

FEED THE HUNGRY PROGRAM

CLOSEOUT REPORT



BY TEAM HELPING HANDS

OBJECTIVES

Met objectives

The primary objectives of the "Feed the Hungry" fundraising event were to raise funds to support individuals and families experiencing food insecurity, increase awareness about the issue of hunger in our community.

Fundraising Target

Successfully raised \$500 to support the "Feed the Hungry" program.

Awareness of Food Insecurity

- Educate the community about the issues of food insecurity.
- Successfully engaged with the community, raising awareness among 21 event attendees.

OBJECTIVES

Unmet objectives

Lower-than-expected Attendance

The event had only 21 attendees falling short of the expected turnout.

sudden change in location

- last-minute change in location led to a lack of familiarity with the new venue layout.
- causing delays in arranging the necessary equipment and materials.

ACTUAL SCHEDULE INFORMATION

Milestone Progress		Comment		Completed on time	
Milestone Description	Planned Start Date	Planned Finish Date	Actual Start Date	Actual Finish Date	Status
Event planning	13 June, 2024	June 20, 2024	June 13, 2024	June 20, 2024	Completed on time
Venue Booking	June 23, 2024	June 30, 2024	June 23, 2024	June 30, 2024	Completed on time
Marketing and Promotion Plan	June 26, 2024	June 28, 2024	June 26, 2024	June 28, 2024	Completed on time
Volunteer Recruitment	June 27, 2024	July 3, 2024	June 27, 2024	July 3, 2024	Completed on time
Event Setup Planning	July 10, 2024	July 17, 2024	July 10, 2024	July 17, 2024	Completed on time



ACTUAL SCHEDULE INFORMATION

Final Rehearsal and Test Run	July 19, 2024	July 20, 2024	July 19, 2024	July 20, 2024	Completed on time
Event Execution	July 26, 2024	July 26, 2024	July 26, 2024	July 26, 2024	Completed on time
Post-Event Review	July 27, 2024	July 28, 2024	July 27, 2024	July 28, 2024	Completed on time
Financial Reporting and Wrap-Up	July 27, 2024	July 28, 2024	July 27, 2024	July 28, 2024	Completed on time
Donor and Volunteer Appreciation	August 1, 2024	August 2, 2024	August 1, 2024	August 2, 2024	Completed on time



OUTSTANDING ISSUES

Issue	Description	Contact Person	Role	Contact Information
Unfinished Partnership Agreement	The non-profit organization's partnership agreement must be finalized to set out all aspects of the post-event commitment.	Feed The Hungry Calgary	Partner Non-Profit Representative	403-218-5532
Post-Event Survey Results	The survey results from attendees have not been fully analyzed, which is necessary for measuring event success and areas for improvement.	<u>Pawandeep singh & Aman</u>	Event coordinator	psdeep982@gmail.com 403-714-9035
Pending Sponsorship Commitments	Financial commitments from certain sponsors have not been fulfilled, impacting the final budget reconciliation.	Emmanuel <u>Falonipe</u>	Sponsorship Coordinator	825-288-2644



VARIANCES

● Scope Variances

- Included extra activities and entertainment that were not originally planned.
- Suggestions from stakeholders to make the event more attractive and engaging for attendees.

● Schedule Variances

- Venue booking confirmation was delayed by two weeks.
 - Unforeseen scheduling conflicts and negotiations with the venue provider.
- 



VARIANCES

● Budget Variances

An additional \$36 was spent on unplanned social media advertising and flyers to boost engagement.

LESSONS LEARNED

Planning and Preparation

To prevent scheduling conflicts and unexpected delays, reserve venues far in advance.

Extended Marketing Time

Balance marketing efforts with other project tasks to avoid schedule delays while maximizing outreach.



LESSONS LEARNED

Regular Communication

Maintain regular communication with all stakeholders to keep them informed and engaged.

Feedback Collection

Implement a structured feedback collection process and analyze it thoroughly to guide future projects.



