



Rotarians Out To Pack 55,000 Meals For Hungry People Across The Globe

Information Pack

Saturday 14th April, 2018

Venue: Sharples School, Hill Cot Road, Astley Bridge, Bolton, BL18SN

Dear Volunteer,

Thank you for offering to help at the meal-packing event in Bolton. With your help, we will be able to pack 35,000 out of the total 55,000 meals at our Bolton venue.

We hope that you all enjoy yourselves and have a fun day.

How to Find the Venue?

Meal packing will take place in the sports hall of **Sharples School Health Hub**.

From Blackburn Road A666, turn on to Hill Cot Road. In less than 0.2 miles, you will see signs for Sharples School Health Hub. Turn left and drive straight, passing the school reception and small car park on your right. Drive to the end of the street to the Health Hub car park. You will see **signs and flags** for Bolton Meal Packing event.

Where to Park?

There are around 100 car spaces available at the **Health Hub Car Park**. Just in case this car park is full, you can park your car at the School Reception Car Park.

It would be appreciated if you could car share if possible.

Disabled parking and access to the hall via ramp are available.

Cars will be arriving and leaving the site throughout the day. Great care will be required when crossing the car park areas, especially if you have children with you.

When to Arrive and What to Expect on Arrival?

There are two meal packing shifts. The morning shift is between 10 am and 12 noon, and the afternoon shift is between 1 pm to 3 pm. There will be 60 minutes break in between the morning and the afternoon shift.

Please arrive **at least 20 minutes** prior to your shift. This will allow you to

complete your sign-in and receive your briefing. Marshals will direct you to the registration desk and to the packing hall. Hairnets and gloves will be issued to everyone as you enter the packing hall. Video will be shown and instructions will be given before you start packing.

What to Wear?

Please wear suitable and comfortable clothing and footwear. As you will be packing food, please keep jewellery to a minimum.

It would be ideal if you could wear Rotary T- Shirts, Rotary caps, tabards or Rotary scarves.

What Should You Bring With You?

We want Rotary to receive maximum publicity through press releases in local and regional newspapers after the event. So please bring your club's pull up banner so that you can take your own photographs of 'Rotary in Action'. Remember to bring your camera!

Each attendee is asked to bring a food item, for example tinned beans, tinned/packet soup, pasta etc., for distribution to local food banks/OUTREACH, within the North West.

What Jobs Will You Do?

You will be packing dehydrated meals, comprising of rice, soya, lentils, essential vitamins and minerals.

If you need a **sitting down job** you can help with sealing and labelling the packs. Chairs will be provided.

Refreshments

Coffee/Tea, water and biscuits will be available. However if you are doing more than one shift or staying for the day, please bring your own packed lunch/sandwich.

Photographs

There will be an official photographer at the event to capture the proceedings and the highlights for promotional purposes. If you do not wish to have your photograph taken, please tell the photographer.

Children

Children are welcome to attend the event and will be able to assist with the meal packing, when supervised by an adult.

You will see Sharples School students and Staff helping us during the event.

First Aid

In case of any incidents please notify the Duty Manager immediately.

Cancellation

If you are unable to attend please let us know as soon as possible.

Email: Mukherjee.sashwati31@gmail.com

Mobile: 07900137728

TRUSSEL TRUST - FOOD BANK: It would be great if you were able to bring a food item to donate to the food banks within the area. Items will be sent to different foodbanks/Outreach within our Rotary District 1285 region.

Thank you for your support and we look forward to seeing you at the event.