner shall not be subject to civil or criminal liability arising from the nature, age, packaging, or condition of apparently wholesome food or an apparently fit grocery product that the person or gleaner donates in good faith to a nonprofit organization for ultimate distribution to needy individuals.
- (2) Liability of nonprofit organization.--A nonprofit organization shall not be subject to civil or criminal liability arising from the nature, age, packaging, or condition of apparently wholesome food or an apparently fit grocery product that the nonprofit organization received as a donation in good faith from a person or gleaner for ultimate distribution to needy individuals.
- (3) Exception.--Paragraphs (1) and (2) shall not apply to an injury to or death of an ultimate user or recipient of the food or grocery product that results from an act or omission of the person, gleaner, or nonprofit organization, as applicable, constituting gross negligence or intentional misconduct.

The term 'gross negligence' means voluntary and conscious conduct (including a failure to act) by a person who, at the time of the conduct, knew that the conduct was likely to be harmful to the health or well-being of another person.

Nothing in this section shall be construed to supercede State or local health regulations.

Figure 3: Emerson Good Samaritan Act

Gleaning resources

This section contains the following forms and samples for HRA use:

1. **Sample letter to County Agricultural Agent.** This letter can be helpful in introducing county extension agents to SoSA and the concept of gleaning. Extension Agents can help the HRA locate potential farmers and other sources of food donors.
2. **Sample letter to farmer.** This letter is used to introduce potential farmers to SoSA and the concept of gleaning. The sample farmer information sheet is used as an enclosure.
3. **Sample farmer information sheet.** This can be helpful for giving potential farmers all pertinent information about gleaning as well as capturing information from farmers useful for setting up gleanings with them.
4. **Sample letter to farmer who sells at a farmers' market.** Farmers' markets are good potential sources of food donations. This sample explains the concept to farmers who sell their produce at such markets.
5. **Farmers' market procedures.** This is a handy step-by-step guide for volunteers to use when they pick up donated produce from a farmers' market.
6. **Weekly donation form.** Useful for farmers' market routine pickups.
7. **Grower's registration form.** When any donor of produce is identified, this simple form will help to capture all the necessary information.
8. **Sample letter to packer or shipper of produce.** If there is a produce packer or shipper in the HRA's area, this letter might be helpful in getting the packer/shipper to donate bulk loads. The Potato Project brochure or General SoSA brochure are usually enclosed.
9. **Gleaning report forms.** These forms can help the HRA capture all necessary information for a Potato Drop.
10. **Potato Drop report form.** This form can help the HRA capture all necessary information for a Potato Drop.
11. **Generic press release.** Getting press coverage of HRA activities can go a long way to gaining more volunteers and getting more financial support. A press release sent in advance of a gleaning or Potato Drop can help get media coverage of the event.
12. **Generic press release story.** Some press outlets prefer press releases in the form of a story. This sample should help to create such a story.

County Extension Agent sample letter:

Society of St. Andrew

GLEANING AMERICA'S FIELDS ~ FEEDING AMERICA'S HUNGRY

Gleaning Network • Potato Project • Harvest of Hope



Mr. John Smith
Extension Agent, Whatever County
212313 West East Street
My Town, ST 00017

Dear Mr. Smith,

All of us know how choosy consumers are today. They want the highest quality for the least amount of money. This often means that **growers, packers and shippers of fresh produce are not able to sell everything they grow**—because everything doesn't grow perfectly. With perishable produce items, customers often only want the best looking, freshest items. At other times, the bottom falls out of the market and it is too costly to harvest a product. Sometimes there are things left in the field even after the harvest because it is not “up to market standards.” Too often, growers/packers/shippers are left with perfectly edible food that will not be harvested and/or sold.

The Society of St. Andrew works with farmers to donate that “left over” produce to agencies like shelters, children's homes, soup kitchens, and other organizations that feed hungry people. Our goal is to prevent any food from going to waste as long as there are people who are hungry. Working to salvage any amount **from 50 pounds to 50,000 pounds at a time**, we distribute over 32 million pounds of donated produce nationally each year.

