



THE ST. LUCY FOOD PROJECT

"Feeding the Hungry, Nourishing the Soul"

FOOD DRIVE KIT



Fiscal Year 2021

(revised 3/22/21)

THE ST. LUCY FOOD PROJECT

Feeding the Hungry, Nourishing the Soul

Catholic Charities of the Diocese of Arlington (CCDA) believes in a world without hunger. However, in our own diocese, almost 200,000 people are considered food insecure—they do not know where their next meal will come from. The first Corporal Act of Mercy is to “Feed the Hungry”. We are called by Christ to help.

Catholic Charities is proud to have The St. Lucy Food Project (SLP) help to feed the hungry. The main warehouse in Manassas receives, processes, and disperses the food gathered throughout the diocese working in conjunction with three St. Lucy Pantries, Food Depots, and over 60 community pantries.

- **MANASSAS: 8426-28 Kao Circle. Manassas, VA 20110;**
 - **703-479-2975:** This warehouse is strategically located near interstate highways to supply food to the diocese-wide pantry network. Using its vehicle fleet and key volunteers in private vehicles, food is distributed to over 60 community-based organization pantries (CBO’s) which includes 40 parishes, and over 38 interfaith, community, and government agencies.

On the front lines fighting hunger, The St. Lucy Food Project provides staff and critical volunteers for 3 major CCDA food pantries: Alexandria, Leesburg, and Front Royal:

- **CHRIST HOUSE:**
 - **131 South West St., Alexandria, VA 22314**
 - **703-548-4227:** This pantry distributes food to 60 to 70 walk-in client families Wed and Thurs, 9:00AM to 1:00PM.
- **LEESBURG REGIONAL OFFICE:**
 - **113 Executive Dr., Building #2, Suite 110, Sterling, VA 20166**
 - **703-443-2481:** This pantry distributes food to 60 to 80 client families Monday thru Thursday, 9:30AM to 2:30PM.
- **LOAVES AND FISHES:**
 - **613 N. Royal Ave., Front Royal, VA 22630**
 - **540-252-4320:** This pantry distributes food to 120 families, Tues 1:00PM to 4:00PM, and Thurs and Fri, 9:00AM to 2:00PM. It also serves as a depot for the Knights of Columbus to deliver food to rural area pantries in the far western corners of the diocese.

The St. Lucy Food Project bears witness to the Gospel of Jesus Christ, conferring and uplifting human dignity by providing basic human, nutritional needs in solidarity with the most vulnerable, regardless of race, religion, and national origin-nourishing souls as we feed the hungry.



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Steps to Conducting a Successful Food Drive:

Planning Phase:

- 1) Learn about the St. Lucy Food Project
- 2) Understand how Food Ministry works in and around your parish.
 - See the Food Insecurity Statistics in this packet
- 3) Develop a plan to incorporate the St. Lucy Food Project into your parish.
 - Identify potential dates for food collection (Fall, Winter/Lent, Summer).
 - Contact Lori Sikra at Lori.sikra@ccda.net for available date(s).
 - Gain approval from pastor.
 - Build a consensus with stakeholders
 - Knights of Columbus, Youth Ministry, Religious Ed, etc.
 - Set a date for bag distribution, if using St. Lucy blue bags.
 - Build your volunteer support foundation.
 - Recruit volunteers to help distribute blue bags 1-2 weeks prior to collection date, if distributing.
 - Recruit 6-10 volunteers per Mass depending on the size of your parish OR 4-8 volunteers if you're planning a No-Contact Drive-Thru Food Drive. No-Contact Drive-Thru Food Drives take place in one day typically from 10-2 PM and allows donors to drive up to a drop off location with volunteers there to retrieve their donations from trunks or backseats while the donor remains in their vehicles. A combination of the two models can be done if hosting a weekend collection.
 - Secure a volunteer driver responsible for driving a St. Lucy Project vehicle for collecting and returning the donations to the Manassas warehouse. **All drivers must be pre-approved (see item #5), and review and acknowledge understanding of St. Lucy's Vehicle Safety Procedures.**
 - Recruit 4-5 volunteers to meet at the Manassas warehouse at the end of the drive with the vehicle to help unload the donations.
 - Remember, kids are a great source for recruiting volunteers who usually need service hours.

