



### MANNA: Improving Health. Delivering Nourishment.

Especially for people at acute nutritional risk due to life-threatening illness, MANNA prepares and delivers delicious nourishing meals and counsel, empowering individuals to battle illness and improve their quality of life.

MANNA nourishes the mind, body and spirit of clients, volunteers and supporters alike who come together with one common goal: to promote wellness through nutrition for people at acute nutritional risk living in Eastern Pennsylvania and Southern New Jersey. Now in its twentieth year of service, MANNA offers home-delivered, medically appropriate meals to help boost the body's ability to fight serious illnesses, provides education and counseling to help clients make intelligent nutrition choices, and offers compassionate human contact that links consumers in need with caring community volunteers from all walks of life. Together, these free services help people with a life-threatening illness maintain their independence and live longer, healthier lives.

### Every Helping Helps to Nourish

Every sweet treat sold through the **Pie in the Sky** fundraiser will aid MANNA in providing delicious, healthy, medically appropriate meals to someone in the greater Philadelphia and Southern New Jersey area who is coping with a life threatening illness. As MANNA's largest fundraiser of the year, the goal of this event is to pre-sell 10,000 cakes and pies, raising \$250,000 for our nutrition and meal programs.

MANNA has partnered with the award-winning bakery Classic Cake to produce our gourmet baked goods:

- three flavors of delicious pies: traditional apple pie, holiday pumpkin pie, and southern pecan pie.
- three delicious cakes: carrot cake, chocolate fudge cake, and cherry-topped cheese cake.

Pies and Cakes can be ordered by mail, phone, or online starting October 1; orders must be placed before noon on November 19, 2010. All baked goods are \$25 each, with a portion of the purchase price being tax deductible. Customers select a pick-up site when placing their order. Each pick-up site has an associated pick-up day.

### Volunteer Application

All volunteers must complete an application with MANNA. If you have not yet completed a volunteer application, please do so immediately. For this event, please use the group application, noting the following information as appropriate.

[http://www.mannapa.org/volunteer/Groups/Group\\_Volunteer\\_Application](http://www.mannapa.org/volunteer/Groups/Group_Volunteer_Application)

In the "Group Name" field, please enter the type of volunteer position you are accepting. Example: PITS 2010 – Driver  
In the "Group Address", please enter the desired location or region, such as the pick-up site location or delivery region.  
In the "Date of Group Event", please enter the project date, such as distribution day (11/23/10).  
In the "Time of Group Event", please enter your preferred shift or available times.

### Earn Volunteer Hours

Selling pies and cakes takes time. That's why MANNA will provide verification of volunteer hours for sellers based on the number of pies or cakes sold. Any Sellers wishing to obtain volunteer hours must contact Rob Saxon, Director of Volunteers and Resource Development, at the completion of the program for verification.

### Contact Information

**Kara-Anne Casey**  
**Meg Rider**  
**Rob Saxon**  
**Glenda Cooke**

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## Important Dates

<b>October 1, 2010</b>	Pre-Sale Begins
<b>October 19, 2010</b>	Official Kick-Off Date
<b>November 19, 2010</b>	Order Deadline for all public orders (noon)
<b>November 23, 2010</b>	Tuesday Distribution (Sites open to the public from 4:00 pm until 8:00 pm)
<b>November 24, 2010</b>	Wednesday Distribution (Sites open to the public from 12:00 pm until 4:00 pm)

## Pre-Event Job Descriptions

### *Sellers, Grassroots Marketing, Phone Bank, Tabling Events*

#### General Description

The success of MANNA's fundraisers relies heavily on our friends – those who help us spread the word about our organization and our events. We would like everyone in our area to know about this one-of-a-kind fundraiser by displaying our promotional materials in as many local destinations as possible and by having our supporters spread the word themselves. MANNA often partners with various businesses, festivals, fairs, and other gatherings to promote our organization, mission, and fundraising events.