We find volunteers from churches and other civic organizations who will go to the fields and glean what is left after the harvest. In most cases, this means that at the end of the season, we will find volunteers willing to pick what is left on the vines before they are cut in or in the field before it is plowed under. For packers and shippers, when they have items already harvested that they cannot sell, we find volunteers to pick this up with their personal vehicles (usually pick-up trucks) and deliver it to agencies. With amounts over 30,000 pounds, when feasible we hire commercial drivers to transport the food to larger agencies for distribution. Our goal is to find anything that is still edible and get it to agencies that feed hungry people.

Farmers work hard to grow beautiful, fresh produce and it is heartbreaking to see this go to waste. Rather than let that happen, gleaning is a way to provide for those who are most vulnerable in our society, the elderly and the children.

Gleaning with Society of St. Andrew is simple. The enclosed form gives more details about gleaning with us. The enclosed brochures give more information about the history of our organization. I hope that you will share this information with any growers who you think might be interested in having their fields gleaned. Please feel free to copy these materials and share them as you may wish.

I hope to be in touch with you soon to answer any questions that you might have about gleaning with Society of St. Andrew.

Sincerely,

Jane Gleaner
Society of St. Andrew

National Office ~ 3383 Sweet Hollow Road • Big Island • VA 24526-3054
434-299-5956 • 800-333-4597 • FAX: 434-299-5949 • Email: sosausa@endhunger.org • www.endhunger.org

Figure 4: Sample letter to extension agent

Sample letter to farmer

Society of St. Andrew

GLEANING AMERICA'S FIELDS ~ FEEDING AMERICA'S HUNGRY

Gleaning Network • Potato Project • Harvest of Hope



Mr. Strawberry Farmer
1234 Farmer Road
Famville, MA 00016

Dear Mr. Farmer,

We all know how choosy consumers are today. They want the highest quality for the least amount of money. This often means that pick your own operations are not able to sell everything they grow—everything doesn't grow perfectly. With strawberries, this means that customers often only pick the biggest, best looking berries and therefore, there are often strawberries left on the vines that will not be harvested and/or sold.

Our organization, the Society of St. Andrew, works with farmers to donate that "left over" produce to agencies like shelters, children's homes, soup kitchens, and other organizations that feed hungry people. Our goal is to not let any food go to waste as long as there are people who are hungry.

We find volunteers from churches and other civic organizations who will go to the fields and glean what is left after the harvest. For pick-your-own operations, this means that at the end of the season, we will find volunteers willing to pick what is left on the vines before they are cut in or in the field before it is plowed under. Our goal is to find anything that is still edible and get it to agencies that feed hungry people.

Farmers like you work hard to grow beautiful, fresh produce and it is heartbreaking to see this go to waste. Rather than let that happen, gleaning is a way to provide for those who are most vulnerable in our society, the elderly and the children.

Gleaning with the Society of St. Andrew is simple. The enclosed form gives more details about gleaning with us. I will be in touch by telephone soon to answer any questions that you might have. I hope that you will consider participating in this program.

Sincerely yours,

Jane Gleaner
Society of St. Andrew

————— National Office ~ 3383 Sweet Hollow Road • Big Island • VA 24526-3054 —————
434-299-5956 • 800-333-4597 • FAX: 434-299-5949 • Email: sosausa@endhunger.org • www.endhunger.org

Figure 5: Sample letter to farmer

Sample farmer information sheet

Society of St. Andrew

GLEANING AMERICA'S FIELDS ~ FEEDING AMERICA'S HUNGRY

Gleaning Network • Potato Project • Harvest of Hope



Information for Growers

WHAT'S GLEANING? Gleaning is a traditional Biblical concept that puts people into fields and orchards to pick fruits and vegetables that remain after harvest. One-quarter of all food produced for human consumption is lost annually in the United States – enough to feed 49 million people. Because it might be unmarketable or not worth picking, produce is usually plowed under or left to rot, although it is perfectly edible and nutritious. At the Society of St. Andrew, we work with farmers who allow gleaners to pick what is left.

