



DAY OF CARING 365

PANCAKE BRUNCH CHAIRPERSON GUIDE

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Introduction

Who We Are

Day of Caring is a locally managed and operated nonprofit charity. Our mission is to increase awareness of the staggering challenges of hunger and homelessness. For more than 30 years, thousands of volunteers have come together on the last Sunday in February to lend their support at our signature “Pancake Brunches.” Thanks to their ceaseless dedication and participation, Day of Caring has been privileged to give back over \$800,000 dollars to our local communities. As a nonprofit organization, we are an approved 501(c) (3) organization and accredited by the Better Business Bureau.

How We Are Different

Day of Caring is focused on efficiency and effectiveness. By utilizing a streamlined organizational structure, we keep overhead/program expenses to a minimum and ensure recipients receive maximum benefit. As an organization, fewer management layers translate into quicker response times and provide us with a laser-like focus on service. Through Day of Caring’s Pancake Brunch, 100% of all ticket sales go directly back to the local community. Because we are locally organized, there is no middleman or clearing house; and as a result, control and timing of fund distributions are greatly expedited. Generally, funds are dispersed within four weeks after the Pancake Brunch to the local Hunger and Emergency Housing Coalitions.

What Is Expected

Volunteers make up the core of our operations and provide critical support on the days leading up to, including the day of, the Pancake Brunch. Local churches and organizations serve as brunch sites and host our event. Each host site develops their own team of 15-20 volunteers whose responsibilities include, but are not limited to: completing registration forms, selling tickets, promoting the event, (i.e. church newsletters, posters), picking up and preparing food, serving, and collecting and turning in money. Additionally, we ask sites to **keep and turn in a record of both volunteers and meals served by category (i.e. adult, senior, child).**

Host sites are responsible for electing a chairperson to serve as a liaison between them and the Day of Caring. Informational meetings are usually held after the 1st of the year, but assistance is available throughout the year: Contact the Day of Caring Office at (937) 931-2850.

What To Expect

Our staff is responsible for the following: advertising, procuring food products and supplies, media coverage, newspaper features, posters, public service announcements, tickets and training. We are here to serve you. Volunteers make up the lifeblood and are the driving force behind our organization; we greatly value your partnership.

This Year's Pancake Brunch

Our annual signature Pancake Brunch occurs on the last Sunday of February. Hours of operation are left up to the discretion of each site. However, consideration should always be given to what are optimum times for people to attend. Historically, past sites have found 9 a.m. to 1 p.m. works quite well. Remember this venture is a mutual partnership; we are successful only if you're successful!

Mission Statement

The mission of Day of Caring is to be a catalyst in empowering the local communities to take part in the solution of the urgent needs through volunteerism; thereby instilling in members a sense of responsibility for their communities. The goal of Day of Caring is to make aware or increase awareness of various needs in the community and to increase the number of volunteers each year, coordinating and providing windows of opportunities to the local residents accomplish this.

What the Day of Caring Symbol Means

The outer circle of the logo represents the continuing act of caring and the world in which we exist.

The solid circle represents a single act of caring, and as a single drop of water falls into a pool of water creating ripples (represented by the three partial concentric circles), so does the single act of caring have a continuous effect on those who benefit from its action.

A single act creates new worlds. A single act reaches many others.

TIPS FOR SITE CHAIRPERSON

Planning

The planning process can begin as soon as you are ready. We recommend you secure your facility as soon as possible to avoid any scheduling conflicts. A committee needs to be formed to cover all aspects of the Brunch. Over the years we have learned it is good to breakdown the work into individual committees. Some suggested committees and responsibilities are:

- **Tickets**
 - Distribute tickets for pre-sale
 - Secure and schedule all volunteers needed to sell and collect tickets on the day of the Brunch
 - Collect money for all sold tickets and give it to Chairperson for delivery to the Day of Caring office
- **Publicity**
 - Place posters advertising Brunch in local key/high volume areas in the surrounding community.
 - Send notice of Brunch to local church/organization site for inclusion in bulletins/newsletters
- **Food/Kitchen**
 - Determine food product needs
 - Secure and schedule volunteers for cooking
 - Pick up food product
 - Make sure all food is cooked and served in a safe manner
- **Host/Hostess**
 - Secure and schedule needed volunteers
- **Servers**
 - Secure and schedule needed volunteers

- **Equipment**

- o Ensure the facility has necessary equipment for cooking (grills and/or stove, coffee pots, warmer for syrup, container for orange juice, container for mixing pancake batter, spatulas/serving utensils, servers/warmers, refrigeration for storage of cold products, and appropriate ventilation).