#### *Sellers, Selling Groups, and Selling Teams*

- What:** Sellers create their own profile on our event website. The profile allows them to set goals, send e-cards, and share a link with their contacts, family, and friends to buy pies. For information about the differences between Seller types, visit the website: [www.mannapies.org](http://www.mannapies.org)
- When:** October 4, 2009, through November 19, 2010 (As you are available.)
- Where:** Anywhere that you can connect to the internet.
- Who:** Whoever signs up! No age requirement. Minors must have permission from a parent or guardian.
- Other Info:** No specific dress code, though if you are working from home, we suggest bunny slippers and comfy pajamas.

#### *MANNA PITS Crew - Grassroots Marketing Team*

- What:** The PITS Crew assists MANNA in spreading the word about this event by taking marketing materials to various businesses, storefronts, bulletin boards, community centers, churches, or other places with heavy foot traffic.
- When:** October 4, 2009 – November 19, 2010 (As you are available)
- Where:** Pick-up from MANNA's Office, distribute in your area. Primarily outside – please dress appropriately.
- Who:** No limit. No age requirement. Minors must be accompanied by an adult.
- Other Info:** Because this activity takes place primarily outside, proper attire is suggested. We suggest a rubber shoe with a nonslip sole (such as sneakers) and a coat or sweater and gloves if needed. If you own any MANNA attire, please feel free to wear it. This is usually a "by foot" endeavor.

#### *Tabling Events*

- What:** At each event, volunteers must be able to communicate the story and mission of MANNA, explain our fundraising events, and provide/distribute promotional materials as needed.
- When:** Varies throughout the year. Please call for availability. Shifts usually provided in 2 – 3 hour increments.
- Where:** Varies throughout the year. Please call for additional information.
- Who:** No age requirement. Minors must be accompanied by an adult.
- Other Info:** Parking varies by event. Please park legally. MANNA is not able to reimburse for parking expenses. Locations determine dress code, however all volunteers must appear clean and presentable.



## Distribution Day Job Descriptions

### *Warehouse, Drivers, and Pick-up Sites*

#### **General Description**

When ordering, customers select one of 60 distribution sites in the greater Philadelphia and southern New Jersey area. All pies are distributed to these sites on the Tuesday or Wednesday before Thanksgiving. Some Selling Teams have established private delivery, which also requires the assistance of volunteer drivers. We need assistance loading vehicles, transporting pies from the warehouse to the pick-up sites, and at the pick-up sites handing out orders to customers. Pick-up sites are located in Philadelphia, Bucks, Montgomery, Chester, and Delaware counties in PA, and Camden, Burlington, Gloucester, and Salem counties in NJ. A complete list of pick-up sites is available on our website. [www.mannapies.org](http://www.mannapies.org).

#### **Pre-distribution: Phone Bank**

- What:** On the day before their scheduled pick-up, we would like volunteers to call customers who do not have an email address to remind them of their order and pick-up location. This activity will take place at MANNA's offices during the day.
- When:** Monday, November 22 AND Tuesday, November 23 (Three hour shifts, 9:00am - 5:00pm)
- Where:** MANNA – 2323 Ranstead Street, Philadelphia, PA 19103 - [Link to Google Maps](#).
- Who:** 12 - 16 volunteers. No age requirement. Minors must be accompanied by an adult.
- Other Info:** Please follow MANNA's standard volunteer dress code. Please feel free to wear your MANNA attire. Metered parking is available in the area with 2 hour maximum. MANNA has limited street parking available on a first-come first-served basis; drivers must request a temporary permit when parking on the street. In addition, there are various parking facilities down-town. [Link to Parking Map](#)