WHO ARE GLEANERS? They are people of all ages, rich and poor, who want to give of themselves. We involve individuals, churches, clubs, schools, and senior citizen groups.

WHERE DOES THE FOOD GO? We donate gleaned produce to assistance agencies that distribute it through their network of social service programs. Within 24-48 hours of picking, the produce is usually being eaten by hungry people.

WHO RUNS THIS PROGRAM? The Society of St. Andrew, a hunger relief organization based in Virginia, began the Gleaning Network in 1988. The Gleaning Network continues to expand into new areas as more growers catch a vision of a world without hunger and more gleaners work to make this vision a reality.

IMPORTANT INFORMATION ABOUT GLEANING

Growers are not held liable if anything happens to a gleaner while in the field. All gleaners are also required to sign a liability waiver form before working. The Federal Good Samaritan Act protects donors from liability.

Growers can take a charitable donation tax deduction for the produce they permit to be gleaned. At the beginning of the year, the Society of St. Andrew will send notification concerning the date of gleanings with the type, amount of a grower's donations over the previous year.

A trained field supervisor is on hand for every gleaning event. This person is in charge of the gleaners and makes certain that the grower's instructions on where to park and what to glean are followed, as well as making sure that the land on which the event is taking place is respected.

Society of St. Andrew also works to salvage fruits and vegetables that have already been picked and cannot be sold for various reasons. For more information, please contact us.

How to Become Involved in the Gleaning Network

1. When you have determined your harvest date, contact the Society of St. Andrew at _____ so we can begin contacting gleaners. Please give as much advance notice as possible.
2. One or two days before the gleaning, someone will contact you to get specific instructions for the gleaning, directions to the field, parking instructions, and other necessary information.
3. If you can meet the gleaners sometime during the gleaning, it is a good experience for both the grower and the gleaners. This is helpful, but not essential.
4. Most gleanings are held on Saturday mornings and last 4-5 hours. Occasionally we also glean during the week.
5. Unless other arrangements have been made, produce will be removed the day it is gleaned.
6. The produce is donated only to food banks and agencies working with poor and hungry people; it is never sold.

GROWER'S RESPONSE FORM

Yes, I'm interested in having your volunteers glean my fields after harvest.

Name _____

Address _____

City/State/Zip _____

Phone _____

I grow (types of produce and acreage)

I usually harvest around (dates of harvest/produce)

Additional information

Other growers that might be interested (Please give name, address, phone, and crops)

Please return to: Jane Gleaner
 12345 West East Street
 Sanoma, NE 00019

_____ National Office ~ 3383 Sweet Hollow Road • Big Island • VA 24526-3054 _____
 434-299-5956 • 800-333-4597 • FAX: 434-299-5949 • Email: sosausa@endhunger.org • www.endhunger.org

Figure 6: Sample farmer information sheet

Sample letter to farmers' market farmer

Society of St. Andrew

GLEANING AMERICA'S FIELDS ~ FEEDING AMERICA'S HUNGRY

Gleaning Network • Potato Project • Harvest of Hope



Mr. Farmers Marketer
1234 Farmer's Market Road
Farmville, VA 00016

Dear Mr. Marketer ,

All of us know how choosy consumers are today. They want the highest quality for the least amount of money. This often means that **marketers of fresh produce are not able to sell everything they grow**—everything doesn't grow perfectly. With perishable produce items, customers often only want the best looking, freshest items. At other times, the bottom falls out of the market and it is too costly to harvest a product. Sometimes there are things left in the field even after the harvest because it is not "up to market standards." Too often, growers/packers/shippers are left with perfectly edible food that will not be harvested and/or sold.