EVENT RELATED UPDATES

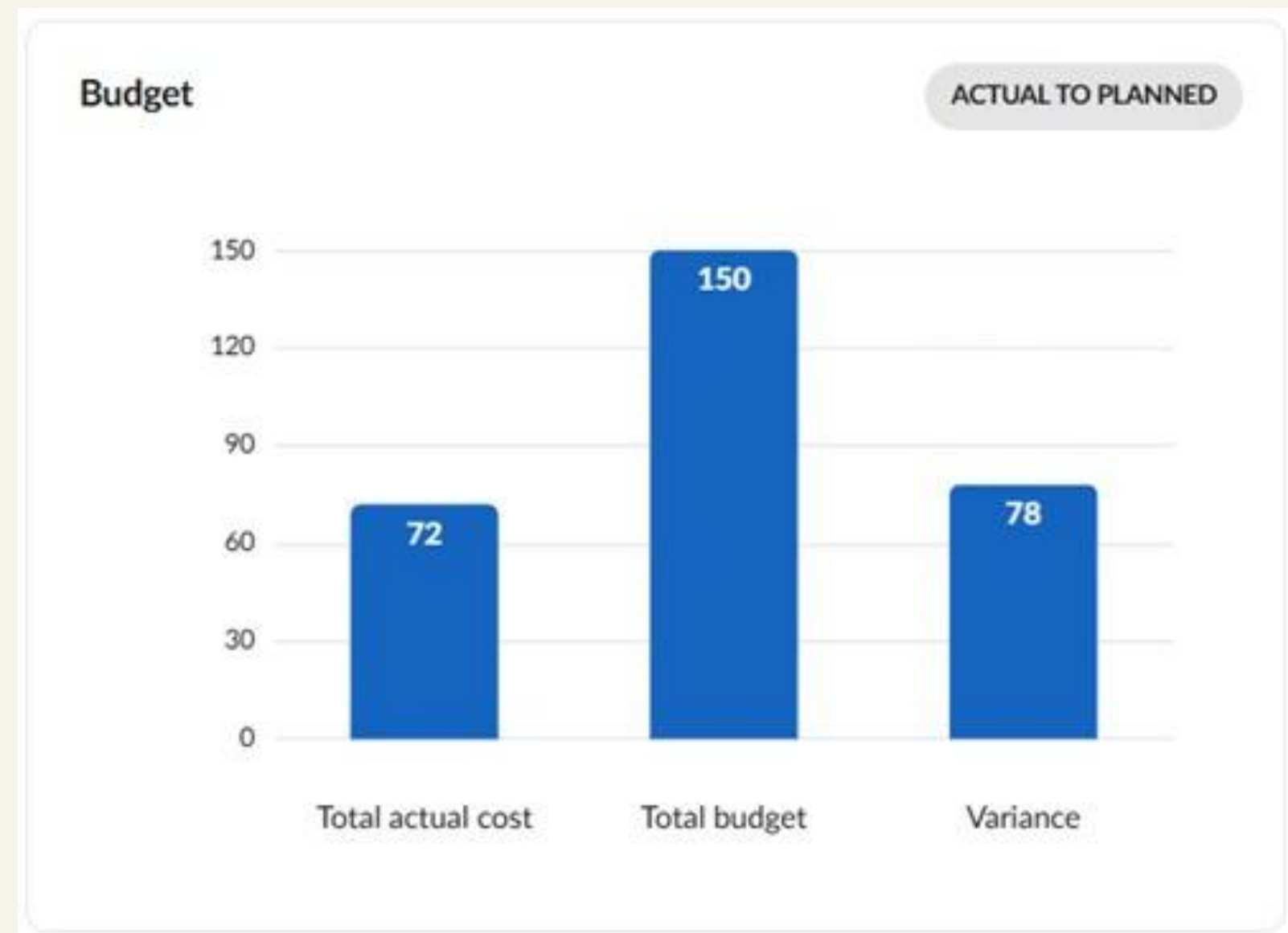