#### **Distribution Day: Warehouse Volunteers**

- What:** On Distribution Day, we need assistance sorting out orders, verifying quantities, and loading vehicles with pie cartons. Volunteers must be able to lift and carry 20 lbs (short distances).
- When:** Tuesday, November 23, 2010 = three hour shifts between 7:00am – 4:00pm  
Wednesday, November 24, 2010 = three hour shifts between 7:00 am - 1:00 pm
- Where:** Philadelphia Warehouse and Cold Storage Company, 500 N. Columbus Blvd, Philadelphia, PA 19123. [Link to Google Maps](#)
- Who:** 10 – 30 volunteers. No age requirement. Minors must be accompanied by an adult.
- Other Info:** Please note that this is a freezer warehouse facility, therefore proper attire is suggested. We suggest a shoe rubber nonslip sole (such as sneakers), a coat or sweater, gloves, and dark clothing as you may get dirty. If you own any MANNA attire, please feel free to wear it. The Warehouse is on the corner of North Columbus Blvd and Spring Garden Street. There is a large mural of the American Flag on the south side of the building. Metered parking is available in the area with 2 hour maximum. In addition, there are various parking facilities down-town. [Link to Parking Map](#). Please park legally. MANNA is not able to reimburse for parking expenses. Public transportation available through [Septa](#).

#### **Distribution Day: Drivers**

- What:** Volunteers are needed to transport pies from the warehouse (500 N. Columbus Blvd, Philadelphia) to various areas in the greater Philadelphia and southern New Jersey area. Volunteers must be able to lift and carry 20 lbs (short distances) and help unload pies from vehicles. Larger vehicles, such as trucks, vans, SUVs, etc, are preferred.
- When:** Tuesday, November 23, 2010 = rotating between 7:00am – 4:00pm  
Wednesday, November 24, 2010 = rotating between 7:00 am - 1:00 pm  
If you are available to make more than one trip, please let us know when you sign up.
- Where:** Pick-up from the Warehouse in Philadelphia, deliver to one of 60 distribution sites.



- Who:** Drivers needed for approximately 80 sites. Must be of legal driving age with a valid driver's license and insurance. MANNA will not be responsible for incidents or accidents that occur while transporting pies.
- Other Info:** Proper attire is suggested; we suggest a rubber shoe with a nonslip sole (such as sneakers), a sweater or jacket if needed, and darker clothing as you may get dirty. If you own any MANNA attire, please feel free to wear it. Parking varies by Pick-Up Site. Please park legally. MANNA is not able to reimburse for parking expenses
- Required:** Please inform MANNA of the make and model of vehicle, i.e. 2-door, 4-door, SUV, Minivan, Cargo-Van, Truck, etc. Please keep vehicle's cargo area (trunk) clear of all personal items during delivery time.

#### **Distribution Day: Pick-Up Site Volunteers**

- What:** At each site, volunteers must verify orders and hand-out pies to customers who have pre-ordered from that location. Volunteers must be able to lift and carry 20 lbs (short distances) and help unload pies from vehicles.
- When:** Tuesday, November 23, 2010 = 3:30 pm until 8:30 pm. Sites open to the public from 4:00 pm until 8:00 pm.  
Wednesday, November 24, 2010 = 11:30 am until 4:30 pm. Sites open to the public from noon until 4:00 pm.
- Where:** A complete list of pick-up sites is available on our website. [www.mannapies.org](http://www.mannapies.org)
- Who:** 2 per site, with 60 sites, totaling 120 volunteers. No age requirement. Minors must be accompanied by an adult.
- Other Info:** Parking varies by Pick-Up Site. Please park legally. MANNA is not able to reimburse for parking expenses. Public transportation available through [Septa](#). All distribution sites are located in-doors, however, you may be stationed next to a doorway or be outside for a portion of your shift. Therefore, proper attire is suggested; we suggest a rubber shoe with a nonslip sole (such as sneakers), a sweater or jacket if needed, and darker clothing as you may get dirty. If you own any MANNA attire, please feel free to wear it.
- Required:** Volunteers **must** stay at their pick-up site for entire shift unless directed otherwise by a MANNA Staff Member.

**Thank you for your support!**