The Society of St. Andrew works with farmers to donate that "left over" produce to agencies like shelters, children's homes, soup kitchens, and other agencies that feed hungry people. The goal of SoSA is to prevent any food from going to waste as long as there are people who are hungry. Working to salvage any amount **from a few pounds to 50,000 pounds at a time**, we distributed over 32 million pounds of donated produce nationally each year.

We find volunteers from churches and other civic organizations who will go to the fields, warehouses, farmers' markets, and produce stands to glean what is left and would otherwise be thrown away or plowed under. Although a good deal of our work is done by gleaning fields, we also find volunteers willing to salvage produce from farmers' markets where appropriate. In most cases, this means that at a regularly set time each week, a volunteer with their personal vehicle (usually a pick-up truck) comes through the market and picks up whatever farmers' would like to donate (things that they would normally take home to throw on a compost pile or in the garbage bin). These donations are carried to local agencies for use in feeding hungry people. Our goal is to find anything there that is still edible and get it to agencies that feed hungry people.

Farmers like you work hard to grow beautiful, fresh produce and it is heartbreaking to see this go to waste. Rather than let that happen, gleaning is a way to provide for those who are most vulnerable in our society, the elderly and the children.

Gleaning with the Society of St. Andrew is simple. The enclosed form gives more details about gleaning with us. The enclosed brochures also give more information about the history of our organization. I hope that you will share this information with any growers who you think might be interested in having their fields gleaned. Please feel free to copy these materials and share them as you may wish. I hope to be in touch with you soon to answer any questions that you might have about gleaning with Society of St. Andrew.

Sincerely,

Jane Gleaner
Society of St. Andrew

————— National Office ~ 3383 Sweet Hollow Road • Big Island • VA 24526-3054 —————
434-299-5956 • 800-333-4597 • FAX: 434-299-5949 • Email: sosausa@endhunger.org • www.endhunger.org

Figure 7: Sample farmers' market farmer letter

Farmers' market procedures

Society of St. Andrew

GLEANNING AMERICA'S FIELDS ~ FEEDING AMERICA'S HUNGRY

Gleaning Network



Farmers' Market Procedures

1. Arrive at the Farmers' Market about 15 minutes before the closing (usually about 11:45 a.m.)
2. Check in with _____. He is in charge of the Farmers' Market and needs to know that we are there.
3. Go to each farmer and inform them that you are with _____ Church and are there to pick up any produce that they would like to donate (specifically, anything that might go bad before they would be able to sell it.)
4. IF A FARMER HAS SOMETHING TO DONATE:
 - o Make certain that the farmer has filled out a registration form in the packet. If not, have them fill one out with their mailing address so we can send a receipt.
 - o Fill in the information on the weekly donation sheet. Make certain to fill in each type of produce and how much they are donating of each (you can estimate the pounds or have the farmer do this). See example below:

Farmer's Name	Registered	Produce Name	Est. Of Pounds
Joe Farmer	Yes	Blueberries	5 lbs
Joe farmer		Yellow squash	10 lbs
Susie Brown	Yes	Green beans	6 lbs.

5. After you have visited all the farmers, you are ready to take the produce to the agency.
6. You may need to call ahead and let them know that you are coming.
7. Take the produce to the agency

If you have any difficulties, you can call _____ at _____ .

Return notebook to _____ (Church Contact person) who will copy and send that weeks pick up to Society of St. Andrew.

Figure 8: Farmers' market procedures

Sample letter to packer or shipper

Society of St. Andrew

GLEANNING AMERICA'S FIELDS ~ FEEDING AMERICA'S HUNGRY

Gleaning Network • Potato Project • Harvest of Hope



Mr. Produce Packer
1234 Produce Lane
Packer, NE 00017

Dear Mr. Packer,

All of us know how choosy consumers are today. They want the highest quality for the least amount of money. This often means that **marketers of fresh produce are often not able to sell all of their stock**—as you know, everything doesn't grow perfectly. With perishable produce items, customers often only want the best looking, freshest items. At other times, the bottom falls out of the market and items cannot be sold at a profit. Too often, growers/packers/shippers are left with perfectly edible food that will not sell.