- **Program (optional)**

- o Secure speakers from local shelters/pantries to speak at the Brunch about their needs and how Day of Caring has helped them in the past
- o Invite/plan for VIPs attendance/participation (local Mayor, members of City Council, Congressmen, etc.)

- **Clean-up**

- o Secure and schedule needed volunteers

Day of Caring encourages volunteering of all ages; however, each site needs to determine any age restrictions of its volunteers. We recommend that children under the age of 14 are not involved in cooking; these volunteers would be useful for ticket selling, serving and/or cleaning tables.

Product

We can provide as much or as little product as each site wishes. The following can be provided:

Sausage Links	Pancake Mix	Syrup
Orange Juice	Coffee	Decaf Coffee
Coffee Stirrers	Sugar	Sweet 'N Low
8 oz. cups (for coffee)	Margarine Cups	Napkins
6 oz. cups (for juice)	Plastic Knives & Forks	Plates
Trash Bags	Food Gloves	To-Go Containers

Each site can either provide Day of Caring with the exact amount of each product required or simply call the Day of Caring office with the anticipated number of attendees and we will determine product needs. *For sites that are new, we will help anticipate attendance based on our experience.*

Serving Suggestions

The following portion sizes and quantities are for informational purposes only and should serve as a basic guide to meal servings.

Adults Receive: (3) 6 inch pancakes
(2) Sausage links
(1) 6 oz glass of orange juice
(1) 8 oz cup coffee

Seniors Receive: (2) 6 inch pancakes
(2) Sausage links
(1) 6 oz glass of orange juice
(1) 8 oz cup coffee

Children Receive: (1) 6 inch pancakes
(under 12) (1) Sausage links
(1) 6 oz glass of orange juice

Pick-up

Products provided by the Day of Caring will be picked up at **The Foodbank on the Saturday before the Brunch from 10:00 a.m. until 1:00 p.m.** Each site will be assigned a pick-up time in order to minimize the wait and congestion. Either the Site Chairperson or an appointed representative shall pick up products. It is recommended you have a large enough vehicle (van or truck) to load items. Some items are bulky and in heavy boxes. Because products will be picked up the day before the brunch, each site needs to ensure it has adequate refrigeration.

The Foodbank is located at 56 Armor Place, downtown Dayton, OH 45417.

Each site will be issued a Products Receipt when picking up products. Please be sure to check the items received with items on the sheet. This sheet will be used as your inventory sheet.

Disposal of Unused Food Product

Each site needs to predetermine how it will dispose of all uncooked and cooked food. It is recommended this food be donated to a local shelter or pantry. Please be sure to make arrangements in advance. Any other items (plastic knives/forks, napkins, etc.)

must also be disposed of by each site. These can either be stored by the site for next year or donated to a church organization for their next event.

Money and Tickets

MONEY

It is the responsibility of each Site Chairperson to collect all monies. This includes:

- Money from pre-sale tickets
- Money from day of event ticket sales
- Cash donations collected from outside sources
- Cash donations collected at the Brunch

All money must be collected and turned into the Day of Caring office no later than **March 22**. Please include the completed evaluation form and volunteer sign up sheet with contributed hours.

Delivered in person:
To make arrangements
contact Hans Marlette
937-609-1134

Mailed:
Day of Caring
P.O. Box 341453
Beavercreek, OH 45435

Proceeds that are dropped off can be a combination of checks and cash; all proceeds mailed to the office must be either checks (personal or business) or money orders. All checks must be made out to **Day of Caring 365**.

