



# ST. LUCY FOOD PROJECT

*“Feeding the Hungry, Nourishing the Soul”*

## FOOD DRIVE KIT



## Fiscal Year 2022

(revised 3/19/22)

## 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.**



# ST. LUCY FOOD PROJECT

*Feeding the Hungry, Nourishing the Soul*

## *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](mailto: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 by the Diocese (see item #5), and review and acknowledge understanding of St. Lucy's Vehicle Safety Procedures.** *For St. Lucy vehicles and other transport options see last page.*
    - 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](mailto: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](mailto:riskmanagement@arlingtondiocese.org) and copy Lori Sikra at [lori.sikra@ccda.net](mailto: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.



# St. Lucy Food Project

## 2020-2021 Food Drive Sign Up Form

*“Feeding the Hungry, Nourishing the Soul”*

1. Parish Name: \_\_\_\_\_
2. Donation 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 With flyer attached? Yes – No Spanish flyer attached? Yes - No  
Amount requested: \_\_\_\_\_ Delivery date and pickup details: \_\_\_\_\_
5. Promotional Signage Requested: 18 x 24 Yard Sign: Yes – No, and how many \_\_\_\_\_  
8 x 3 ft. Vinyl banner: Yes – No  
9 ft. Feather banner: Yes – No
6. Please complete the following:
  - Blue Bag Coordinator: \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_
  - Volunteer support assigned to load donations during event: \_\_\_\_\_
  - Volunteer Driver (approved prior to event if loaning a vehicle): \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_
7. Manassas Warehouse return date and time: \_\_\_\_\_  
\*Other drop off locations by special request only

**Contacts:**  
Lori Sikra, Outreach Specialist (Primary)      Vincent Cannava, Program Director (Backup)  
(703) 479-2975 ext. 103      (703) 479-2975 Ext 104  
lori.sikra@ccda.net      vincent.cannava@ccda.net

CCDA USE ONLY – Donation: LBS: \_\_\_\_\_ Monetary: \_\_\_\_\_ 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.





# ST. LUCY FOOD PROJECT

*Feeding the Hungry, Nourishing the Soul*

## *Sample Bulletin Announcement*

**INSERT NAME OF PARISH** will be conducting a food drive for Catholic Charities' St. Lucy Project on **MONTH, DATE(S)** from **INSERT TIME(S)**.

Almost 300,000 people in our diocese are food insecure and 1 out of 4 are children. They need our help.

Blue Shopping Bags will be distributed **MONTH, DATE(S)** containing a list of preferred items for purchase. Please generously fill the bag(s) and return them during the event. Volunteers will be available to assist with your donation.

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

Monetary donations and grocery gift cards 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. You can also donate virtually using the Amazon link and QR code provided. Your donation will go directly to their warehouse. Please include your parish in the message box at checkout. Thank you for your generosity.