- 4) Complete and submit The Food Drive Sign Up Form included in this kit to Lori Sikra at lori.sikra@ccda.net
- 5) Complete and submit the Driver Authorization form for the volunteer driver.
 - <https://www.arlingtondiocese.org/risk-management/driver-program/authorized-driver-program/>
 - Submit it to riskmanagement@arlingtondiocese.org and copy Lori Sikra at lori.sikra@ccda.net no later than 2 weeks before the event.
 - **Drivers MUST review our vehicle safety procedures with our warehouse team prior to the food drive or at the time of pick up. Contact Lori Sikra to arrange a time. Please note: all vehicles belong to Catholic Charities and MUST be driven with the upmost care and caution according to the safety procedures.**

Execution Phase:

- 1) **3 weeks prior to date:** Submit bulletin announcement to be published 2 weeks prior to collection date.
- 2) **2 weeks prior:** Coordinate blue bag pick up plans from the warehouse and staple St. Lucy Food Project flier or own personalized flier to the bags.
- 3) **1 week prior:** Make an announcement from the Pulpit and distribute bags after mass.
 - Have volunteers at each exit handing out bags to parishioners.
 - They should be positioned at the doors right after Communion.
 - The bags in the boxes should be placed by the door for easy distribution before mass. This does go quickly. Be ready.
 - Left over bags can be kept in the vestibule for people coming to daily Mass during the week.
 - Religious Ed students can pass them out before and after classes that week. You can also pass out at daily Masses.
- 4) **Friday or Saturday before the collection:**
 - Pick up van or truck from the St. Lucy Manassas Warehouse.
 - Park the vehicle in a highly visible area near the church entrance but not where it will impede traffic.
 - **Please coordinate where to park the vehicle with your pastor and the St. Lucy Project foreman.**
- 5) **Collection Day:**
 - Have volunteers arrive at least 20 minutes prior to the event.

- Have them spaced out by the collection location to take the donations from donors and immediately load into the vehicle.
- Collect monetary donation in St. Lucy's collection box or other container. Checks need to be payable to CCDA, with St. Lucy Project on the memo line.
- Return vehicle after the last mass of the day OR at the end of the event.
- Place any unused boxes or bags in truck for a future drive.
- Loading the Truck
 - For our larger trucks, the inside perimeter will be loaded with 2 large gaylord boxes (on pallets) in the very back with smaller 2x2 boxes along the sides. Fill the larger boxes first to the very top (and more), followed by the smaller 2x2's, then fill the floor.
 - The St. Lucy F450 truck has a 7,500-pound capacity and should not be fill beyond that capacity.
 - When loading the truck, be aware of the bowed shock absorbers, once they start to flatten out, the truck has reached capacity and loading should stop. (see below)
- For monetary collections
 - Checks should be made out to: Catholic Charities with "St. Lucy Project" in the memo

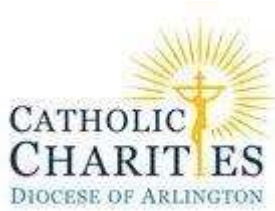


Wrap Up Phase:

- 1) Communicate and publicize results in the next bulletin. Thank parishioners for their support. Weight totals will be emailed within 48 hours after the drive.
- 2) Establish a plan to collect from those who miss the date (e.g. take to parish office).
- 3) Get feedback from volunteers to improve for next time.
- 4) Please keep a record of your food totals. If you work with your Knights group, you may submit a **Food for Families** form to the Supreme Council. (see attached KoC form #10057). Send to Lori Sikra for the Food Bank Representative Signature.

Main Points to Consider:

- 1) Get a date on the calendar and your core volunteers as soon as possible.
- 2) Distributing St. Lucy blue bags increases food donations up to 8 times more.**
- 3) Communication through the Bulletin, Mass announcements, Facebook and other social media outlets is key to a successful drive.



The St. Lucy Project

2020-2021 Food Drive Sign Up Form

“Feeding the Hungry, Nourishing the Soul”

1. Church/Parish Name: _____

City: _____

2. Food Collection Date(s) and Times:

a. Fall Harvest (Sept-Dec): _____

b. Winter/Lent (Jan-Apr): _____

c. Summer/Hungry Children (May-Aug): _____

3. Food Drive Representative: _____

Phone Number: _____ Email address: _____

4. Blue Bags: Yes - No If yes, with St. Lucy flyer attached: Yes – No

Amount needed: _____ Delivery Date(s) _____

5. Please indicate the following volunteer assistance required for food drives:

• Blue Bag Coordinator: _____

Phone _____ Email _____

• Driver (to be approved prior to event): _____

Phone _____ Email _____

6. Drop off Location will be the Manassas Warehouse except by special request.

Drop off Time: _____

Contacts:

Parish Outreach Specialist (PRIMARY)

Lori Sikra
(703) 479-2975 ext. 103
lori.sikra@ccda.net

Program Director (BACKUP)

Vincent Cannava
(703) 479-2975 Ext 104
vincent.cannava@ccda.net

CCDA USE ONLY: LBS. Food _____ Donated Cash _____ Gift Cards _____

The Knights of Columbus Food for Families Reimbursement Program was established in 2012. Under this program, local Knights of Columbus councils, assemblies and circles make contributions of money and/or food to a local community food bank or parish food pantry. For every \$500 or 1,000 pounds of food contributed, the council or assembly is eligible for a refund of \$100 from the Supreme Council. The maximum refund a council or assembly can receive is \$500 per fraternal year.

For Columbian Squires circles, for every \$100 or 200 pounds of food contributed, the circle is eligible for a refund of \$20 from the Supreme Council.

Reimbursement **must** be applied for in the fraternal year during which contributions were made.

As resources permit, councils, assemblies and circles may provide support to multiple food banks and/or food pantries. The minimum contribution to qualify for a refund is \$500 (\$100 for Squires circles) or 1,000 pounds of food (200 pounds for Squires circles) for each food bank/food pantry supported.

In addition to a refund for contributions, councils, assemblies and circles are also eligible to receive a Food for Families plaque (and, in successive years, date plates signifying years of participation) in recognition of manpower support provided to food banks and food pantries. Significant manpower support is required and should be outlined in Section II of this application.



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Sample Bulletin Announcement

INSERT NAME OF PARISH will be conducting a food collection drive for the St. Lucy Project, a Catholic Charities of Diocese of Arlington program on **MONTH, DATE(S)**.

Almost 200,000 people in our diocese are food insecure and do not know where their next meal will come from. As Christ said: *“For when I was hungry, you gave Me something to eat; when I was thirsty you gave Me something to drink...”* Matt 25:35. Our brothers and sister in Christ need our help.

Blue Shopping Bags will be distributed next week with a list of preferred items for purchase. Please fill the bag with the food items and return them on **MONTH, DATE**.

For more information about the drive, please contact **INSERT NAME OF PARISH REPRESENTATIVE**.