TICKETS

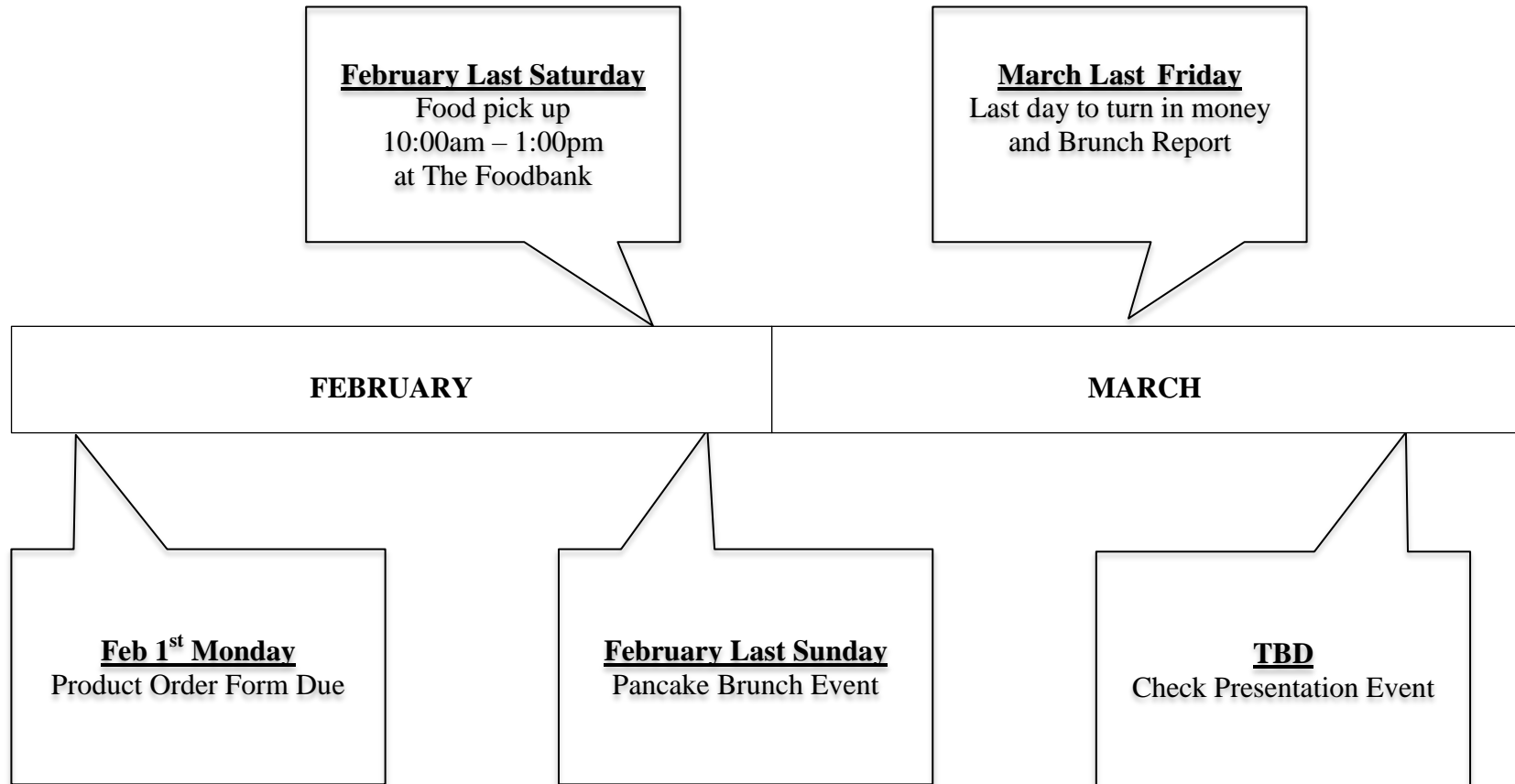
The price of an adult ticket is \$7.00 and children (under 12) /seniors (over 60) are \$5.00. The price is printed on each ticket, (see samples on the following page). Tickets can be sold either pre-sale or on the day of the Brunch. Each site will determine the best way to distribute their tickets.

Do not return leftover tickets. Each site will be responsible for disposal of any unsold tickets.



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PANCAKE BRUNCH TIMELINE



Location of The Foodbank

The Foodbank (937) 461-0265



Soliciting Donations

It is highly recommended that each site solicit donations from businesses in order to maximize profits. Some businesses that could be solicited:

- **Food**
 - o Local grocery stores
 - o Chain grocery stores – Meijer, Kroger, etc.
 - o Donut shops
 - o Catering companies
 - o Gordon Food Service
- **Cash**
 - o Local Businesses
 - o Individuals
- **Please do not solicit from**
 - o Cargill
 - o United Dairy Farmers

In order to ensure the donation request will be granted, please send a letter requesting the specific donation at least 2 months before the Pancake Brunch. Many larger organizations (i.e. Meijer) need, at a minimum, 30 days to process such requests.

On the following pages are examples of solicitation letters and the contract that sponsors must sign and return to Day of Caring to be included in the sponsor booklet.

