



Kids' Farmers Market Event Day Cheat Sheet

ONE HOUR PRIOR TO KFM

KFM Driver (if applicable), Site Coordinator, and Volunteers	<ul style="list-style-type: none"> • Pre-distribution huddle with driver (if applicable), site coordinator and volunteers: Instructions will be given on how to set out the food, distribute the food, and clean up after the distribution • Assign Volunteers to specific job duties. • Inform table helpers of limits for product distributed to each size household.
Set up Crew	<ul style="list-style-type: none"> • Prepare room / parking site used for KFM (set up 3-4 tables.)
Unloaders	<ul style="list-style-type: none"> • Unload product from Truck if not already done do.
Table Assistants	<ul style="list-style-type: none"> • Place like items together on the table and open the cases on top of the table. <p>**Extra cases should be placed on a pallet behind the table so the product can be restocked throughout the event.</p> <ul style="list-style-type: none"> • Empty boxes may be reused by families. Set up a space easily accessible to families. • One volunteer should be designated to count the number of children who participate.
Community Partners / Nutrition Educators	<ul style="list-style-type: none"> • Set up table with relevant information – placed so that children families can get to it after going through line or while waiting in line.

DURING KFM

Table Assistants	<ul style="list-style-type: none"> • If the driver is present: Product should be taken out of truck and placed on tables and restocked from the truck as necessary. The <u>driver is the only one</u> who can climb into the truck bays to get more product. • If this is a drop & go site: Table assistants will help move product from storage location to KFM site. • Covers and cooler doors on chests should remain closed at all times unless product is being removed from the truck • Children will generally take a limited amount of product. Limits are set by the driver or Site Coordinator based on the number of children at the event. • In cases where there is an excess of product, families should be encouraged to take as much as they can use. The KFM driver or site coordinator will inform the volunteers of these unlimited items. • Ensure the number of children who receive produce is recorded for statistical purposes.
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CLOSE OF KFM

All volunteers	<ul style="list-style-type: none"> • Distribute items not distributed to a partner agency identified by the Food Bank of the Southern Tier – typically a local pantry. • Clean up tables, distribution room and the surrounding area to the condition in which it was found. • The Coordinator dismisses the volunteers. • The Coordinator submit stats and report to the Food Bank via email (summer) or website (school-year.)
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