<https://www.cdda.net/SLPAmazonWishList>

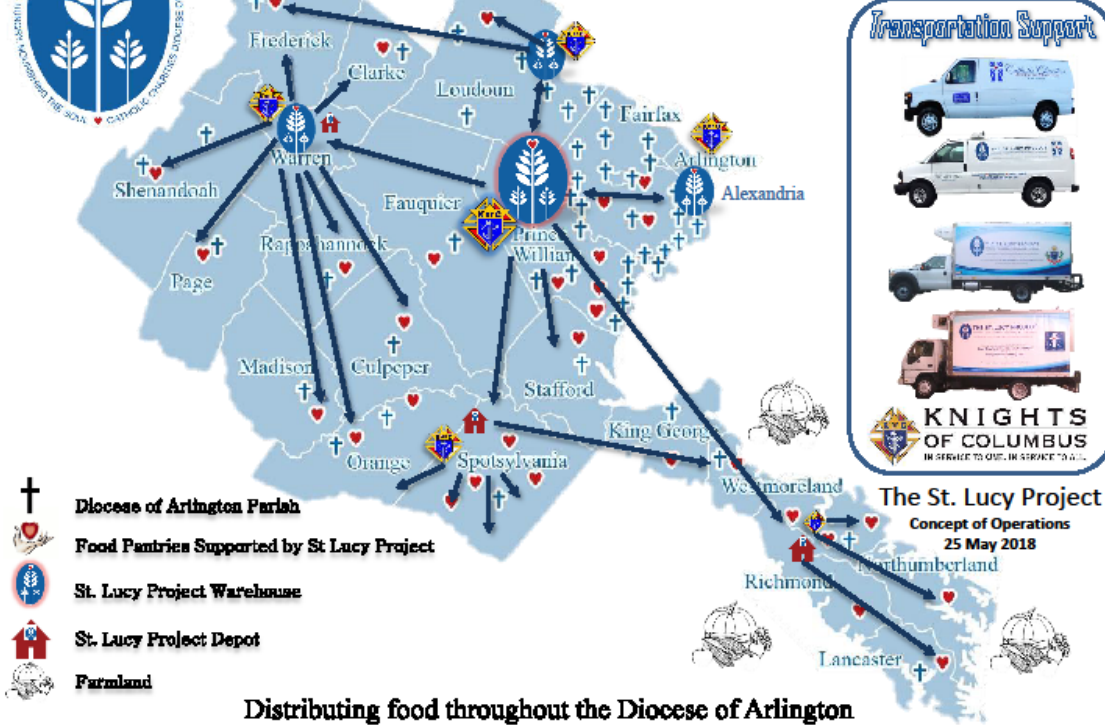


*"For when I was hungry, you gave Me something to eat; when I was thirsty you gave Me something to drink..."* **Matt 25:35.**

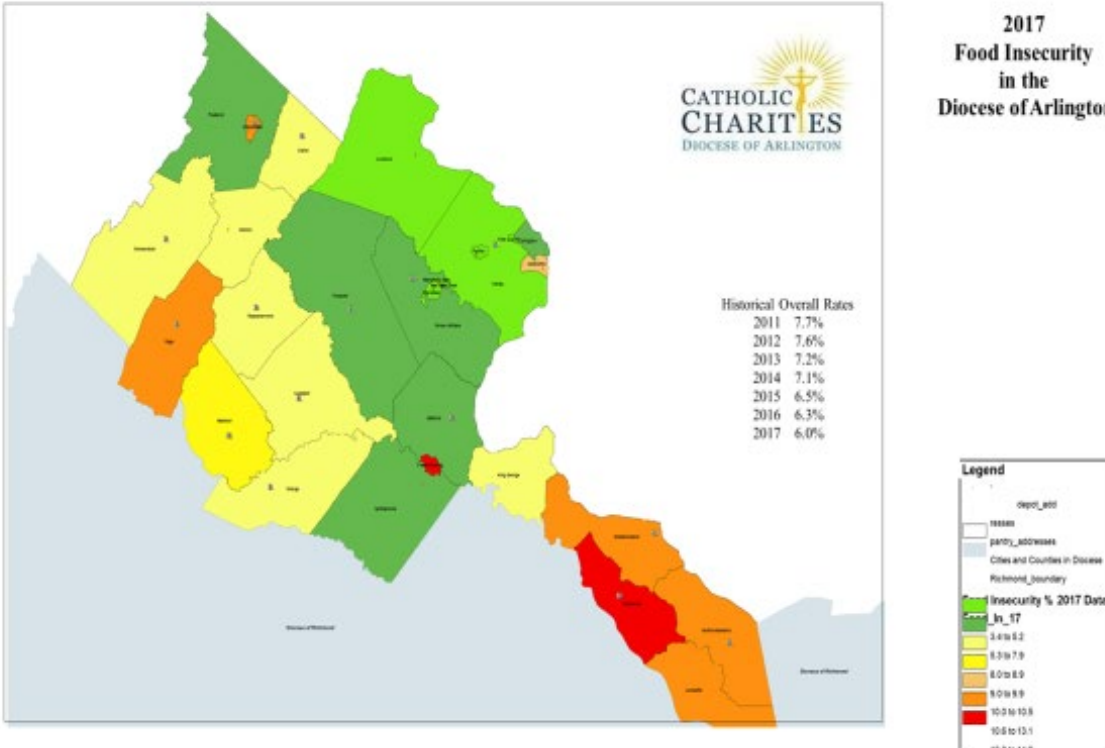


# The St. Lucy Project

## Feeding the Hungry, Nourishing the Soul



Distributing food throughout the Diocese of Arlington



Map of the Diocese of Arlington showing food insecurity rates in 2017. Data source: 2017 American Community Survey and American Health Care Act (ACA) Food Poverty Estimates at the county level in the United States. Food Poverty Estimates, 2017. The lowest rate was 1.4% for Loudoun County and the highest rate was 14.9% for Frederick County. Property: Diocese of Arlington, May 2018.



*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 2020

#### By Feeding America

County	Food Insecurity Rate	Food Insecure Individuals	Food Insecure Children	Percentage of Food Insecure Children
Arlington	9.8%	21,130	2,609	12.35%
Clarke	9.8%	1,560	331	21.21%
Culpeper	9.6%	5,300	1,517	28.63%
Fairfax	8.3%	96,590	23,656	24.49%
Fauquier	8.3%	6,110	1,526	24.97%
Frederick	9.4%	8,240	2,238	27.16%
King George	7.8%	2,400	717	29.88%
Lancaster	11.6%	1,500	494	32.96%
Loudoun	6.3%	26,030	6,704	25.75%
Madison	9.8%	1,440	313	21.70%
Northumberland	11.8%	1,700	415	24.40%
Orange	10.8%	4,270	1,294	30.30%
Page	16.6%	4,160	1,063	25.54%
Prince William	7.5%	40,930	13,593	33.21%
Rappahannock	11.7%	850	150	17.62%
Richmond	12.5%	1,140	407	35.68%
Shenandoah	13.1%	5,370	1,470	27.38%
Spotsylvania	9.2%	14,060	4,273	30.39%
Stafford	7.0%	12,320	3,918	31.80%
Warren	11.8%	4,810	1,376	28.61%
Westmoreland	12.4%	2,350	597	25.39%
Alexandria City	11.1%	17,960	4,040	22.50%
Fairfax City	8.4%	2,010	390	19.43%
Falls Church City	7.5%	930	152	16.38%
Fredericksburg City	15.1%	4,450	1,116	25.08%
Manassas City	8.1%	3,860	1,212	31.41%
Manassas Park City	7.9%	1,690	438	25.93%
Winchester City	15.5%	4,130	1,229	29.77%
<b>Totals</b>	<b>8.80%</b>	<b>297,290</b>	<b>77,240</b>	<b>25.98%</b>

# St. Lucy Food Project

*“Feeding the Hungry, Nourishing the Soul”*

1 Peanut Butter/2 Jam and Jelly  
Cooking Oil, Sugar and Flour  
Spices (salt, pepper, cumin, paprika, cinnamon)  
Canned Meat and Tuna  
Rice and Dried Beans: 1-2 lb. bags  
Canned Vegetables  
Canned Fruit and Raisins  
Diced Tomatoes  
Cereal  
Canned Pasta and Pasta Sauce  
Shelf Stable Milk  
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 24-7 using no-contact bins located in the front of their Manassas warehouse located at 8426 Kao Circle, Manassas, VA 20110. Contact warehouse to arrange large donation drop offs.
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.



# St. Lucy Food Project

*“Feeding the Hungry, Nourishing the Soul”*

## Loaner options

1. Ford E150 Van – vehicle height of 7 ft; weight capacity of 3,000 lbs.



2. GMC Savana Van - vehicle height of 8.5 ft; weight capacity of 3,000 lbs.



3. Ford F450 15 ft Truck - vehicle height of 11.6 ft; weight capacity of 8,500 lbs.



## Other transport or storage options

1. Rent a U-Haul with parish or organization funds
2. Transport donations in person vehicle(s)
3. Secure a safe, hazard-free storage area for pickup by staff or volunteer during the week