Attendance

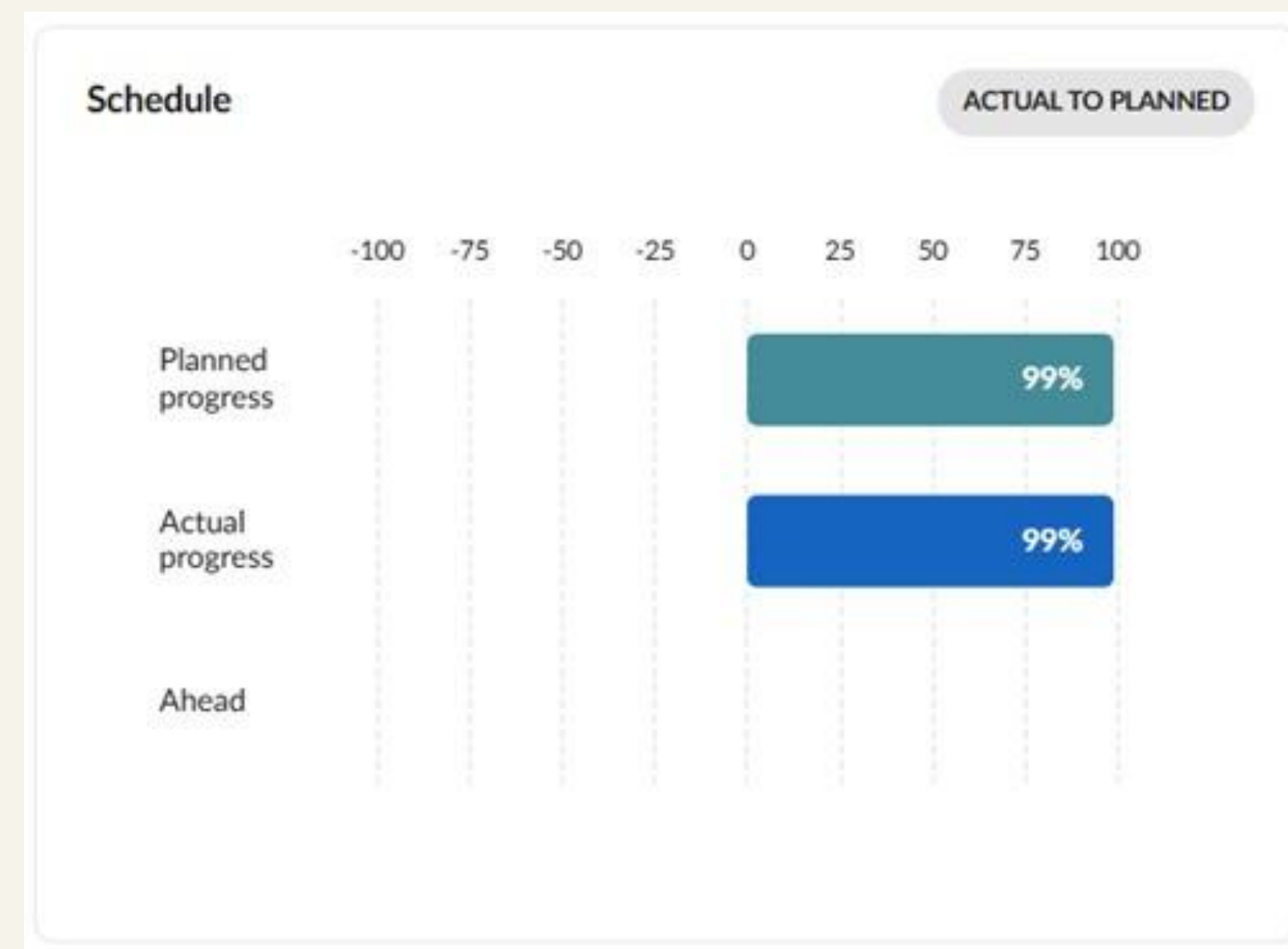