The Society of St. Andrew works with farmers and others to donate that "left over" produce to agencies like shelters, children's homes, soup kitchens, and other agencies that feed hungry people. Our goal is to prevent any food from going to waste as long as there are people who are hungry. Working to salvage any amount from **50 pounds to 50,000 pounds at a time**, we distribute over 32 million pounds of donated produce nationally every year.

Through the Society of St. Andrew's (SoSA), grower/packer/shippers can donate unmarketable produce for distribution to agencies that feed hungry people. We take any produce that is still edible but would normally be thrown on a compost pile or in a landfill and get it to agencies that feed hungry people. For those who pack for retail sale there are often "culls" that cannot be sold because of surface blemishes and/or size considerations.

We work with grower/packer/shippers throughout the country and salvages produce from a variety of settings. Normally, volunteers with pick up trucks are used to pick up small amounts of produce (less than 30,000 pounds). When packers have something that they can donate, they contact us at one of the numbers below. Then arrangements are made for volunteers to pick up the produce. When amounts over 30,000 pounds are donated, we make arrangements for a tractor trailer to pick up the produce for delivery to an agency that can distribute such a large amount of produce.

Growers/Packers/Shippers work hard to provide beautiful, fresh produce to customers and it is heartbreaking to see any of it go to waste. Rather than let that happen, donating it to us is a way to provide for those who are most vulnerable in our society, the elderly and the children.

Donating to Society of St. Andrew is simple. The enclosed brochures give more details about Society of St. Andrew (please keep in mind that the brochure is designed to educate congregations about our programs). I hope to be in touch with you soon to answer any questions that you might have about gleaning with Society of St. Andrew.

Sincerely,

Jane Gleaner
Society of St. Andrew

____ National Office ~ 3383 Sweet Hollow Road • Big Island • VA 24526-3054 _____
434-299-5956 • 800-333-4597 • FAX: 434-299-5949 • Email: sosausa@endhunger.org • www.endhunger.org

Figure 11: Sample letter to packer or shipper

Generic press release

FOR IMMEDIATE RELEASE:

**“Potato Drop”
Society of St. Andrew
(date) – (time)**

WHO: United Methodist Church Members and friends in the **(Name of District, Church or other group)** of the **(Name of Conference)** Conference along with the Society of St. Andrew, a national ecumenical hunger relief agency.

WHAT: The **(Name of organization in charge)** of the United Methodist Church will sponsor a “potato drop.” A tractor-trailer load of **(white/sweet)** potatoes, usually about 40,000 pounds, will be delivered and dumped for volunteers to bag.

WHERE: **(give location and directions to the location of your drop from some major landmark or road)**

WHEN: **(give the date and time—the time you expect to start)**

HOW: As many as **(Give an estimate of the number of volunteers you expect)** volunteers from **(put the number of counties in your district—example—from a five county area OR the number of churches such as from as many as 25 United Methodist Churches)** will bag a mountain of sweet potatoes. The churches will distribute sweet potatoes to local agencies for distribution to the needy.

BACKGROUND: Farmers, packers, and shippers have donated these surplus (sweetpotatoes/potatoes) to Society of St. Andrew’s Potato Project. These are perfectly edible, but have been graded out for cosmetic reasons. They are transported by a tractor-trailer to a site to be bagged by volunteers. This event is part of a joint program between the North Alabama Conference of the United Methodist Church and Society of St. Andrew entitled *Your Change Can Change the World*. Local churches throughout the Conference have been collecting change in their congregations to fund potato drops throughout the conference.