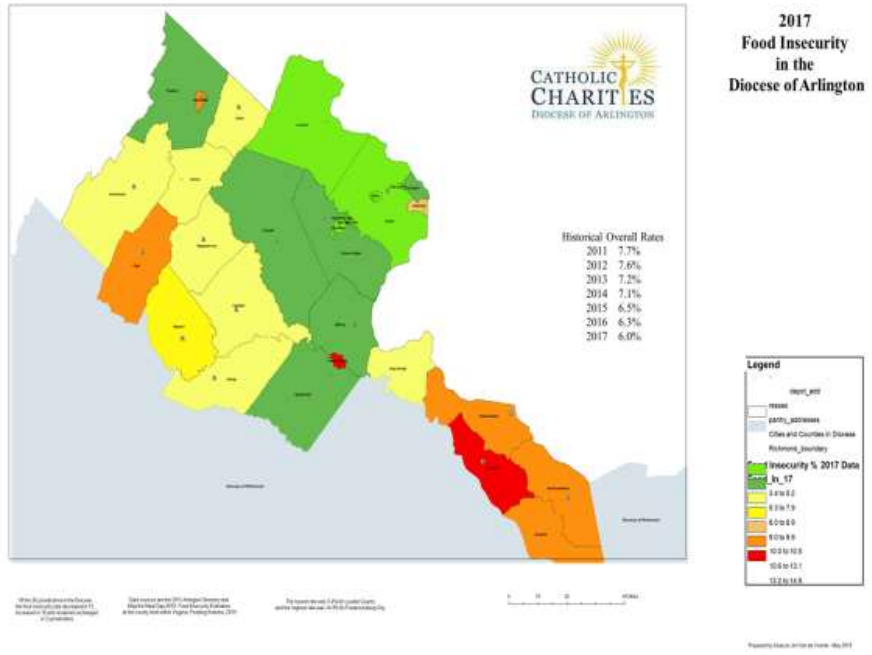
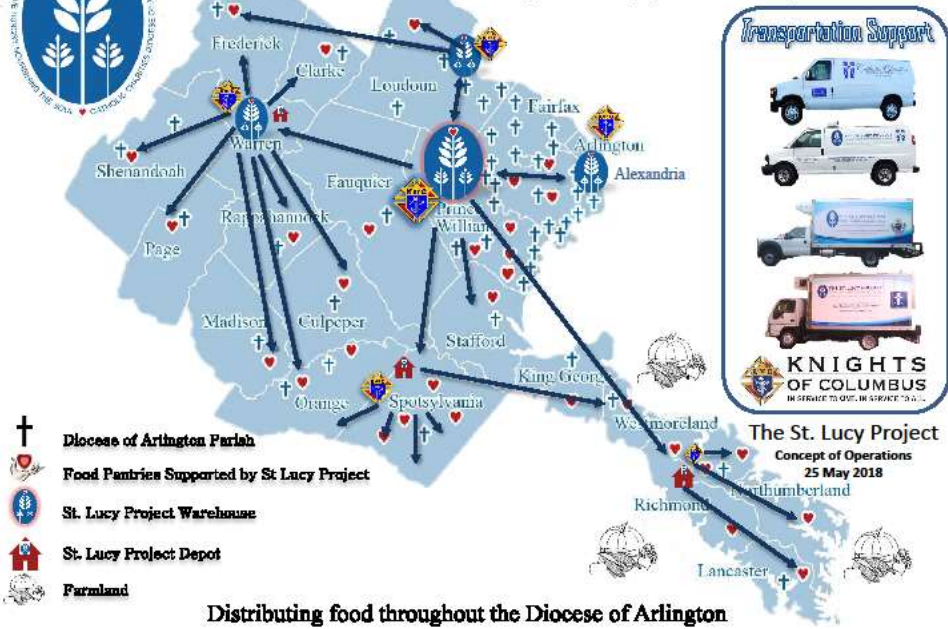
Monetary donations and Gift Cards to Aldi’s, Walmart, and Giant/Martin’s are always welcome. Checks can be made out to: **Catholic Charities** with “**St. Lucy Project**” in the memo and mailed in the envelope provided on the flyer.





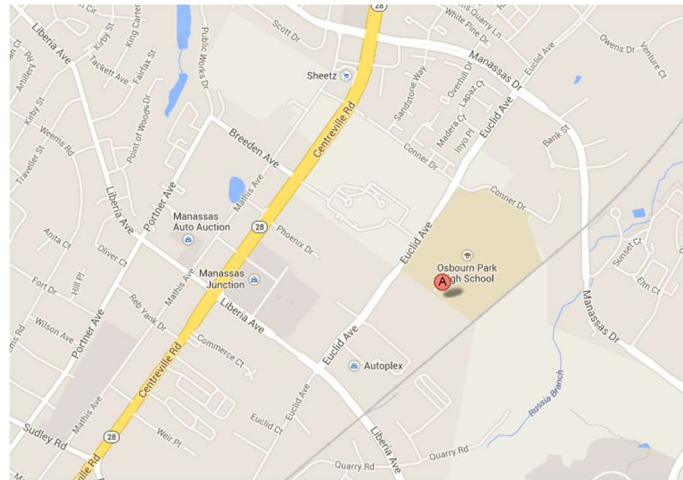
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The Manassas Warehouse is located in the center of the Manassas industrial area off of Euclid Ave.

8426-28 Kao Circle
703-479-2975



From I-66:

Follow I-66 to VA-28 S/Sully Rd in Centreville. Take exit 53A from I-66 W
Take exit 53A to merge onto VA-28 S/Sully Rd toward Centreville for about 5 miles
Turn left on Manassas Drive for about .75 mile.
Turn right onto Euclid Ave continue for .5 mile.
Turn left onto Kao Circle
Go straight into the business center and turn left after the first set of buildings, then turn right down in between the buildings.
You will be in the truck section of the warehouse area.
St. Lucy will be at 8426 or 8428 on the exit doors. If you are in the St. Lucy truck, back up to the dock with 8428; if you are in a private vehicle or the van, back up to 8426 for drive in. You may see St. Lucy's vans or truck.
Please be sure to use an employee or volunteer to spot you as you back the truck into the bay.

From I-95:

Take exit 158 to merge onto VA-294 W/Prince William Pkwy toward Manassas
Use the left 3 lanes to turn left to stay on VA-294 W/Prince William Pkwy for 8 miles.
Turn right onto Liberia Ave. Continue for 1.5 miles
Turn right onto Euclid Ave for 500 ft.
Turn right onto Kao Circle.
Follow the directions above to get to the warehouse parking area.