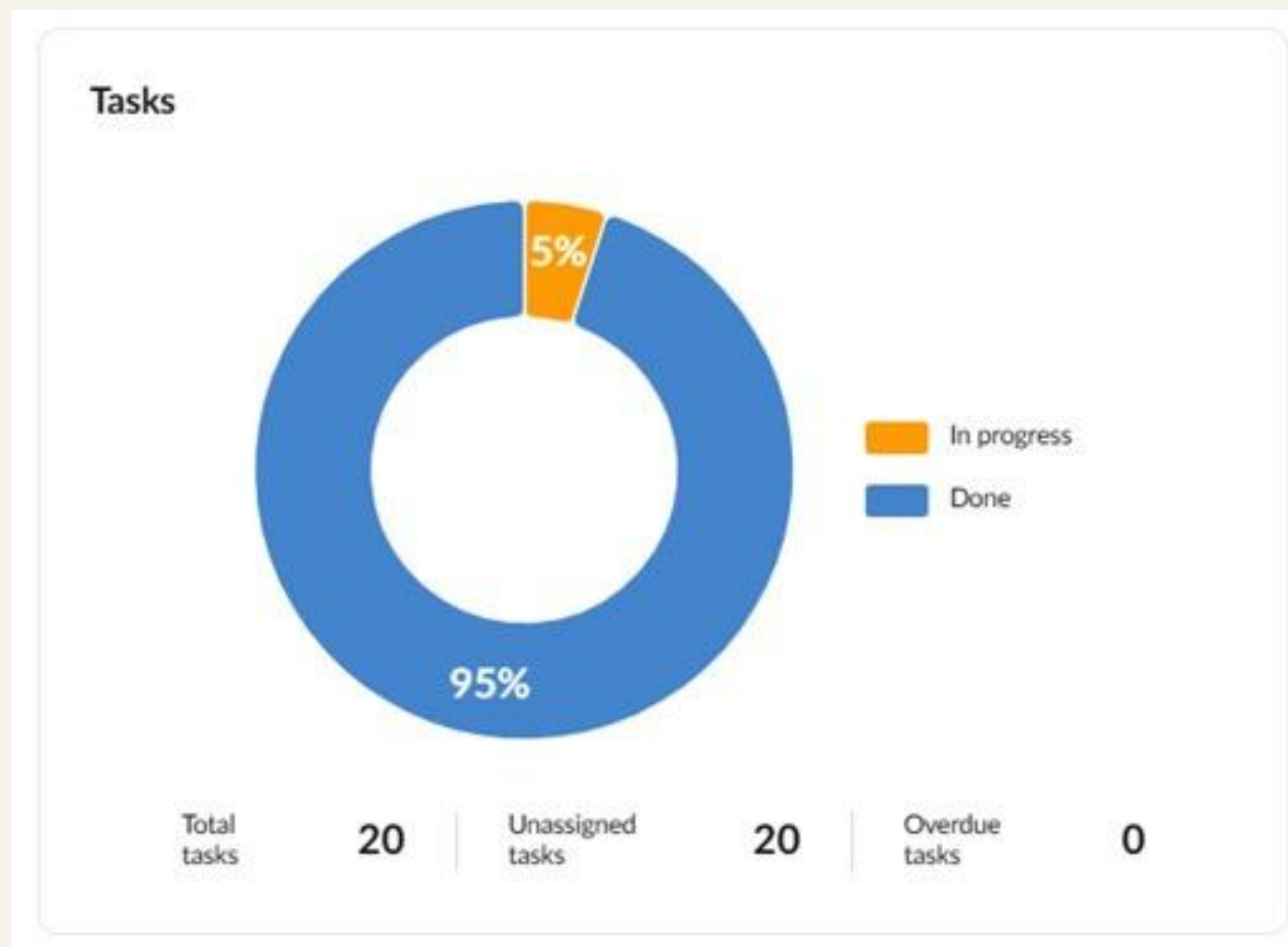
- Total Attendees: 21