(you may add any other information specific to your drop that you think would “pic” the interest of a reporter)

Contact Information:

(potato drop leader’s names and phone numbers—you may want to give a mobile phone number where a reporter could reach you on the morning of the potato drop along with a number where they can reach you ahead of time to ask questions.)

Figure 13: Generic press release

Generic press story

FOR IMMEDIATE RELEASE:

Volunteers from Local Churches to Bag a Mountain of Potatoes to Feed the Hungry: Through a program of the **(name of conference)** Conference of the United Methodist Church and the Society of St. Andrew volunteers will bag as much as 50,000 pounds of potatoes to distribute to the local agencies to feed the hungry.

DATE: _____ **TIME:** _____

Volunteers from United Methodist Churches in the _____ Conference will bag a Mountain of _____ potatoes provided by the Society of St. Andrew, a national ecumenical hunger relief agency. The District is sponsoring a "potato drop" in which a tractor-trailer load of potatoes, usually between 40,000 and 50,000 pounds, will be delivered and dumped for volunteers to bag. This will provide more than 120,000 servings of nutritious food for those in need in the local area.

This potato drop will take place at _____ . (directions below) on Saturday, _____ at _____ .

As many as ___ volunteers from United Methodist Churches will bag this load of potatoes. The churches will distribute sweet potatoes to local agencies for distribution to the needy. Those scheduled to receive potatoes include _____ .

Farmers, packers, and shippers have donated these surplus potatoes to Society of St. Andrew's Potato Project. These are perfectly edible, but have been graded out for cosmetic reasons. Nationally, the Society of St. Andrew salvaged over 46 million pounds of food in 2001. In the more than twenty years since it's founding, SoSA has salvaged over 400 million pounds.

This event is part of a joint program between the United Methodist Church and Society of St. Andrew.

Contact Information:
_____, Potato Drop Coordinator, _____

Directions to Location:

Figure 14: Generic press release story

Advocacy and education resources

The HRA's advocacy and education mission flows out of the objective that the HRA Initiative help move the church to take action against hunger in America. The resources offered in this section are designed to help the HRA educate the church about the extent and the causes and effects of hunger and about the theological underpinnings of the Christian response to hunger.

Table of Recommended Books

Beckman, David and Arthur Simon. <i>Grace at the Table: Ending Hunger in God's World</i> . InterVarsity Press, Downers' Grove. 1999. Available through: www.amazon.com ; Cokesbury
Boucher, Douglas H., ed. <i>Paradox of Plenty: Hunger in a Bountiful World</i> . Food First, Oakland. 1999. Available through: www.amazon.com
DeRose, Laurie and Ellen Messer and Sara Millman. <i>Who's Hungry? Aand How Do We Know? Food Shortage, Poverty, and Deprivation</i> . United Nations University, New York. 1998. Available through: www.amazon.com
Heitzenrater, Richard P., ed. <i>The Poor and the People Called Methodist</i> . Abingdon Press. 2002. Available through: www.amazon.com ; Cokesbury
Lappe, Frances Moore and Joseph Collins. <i>World Hunger: Twelve Myths</i> . Grove Press, NY. 1986 Available through: www.amazon.com
McGovern, George S. <i>The Third Freedom: Ending Hunger in Our Time</i> . Simon and Schuster, New York. 2001. Available through: www.amazon.com
Sider, Ronald J. <i>Rich Christians in an Age of Hunger</i> . InterVarsity Press, Downers' Grove, IL. Originally published in 1977 with several subsequent updates. Available through: Evangelicals for Social Action; www.amazon.com
Sider, Ronald J. <i>For they shall be fed: Scripture Readings and Prayers for a Just World</i> . Word Publishing, 1997. Available through: www.amazon.com
Simon, Arthur. <i>How Much is Enough? Hungering for God in an Affluent Culture</i> . Baker Book House, 2003. Available through: Bread for the World (www.bread.org); www.amazon.com .

