

**School Guide**

**Review the History, Communications, and Flyer before looking these details. It will help in your understanding and planning.**

* **SBOC History and Stats for WUES**
* **Souper Bowl of Caring School Guide - Communication Sample 1**
* **Souper Bowl of Caring School Guide - Communication Sample 2 (reminder)**
* **Souper Bowl of Caring - Handout (Staple to grocery bag)**

**Step by Step Details:**

**Souper Bowl of Caring (Week leading up to the Superbowl)**

* In October or November, email Houston Food Bank Contact / MakeIntroductions - Sean Crowl [scrowl@houstonfoodbank.org](mailto:scrowl@houstonfoodbank.org) or other organization you will be donating to
* Secure date for box and pallet drop off
* Secure date for pallet and food pickup
* Other Details:
* Before winter break, make sure the MPR is reserved for the week
* Before winter break, make sure the Friday prior to SBOC week is reserved for Box Building
* After winter break, recontact with Houston Food Bank to check in
* After winter break, send out Sign-Up Genius to get key volunteers:
  + - Scale operators (3)
    - Scale partners (3)
    - Protein counters (6)
    - Heavy Lifters (3 M-Th, 5-10 on Friday)
    - Dolly Donations (10)
    - Pick-up trucks to pick up boxes (3) Friday prior to SBOC at 9am
    - Box Breakdown/ Recycling/Trash (2)
    - Box Builders (5) Friday prior to SBOC 1-3pm
* Check to see if WUE firefighters, Rice students or sponsors may want to come help out on Thursday and Friday
* Communicate! Communicate!
  + Send email to Class Volunteers (and Room Parents)
  + Send email to Teachers
  + Put notification in the eblast
  + Put notification in Monday folder
  + Follow up with Houston Food Bank on the Monday before box pick up
* Print weight sheets for daily tallies
* Print protein sheets for daily tallies
* Build boxes and distribute to classrooms Friday prior to SBOC week (1-3pm worked well). 2 brown boxes per each classroom. All white boxes against the windowed walls in the MPR. We stacked them 4 deep and double stacked the back 2 rows.
* Label the white boxes (see labels in documentation)
  + 1 for miscellaneous
  + 2 or 3 for rice
  + 2 for pasta
  + 2-4 for juice
  + 2-4 for dried beans
  + 1 for cereal
  + 10 for cans
  + 10 for peanut butter
  + 1-2 for miscellaneous items that can still be donated to the food bank
  + 1-2 for glass/individual servings (we have offered these to the custodial staff in the past. Otherwise, they can be taken to Star of Hope or other organization afterwards)
  + Consider decorating the MPR with football décor and/or instructions and banners
  + Helpful to make signs for the weigh stations and lines for each using blue painter tape
  + Helpful to make protein point sheets for people in the line to count protein while waiting
  + Put up SBOC bulletin board by Library Friday prior to SBOC week
  + Talk to Lead Custodian (they can help arrange all of the pallets in the loading dock area)
  + Talk to coaches so they can help and request substitute for the day
  + Week of SBOC:
    - Bring 3 scales and extension cords
    - Bring sharpies, tape, tape dispensers, scissors
    - Bring weight and protein tally sheets, pens, calculators, sticky notes
    - Bring case of water for workers and perhaps a few snacks on Friday
    - Order lunch for Custodial staff and key helpers on Friday
    - Music always makes it more fun – turn it up!
    - Make sure all weights and reports are recorded. People with clipboards can only record them.
    - After each day’s collection, total weights and protein points in master spreadsheets and send communication to class leaders/teachers
    - Get trophies from winners last year. I also did crowns and MVP ribbons for the winners
    - Organize short SBOC winner presentation. Generally, just the 5th graders attend. See PPT that can be updated. Super fun for everyone!
    - Final total will come from food bank (most likely Monday). For the past 2 years, our number was 5,000 below the number they recorded for us.
  + Update the Souper Bowl of Caring Number online on their website

**Protein Challenge Points Guide**

***Protein Challenge Points***

**Tuna or chicken:**

* 1 point per can (< 5oz)
* 2 points per family sized can (> 6oz)

**Nut butter:**

* 1 point per small jar (<16oz)
* 2 points per regular jar (17-28oz)
* 3 points per family sized jar (>28oz)

**\*\*\* Individual packets DO NOT count**