Financial Performance

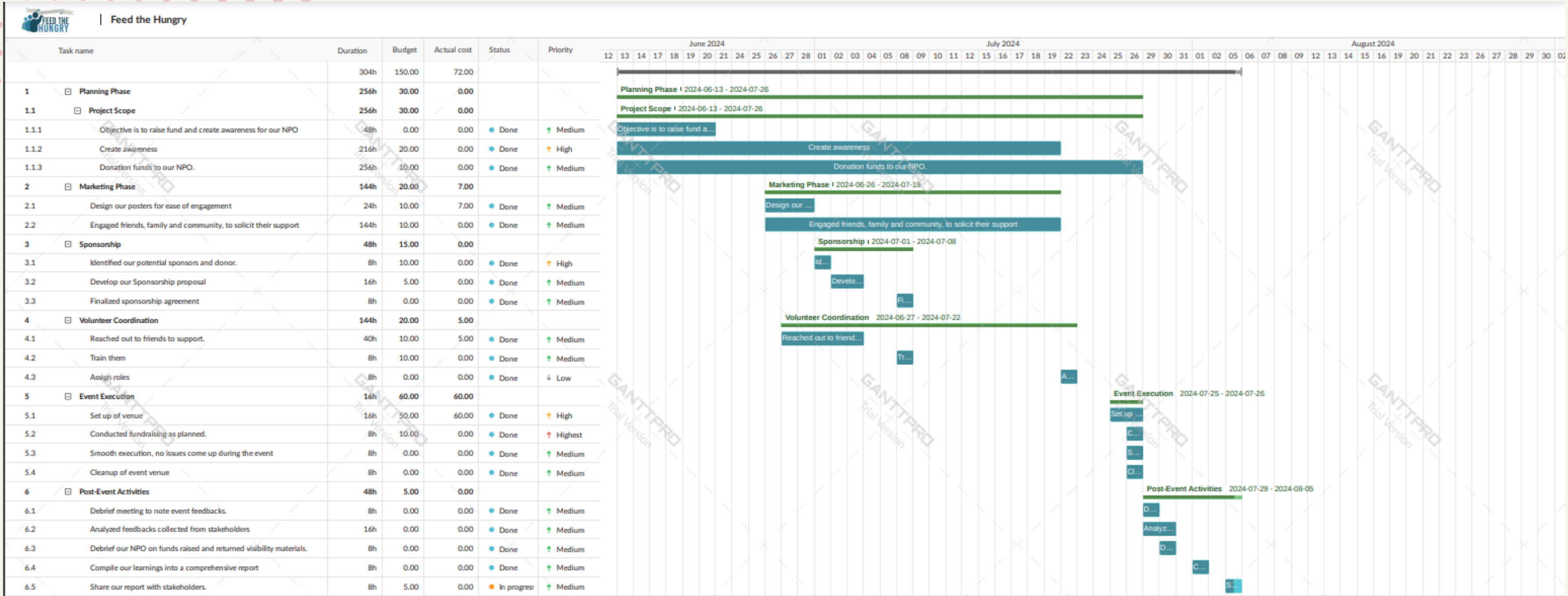
- Total amount invested: \$150
- Total expenses: \$72
- Donations Collected: \$123
- Total sales: \$155

Total Donation to NPO: \$500





HELPING HANDS



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PRINTED MATERIALS



FEED THE HUNGRY



Join Us For A
Fundraising Event

By Team Helping Hands

Activities

- Get Together Party
- Games
- Money Donation

Venue – Saddlerecrest Way, NE
Date : Friday July 26, 2024
Time : 11 am – 5 pm

Support Feed The Hungry calgary



SERVING CALGARY SINCE 1993

FEED THE HUNGRY

Sponsorship Program Information

Thank you for your interest in sponsorship of Feed the Hungry Program. Unknown to many, for the impoverished, Sunday can just be another day of trying to find food, shelter, and a sense of community. Fortunately, with the leadership of the Roman Catholic Diocese of Calgary, sponsors like you help ensure nearly 500 such people get a different experience - of food, community and dignity at St. Mary's Hall in the heart of Calgary.



Sponsorship Details

Time: 11:00 am - 4:00 pm on Sunday

- Meal service starts at 1:30 pm.
- Volunteers arrive prior to the meal service and go on duty at different times throughout the day based on their assignment (see next page).

Talent: Each meal service requires some 72 volunteers. Usually, sponsors recruit and bring volunteers for their Sunday. Regular Feed the Hungry volunteers fill in whatever sponsors are unable to provide by way of volunteers. Volunteer opportunities include:

- Hall Set-up
- Main Door Hospitality
- Table Service
- Beverages, etc.

See details next page

Treasure: A meal sponsorship is \$6,000.00. Individuals and Organizations are more than welcome to partner together to raise that amount. For more information, call 403-218-5532 or scan the QR code below.



e-mail



website

Feed the Hungry has been providing a sit down meal at St. Mary's Hall since 1993. This full course meal includes salad, a hot entrée, bread, dessert and an assortment of beverages.


Volunteers are an integral part of this ministry's success. The program equally becomes an opportunity for concerned and loving people to be part of the program to ensure our guests have a warm and welcoming experience each and every week. Sponsors typically commit to invite and bring some of these volunteers.