Sample Letter – Donation Request

Date

Company

Attn: Name (if known)

Address

City, State Zip

Dear _____,

How many times have you wondered about what you can do to help those suffering from hunger and homelessness? You read the newspaper articles about the working poor who depend on a food pantry to get through the month. You see homeless persons at the library because they have no place to call home. You feel helpless.

Day of Caring offers a way for all of us to work together to make a difference. Day of Caring coordinates an annual, one-day fundraising event to fight hunger and homelessness. 100 percent of ticket sales from the event benefit local Emergency Hunger and Housing Coalitions, which fund food pantries, soup kitchens, and shelters in the local community.

The Day of Caring Pancake Brunch is Sunday, February 25th, 2024. This year marks the 34th annual Day of Caring Pancake Brunch that has raised over \$900,000 since 1991.

You can make a difference by donating to this year's Pancake Brunch. **Fill in what you are requesting. Please be specific in your request, such as three dozen donuts, \$100 gift certificate, \$500 cash, etc. This donation will be used for....**

If you have any questions, I can be reached during the day at **555-555-5555** or in the evening at **555-555-5555**. I look forward to hearing from you soon.

Sincerely,

Your name

Day of Caring Volunteer

Sample Letter – Area Church Support

Date

Church

Attn: Name (if known)

Address

City, State Zip

Dear _____,

I am writing to you today to request your assistance for Day of Caring.

(Name of your organization) is sponsoring a fundraiser in conjunction with the annual Day of Caring. Day of Caring is a grassroots, non-profit organization made up of volunteers committed to increasing personal awareness and personal involvement toward confronting the ever-increasing national plight of hunger and homelessness.

The Day of Caring Pancake Brunch is Sunday, February 25th, 2024. This year marks the 34th annual Day of Caring Pancake Brunch that has raised over \$900,000 since 1991.

This year, we are holding a pancake brunch from _____ to _____ at _____. One hundred percent of donations will go toward the Emergency Hunger and Housing Coalitions right here in **(your county)**.

How can you help? I would appreciate your help in the following areas:

- Promote the event by hanging a poster regarding the Day of Caring Pancake Brunch so all members and guests see it.
- Promote the event by listing the location, date and times in your weekly bulletin, newsletter and from the pulpit.
- Assign one member of your congregation to sell tickets.
- Encourage any of your members who would like to participate to contact me.

If you have any questions, please call **(555-555-5555)**.

Sincerely,

Your name

Day of Caring Volunteer

Publicity

NEWSPAPER

As in years past, Day of Caring will secure advertising in the Dayton Daily News on the weekend of the Brunch. Also, Day of Caring will send press releases to the Dayton Daily News and the Business Journal. We encourage all sites to send press releases to their local newspapers. On the following page is the press release we will be using this year. Please feel free to customize it for your site.

TELEVISION/RADIO

Day of Caring will be sending media alerts to selected local and radio stations informing them about our product pick-up day on Saturday and Brunch on Sunday and any other Day of Caring events. Please determine ahead of time a spokesperson for your site in the event that a person from the media wishes to observe your site.

WEB SITE

Visit our website at: <http://dayofcaring365.org>. On our website everyone will be able to access site locations, directions, and other information about this year's Brunch. The website is updated regularly to reflect participating brunch sites and hours as they become available or change.

The website will also have the PDF version of the poster so sites can download and add specific time information.

NEWSLETTERS

We encourage each site to make use of their church or organization's newsletter. There is often a local newsletter, and in some instances, a district or statewide newsletter. Please contact these publications well in advance to reserve space and to be certain that the article is published at least in early February. If possible it would be good to be published in January with a follow-up or reminder article in February. A sample article is listed on the next page. Customize the article for your site's specific dates, times, location and any special information you feel is pertinent.

Sample News Release

This needs to be on letterhead. If you wish to use Day of Caring letterhead, please call the office to arrange pickup.

NOTE: This is a sample news release. Please make appropriate changes for your particular site.

NEWS RELEASE

FOR IMMEDIATE RELEASE

ANNUAL DAY OF CARING PANCAKE BRUNCH **One-day event to benefit Housing and Hunger Organizations**

Established in 1991, Day of Caring is a grassroots organization made up of volunteers committed to increasing personal awareness and involvement toward confronting the ever-increasing national plight of hunger and homelessness.

WHAT? The annual Day of Caring Pancake Brunch is a one day event in which local churches and organizations host a pancake and sausage brunch to raise awareness to the problem of hunger and hopelessness.