Figure 15: Table of recommended books

Table of Bible Studies

Community with Children and the Poor: A Guide for Congregational Study. A six-session study that provides help for churches who are seeking to implement the goals of the Bishops' Initiative on Children and Poverty.

Available through Cokesbury

Hunger No More. Six-session study created by Bread for the World in cooperation with a number of church denominations.

Available through the Bread for the World.

Is There Enough? A Children's Curriculum on Hunger. Interactive and biblically based, this curriculum presents a balanced world where there is enough for all God's children. Five stand alone sessions, adaptable for kindergarten through middle school.

Available through the Presbyterian Hunger Program

Living in a World of Wealth and Poverty; How To Manage Your Resources With Compassion and Integrity. This is actually a workbook for individual study that invites people to search for answers in the scriptures. It combines carefully chosen Bible passages, thought-provoking questions, real-life stories, and plenty of space for the reader to fill in their thoughts.

Available through Amazon.com.

Make Hunger History: Teaching Children About Hunger. Guides for Grades 4-6 and 7-9 that include exercises, discussion questions, scripture passages, prayers, quizzes and games.

Available through the Bread for the World.

Figure 16: Table of Bible studies

Table of Web Sites

Hunger Relief Organizations and Resources	
<i>Congressional Hunger Center</i>	www.greatermontchamber.org
<i>Church World Service</i>	www.churchworldservice.org
<i>USDA Food Security Initiative</i>	www.reeusda.gov/food_security/foodshp.htm
<i>Bread For The World</i>	www.bread.org
<i>Center on Hunger and Poverty</i>	www.centeronhunger.org
<i>The Future of Children</i>	www.futureofchildren.org
<i>General Board of Church and Society</i>	www.umc-gbcs.org
<i>Evangelicals for Social Action</i>	www.esa-online.org
<i>Oxfam</i>	www.oxfamamerica.org
<i>World Hunger Year</i>	www.worldhungeryear.org
<i>Food Research and Action Center</i>	www.frac.org
<i>End Hunger Network</i>	www.endhunger.com
<i>Center on Hunger and Poverty</i>	www.centeronhunger.org
<i>America's Second Harvest</i>	www.seconharvest.org
Poverty and Hunger Statistics	
<i>Census Bureau poverty statistics</i>	www.census.gov/hhes/www/poverty.html
<i>HHS poverty information</i>	aspe.hhs.gov/poverty/poverty.shtml
<i>Hunger Free America Statistics</i>	www.hungerfreeamerica.com/facts/statistics
<i>Welfare Information Network</i>	www.financeprojectinfo.org/win/
<i>Center on Budget and Policy Priorities</i>	www.cbpp.org
<i>Federal Child and Family Statistics Welfare, Children, & Families</i>	www.childstats.gov
<i>USDA Economic Research Service</i>	www.jhu.edu/~welfare
<i>Campaign for Human Development</i>	www.ers.usda.gov/briefing/FoodSecurity/
<i>Second Harvest--Hunger in America</i>	www.povertyusa.org
	www.hungerinamerica.org
Farm and Agricultural Information	
<i>U.S. Department of Agriculture</i>	www.usda.gov
<i>USDA Farm Service Agency</i>	www.fsa.usda.gov
<i>USDA Food and Nutrition Service</i>	www.fns.usda.gov/fns/
<i>USDA Emergency Food Assistance</i>	www.fns.usda.gov/fdd/programs/tefap/
<i>USDA Food Recovery & Gleaning</i>	www.usda.gov/news/pubs/gleaning/content.htm
<i>Farmers' Market Listing</i>	www.ams.usda.gov/farmersmarkets/states
<i>Plant a Row for the Hungry</i>	www.gwaa.org/par/
<i>Community Food Security Liaisons</i>	www.reeusda.gov/food_security/liaisons.htm
<i>Agricultural Marketing Service</i>	www.ams.usda.gov
<i>Farmers market food recovery paper</i>	www.ers.usda.gov/publications/FANRR4
United Methodist Resources	
<i>UMPH-Circuit Rider</i>	www.umph.com/resources/publications/circuit_default.html
<i>Cokesbury On-line</i>	www.cokesbury.com
<i>GC United Methodist Men</i>	www.gcumm.org
<i>GB Church & Society</i>	www.umc-gbcs.org
<i>GB Global Ministries</i>	www.gb-gm-umc.org
<i>The United Methodist Church</i>	www.umc.org

H R A R E S O U R C E S

Other Denominations

<i>Southern Baptist</i>	www.alsbom.org/stateconventions/
<i>Evangelical Lutheran Church USA</i>	www.elca.org
-- <i>ELCA World Hunger Program</i>	www.elca.org/hunger/
<i>Roman Catholic Church</i>	www.catholicweb.com
<i>The Episcopal Church</i>	www.episcopalchurch.org
<i>Presbyterian Church USA</i>	www.pcusa.org
-- <i>Presbyterian Hunger Program</i>	www.pcusa.org/pcusa/wmd/hunger/

Figure 17: Table of web sites

Biblical Passages Related to Hunger & Justice

Genesis 1:29-30	God give the world's food to Adam and Eve
Exodus 3:7-12	Moses asked to go to Pharoah
Exodus 16:1-12	the manna lifestyle
Leviticus 19:9-11	leave a portion of your harvest for the poor
Numbers 11:4-23	people greedy for meat
Deut. 14:28-15:11	a redistribution of wealth and law of tithe
1 Kings 21:1-20	lust of land leads to deceit and oppression
Psalm 72:1-14	how to pray for government
Psalm 82	justice to the weak and destitute
Psalm 146:4-9	the Lord is just and feeds the hungry
Proverbs 14:20-21	happy are they who are kind to the poor
Proverbs 19:17	who is kind to the poor lends to the Lord
Proverbs 21:13	listen to the cry of the poor
Isaiah 1:17-18	seek justice – correct oppression
Isaiah 3:13-15	Why do you grind the face of the poor?
Isaiah 5:1-7	I looked for justice but behold bloodshed
Isaiah 58:6-12	pour yourself out for the hungry
Jeremiah 22:13-16	to know the Lord is to do justice
Ezekiel 16:49	Sodom destroyed because of neglect of the poor
Amos 5:10-24	let justice roll down like waters
Amos 8:4-7	the greedy buy the poor for silver
Micah 6:8	do justice, love mercy, walk humbly
Matt. 5:23-24	first be reconciled, then offer your gifts
Matt. 6:25-34	seek kingdom of god and justice first
Matt. 23:23	you have neglected justice, mercy and faith
Matt. 25:31-46	I was hungry and you gave me food
Mark 8:1-19	feeding the multitude, also John 6:1-14
Luke 1:46-55	Mary's magnificat
Luke 10:25-37	good Samaritan
Luke 14:12-14	invite the poor to your dinner
Luke 16: 19-31	rich man and Lazarus
Luke 19:1-10	Zacchaeus' radical generosity
John 6:25-35, 47-51	I am the bread of life
John 13:1-20	Jesus washing disciples' feet
Acts 2:42-47, 32-35	sharing in the early church
Acts 6:1-7	first dispute in church over distribution of food
1 Cor. 11:17-34	selfishness in the Christian assembly
1 Cor. 16:1-2	put aside for the needy
2 Cor. 8:12-15	a question of equality and abundance
2 Cor. 9:6-15	God loves a cheerful giver
Gal. 2:10	remember the poor
James 2:1-7	rich/poor and God's bias
James 2:14-17,26	faith without work is dead
1 John 3:17-18	loving in deed, not just word
1 John 4:19-21	cannot love God without loving neighbor

Taken from "Hunger: Learning for Action" by Church World Service, p. 20

Figure 18: Table of Biblical passages