Take part in the spirit of generosity and giving

LET'S FEED THE HUNGRY

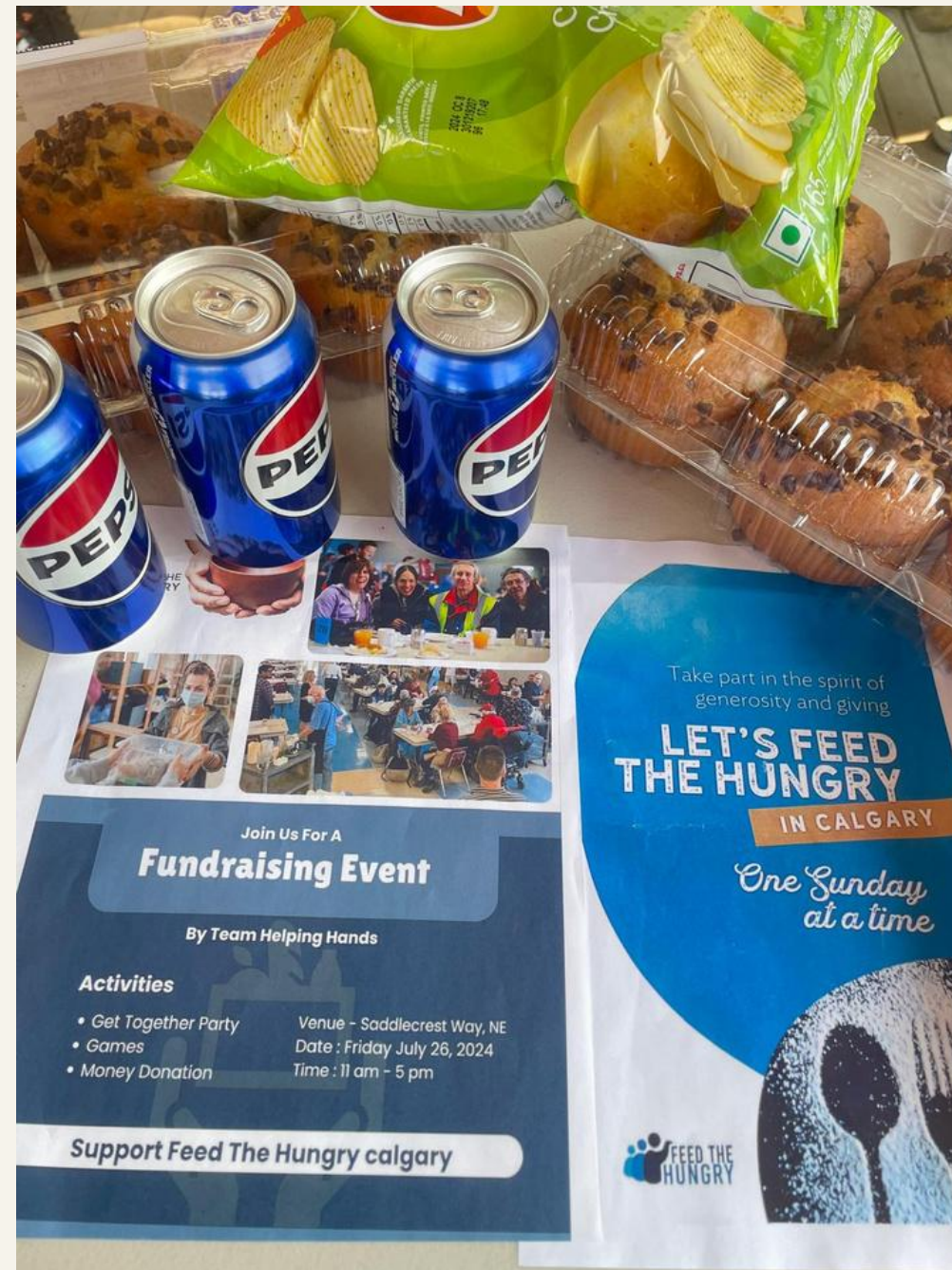
IN CALGARY

One Sunday at a time





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VOLUNTEERING

- Volunteering at Feed the Hungry has taught us that our guests are a gift to us and we are a gift to them.
- "When we come together to feed the hungry, we not only fill empty stomachs but also nourish hope, dignity, and community."



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The background features three vertical stripes on the left: a wide pink stripe, a narrower blue stripe, and a medium-width beige stripe. The right side of the slide is a light cream color, decorated with two rectangular areas of a pink dot grid pattern, one in the top right and one in the bottom right.

THANK YOU

Presented By : Team Helping Hands