WHO? Your site, include meal prices, location, time and contact information

WHY? To raise awareness about the plight of the hungry and homeless. 100% of the ticket sales from the event benefit Hunger and Housing organizations, which fund food pantries, soup kitchens, and shelters in our communities. Over the past 34 years, the Day of Caring Pancake Brunch has raised over \$900,000.

For additional information contact:

Hans Marlette, Executive Director of Day of Caring 365
(937) 609-1134

Add your local contact information

Montgomery County Foodbank

The Foodbank brings food, comfort and hope to hungry families in the Dayton area.

For four decades, The Foodbank has been the primary food supplier to the hunger relief network in Montgomery, Greene and Preble counties. Food and related supplies are acquired and distributed to a network of food pantries, soup kitchens, emergency shelters, Kids Café sites and school backpack programs that feed the hungry throughout the community. Over 100 nonprofit agencies are members of The Foodbank and provide services through 120 feeding programs in the Miami Valley.

The Foodbank works closely with Feeding America, the Ohio Association of Foodbanks, and the 12 food banks across Ohio to help solve hunger in our community.

www.thefoodbankdayton.org

Statistics:

- 1 in 6 people in the Miami Valley face an empty kitchen
- 1 in 5 kids in the Miami Valley are hungry

Websites for Recent Research on Hunger: <http://www.feedingamerica.org/research/> and <http://frac.org/>

Emergency Housing Coalition

The Day of Caring funds (raised in Montgomery county) that are presented to the Emergency Housing Coalition are used for the following purposes:

1. To purchase bus tokens, bus passes for homeless people to go to doctors' appointments, mental health assessments and counseling, alcohol and drug treatment sessions, to job interviews and day-to-day employment and to attend recovery meetings.
2. To prepare starter kits to assist homeless people who are ready to move into their own housing (basic cleaning supplies, linen, paper products, dishes, pans, detergent, etc.)
3. To pay for medications for homeless persons.
4. To purchase food for Youth Shelter
5. To purchase food for homeless people in temporary or transitional housing.
6. To provide assistance with utilities, rent and phone bills to prevent homelessness from reoccurring.
7. To assist with items needed for specific work materials (steel toe shoes/boots, non-slip shoes, special uniforms for which the company does not pay).

Assistance has been given to more than 1,000 persons with the funds given by Day of Caring 365. This represents about 1/7 of the individuals who go through the shelters in Montgomery County per year. Funds stay within the county they were contributed.

Product Order Form

Site Location/Name: _____ Date: _____

Estimated Attendance: _____ Estimated Servings: _____

Item	Serving	Order
Sausage	Box of 228 Sausage Links	
Pancake Mix	5 Lb Bag (94 - 5" Pancakes or 63 - 6")	
Syrup (Gal)	Gallon (84 - 1.5 oz or 63 - 2 oz servings)	
Orange Juice	Gallon (28 - 4.5 oz. Servings)	
Margarine Cups	Packets of 50 and 100	
Creamer Cups	Packets of 50 and 100	
Coffee	Bag (Serves 62 - 6 oz. cups)	
Decaf	Bag (Serves 62 - 6 oz. cups)	
Sugar	Packets of 50 and 100	
Sweet & Low	Packets of 50 and 100	
Stirrers	Bundles of 50	
Knives & Forks	Packets of 50 and 100	
Napkins	Bundle of 500	
Cups 8oz (Coffee)	Sleeves of 25	
Cups 6 oz (OJ)	Sleeves of 25	
Cups 2 oz (Syrup)	Sleeves of 200	
Lids for 2 oz Cups	Sleeves of 100	
Plates	Sleeves of 125	
Trash Bags	Individual Count	
Food Gloves	Box of 100	
To Go Boxes	Individual Count	
Place Mats	Bundles of 50	

Site Signature: _____

	Suggested Serving Size		
	Adults	Seniors	Children
Pancakes	3	2	1
Sausage Links	2	2	1
Orange Juice	1	1	1
Coffee	1	1	0



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Brunch Report

Date: _____

Organization: _____

Address: _____

Phone: _____ Email: _____

Number of Volunteers: _____

Total Number of Volunteer hours: _____

Number of Adult Meals Served: _____

Number of Senior/Child Meals

Served: _____

Donations Received: _____

Dollars raised with Ticket Sales: _____

Please share any success stories or a narrative about what made this year's brunch a success:
