

## Management

(Eboard members) We manage the organization.

We take charge in communication within or out the organization.

The Eboard members check their email every 45 min.

Coordinators manage the mailbox

Only Eboard member contact churches staff.

They use 5 coolers stored at a certain restaurant on campus.

We buy materials and borrow van to do voluntary work.

President buys and manages Coolers

The driver borrow van from Student Government/ Useown cars

The 5 cooler is enough for delivery. And they also have backup(old) coolers.

## Schedule

(Eboard)We set meeting time according to member's schedules.

We collect the volunteers' schedule to set meeting time and voluntary schedule.

At the beginning of a semester, president collect members' free time in a table.

Coordinator collect volunteers' schedule in a table and set work schedule.

We have a basic work schedule template.

They have the same delivery schedule for one semester

Difficult for a single person to do the delivery because the coolers are heavy to carry

Make sure delivery people for each church are same per semester.

They mainly deliver food to 3 meal centers in this semester.

They plan to deliver food 3 days a week if they have collected enough food.

Volunteers Generally do two operations (inventory or delivery) each week

Volunteers with driving license can drive food to meal center.

We have problems in assigning tasks to volunteers.

It is difficult to assign tasks with about same number of people because their available time sometimes overlaps.

We have to change the schedule due to emergency reason.

When a volunteer cannot do his tasks, find another members to do or cancel the schedule.

When planned meal center gets enough food, organization deliver food to other one.

(Eboard)We set operation schedule according to member's schedules, driving license and serving time.

## Requirements and guidelines

We have to meet some requirement when doing voluntary work.

We have guideline when we make schedule.

Routine should be followed when doing delivery

They borrow van from Student Government.

They give coolers back to Gracies after delivery

They first take coolers from Gracies

They leave the reusable containers for Church to wash.

A new member will be compained with at least one experienced member when doing work.

They need to collect more than 50 pounds of food for every delivery

The inventory work happen one day earlier than the delivery work.

Volunteers can take popcorns even though not in freezers

The inventory volunteers need to pick different types of food based on the requirement from meal center.

The food must be kept in freezer for more than 48 hrs before delivery.

The inventory and delivery of Meal center A need to be ahead of the Church A because of different requirement.

We have requirements when we collect the food.

We want more students to join us

Due to shortage of volunteers, we are confronted with certain operation problems.

She is afraid that volunteers cannot do their delivery because of unexpected issues.

Lack of volunteers for 4 months during summer break imply which causes increase in quantity of food in freezer and decrease in space for storing good food

We hope 2-3 per operation, 10-20 inventory, 9 delivery, 20-30 total members is best

Around 10 new members join in every semester.

Lack of volunteers with driving license for delivery

Sometimes available time of each student overlaps

(Vice president) I assume that students could benefit from this volunteer work.

Not attractive for students to join

Volunteers need to donate their personal time and money ( gas )

no credit gained from volunteer activities. (academic/monetary)

Volunteers get leadership opportunities

Volunteers get the satisfaction of feeding the food to those in need

Volunteers need to do a lot of physical work ( put food in coolers, carry coolers downstairs or upstairs )

Volunteers advertise on campus for local merchandise.

Get funding from 5 guys, chipotle, tai chi bubble cafe - RR promote them and they give RR funding

Volunteers could make new friends

We raise money from club fundings, sponsors from local merchandise and selling reusable bottles.

Student government gives a budget to organization every semester.

Eboard members find the local merchandise to ask for financial support.

Collect reusable bottles (from facility management) and sell them to get money (5 or 6 cents/bottle) for the organization

We want to raise money and reduce the cost.

We try to reduce our cost.

Organization buys reusable containers instead of one-time-use containers to reduce the cost (the goal of this years)

They would like use reusable containers in future.

volunteers drive maximum 30 miles per delivery which needs maximum one gallon of gas, not very much

No need to pay for gas as transportation service appreciate their voluntary work

We want to reduce the food wastage from the origin

Food report not only benefit the cafe but also help volunteers refine the delivery schedule.

They collect type, date and amount of leftover food when putting food into the container.

Report about the amount of different type of leftover food generated by organization is given to Diners and Cafes

Organization provide food report helping cafe reduce budget.

Organization gives report to diners about what kind of food they wasted per month.

Organization provide food report helping cafe reduce budget.

Organization provide food report helping cafe reduce budget.

Volunteer build a data base to store the data about leftover food and send reports to cafe managers via email.