*Saint Lucy, you did not hide your light under a basket,
but let it shine for the whole world, for all the centuries to see.*

*We may not suffer torture in our lives the way you did,
but we are still called to let the light of our Christianity illumine our daily lives.*

*Please help us to have the courage to bring our Christianity into our work, our recreation, our relationships, our
conversation*

— every corner of our day.

Amen

The image of St. Lucy has her holding a stalk of wheat in one hand and a dish with eyes in the other. The wheat is to remind us of her passion to feed the hungry. There are many stories of her bringing bread to early Christians hiding in the Catacombs in the dead of night so they would not starve. She would often wear a wreath of candles on her head to light her way. The eyes symbolize that she is the Patron Saint to the blind; and quite often, we are blind to the hungry in our own communities. This is why St. Lucy is our Patron Saint. May she always guide us to see the hungry and help feed them.



The St. Lucy Project

Catholic Charities, Diocese of Arlington

Food Insecurity Statistics 2018

By Feeding America

County	Food Insecurity Rate	Food Insecure Individuals	Food Insecure Children	Percentage of Food Insecure Children	Average Cost of a Meal
Arlington	6.70%	15,570	1660	10.66%	4.38
Clarke	8.30%	1,190	380	31.93%	3.07
Culpeper	7.80%	3,930	1,200	30.53%	3.06
Fairfax	5.40%	61,710	15,210	24.65%	3.88
Fauquier	6.20%	4,300	1,330	30.93%	3.73
Frederick	7.00%	5,920	1,810	30.57%	3.20
King George	6.80%	1,760	670	38.07%	3.38
Lancaster	10.80%	1,160	250	21.55%	3.35
Loudoun	3.80%	14,700	4,380	29.80%	3.72
Madison	8.60%	1,140	300	26.32%	3.14
Northumberland	11.00%	1,350	360	26.67%	3.33
Orange	9.10%	3,240	1,130	34.88%	3.33
Page	13.90%	3,310	1,030	31.12%	3.09
Prince William	5.60%	25,620	8,700	33.96%	3.36
Rappahannock	9.20%	670	160	23.88%	3.26
Richmond	10.40%	920	230	25.00%	3.19
Shenandoah	9.70%	4,160	1,190	28.61%	3.21
Spotsylvania	7.50%	9,910	3,480	35.12%	3.15
Stafford	5.60%	8,040	2,740	34.08%	3.29
Warren	9.10%	3,600	1,190	33.06%	3.07
Westmoreland	10.50%	1,860	430	23.12%	3.33
Alexandria City	8.40%	13,200	2,600	19.70%	3.78
Fairfax City	5.40%	1,290	260	20.16%	3.23
Falls Church City	4.50%	630	90	14.29%	3.92
Fredericksburg City	12.10%	3,450	770	22.32%	3.87
Manassas City	6.00%	2,490	760	30.52%	3.19
Manassas Park City	6.80%	1,120	350	31.25%	3.33
Winchester City	11.70%	3,250	950	29.23%	3.41
Totals	6.12%	199,490	53,610	26.87%	3.40



St. Lucy Project Food Items Most Needed*

1 Peanut Butter/2 Jelly
Hearty Soups
Canned Meat
Cooking Oil
Pasta and Side Dishes
Pasta Sauce
Rice and Grains: 5 lb. bags or less
Canned Veggies and Fruit
Cereal and Oatmeal
Canned Pasta
Healthy Juice
Any other non-perishable items

***NO GLASS JARS PLEASE!**

Other ways to donate:

1. Donate using our Amazon Gift Wish List. All donations are delivered directly to the St. Lucy Food Project Warehouse in Manassas: <https://www.cdda.net/SLPAmazonWishList>
2. Drop off donations ANYTIME using no-contact bins located in the front of their Manassas warehouse located at 8426 Kao Circle, Manassas, VA 20110
3. Mail a check directly to St. Lucy Project payable to CCDA and note St. Lucy Food Project on the memo line (you can also list your parish if donating for a specific food drive). Mail to 8426 Kao Circle, Manassas, VA 20110.
4. Make a financial donation online through the Catholic Charities website at: <https://secure.cdda.net/Give/Give/Donate/Giving.aspx> and designate St. Lucy Food Project program when donating.