



## Team Lead Checklist 2018

- Let Sarah Vaughn (Sarah@kafb.org; 859-986-7422) know if you have not been contacted by your regional Feeding America food bank representative within a week of registering at [HelpFeedKY.com](http://HelpFeedKY.com).
- Work with your food bank representative to develop a plan for collecting and delivering donated food and funds. Review the Team Lead Packet (click [here](#)) for more information.
- Help ensure your team earns bonus points (click [here](#) for complete list of rules):
  - Sign up to compete by October 3<sup>rd</sup> and we'll add 100 pounds to your totals.
  - Volunteer at your regional food bank between September 1<sup>st</sup> and October 26<sup>th</sup> for 100 bonus pounds.
  - Pick up donation barrels and promotional materials from your regional food bank for 100 bonus pounds.
  - Deliver all monetary and food donations to your food bank by October 29<sup>th</sup> to receive a 25% bonus of tabulated pounds!
- During the campaign: October 15 – October 26, 2018
  - Encourage donations from your office through fun activities such as Dress Down Day (permission to wear casual tire for donating a certain amount of food or funds), etc. See Team Lead [Packet](#) for more ideas.
  - Encourage family and friends to donate by sending them the online donation [link](http://kafb.org/commonwealth-bowl-donation-2018) ([kafb.org/commonwealth-bowl-donation-2018](http://kafb.org/commonwealth-bowl-donation-2018)). Donations via check are also welcome if that is the donor's preference; checks must be payable to Kentucky Association of Food Banks.
  - Promote friendly competition among similar organizations across the state to deepen our impact!
- Return the End Of Campaign information form (provided by your food bank contact) to your food bank contact by Friday October 26<sup>th</sup> so they can make plans for receiving donations.
- Ensure that food and fund donations are received by the food bank by Monday October 29, 2018 to count toward the competition.
- Other:
  - Be Inspired! Visit your regional food bank and/or local food pantry to learn more about hunger in your community.
  - Follow us on Facebook (@KyFoodBankAssociation) and Twitter (@KyFoodBanks).
  - Promote the campaign on your own social media using #KyCommonwealthBowl and #EndHunger. Share photos and information about your organization's competition.

For more information visit [HelpFeedKY.com](http://HelpFeedKY.com), email [Sarah@kafb.org](mailto:Sarah@kafb.org) or call 859-986-7422.

