



Food Distribution Site Leader Duties

Check Off	Duties	Due Date
_____	Be available at the Leadership meeting in June and the night before the event.	June/Oct
_____	Make sure all publicity is done for the event (banners, flyers, door hangers, etc...).	Sept
_____	Secure a truck and driver for each site chosen.	Sept
_____	Be at the Kick-Off location at 7:00 am to help set up the continental breakfast.	Event Day
_____	Have one truck with a driver per each site chosen at the Kick-Off location at 8:00 am. There will be a designated area to park. The food brought in by incoming missionaries will be divided and placed in the trucks.	Event Day
_____	Collect your hand-held ministry sign @ 8:30 am and assemble with other missionaries in your assigned area who will be a part of your mission team for the day.	Event Day
_____	Make sure all your team has transportation to the site. (Transportation will be in yellow vests)	Event Day

Check Off**Duties****Due Date**

_____	Once at your ministry site, gather all your team. open ALL your site boxes and share with them the resources available. Explain the importance of gathering information on the decision forms which are located in the envelope along with the other important paperwork necessary for the day. Have the decision forms readily available throughout the event. Also, inform the team of the decision form found online @ www.absc.org/oneday/decisions	Event Day
_____	Designate a location for all written decision forms to be returned once they are filled out. Enlist a volunteer to enter all the information to the online decision address above, as they occur	Event Day
_____	Once the information has been entered online place the written form into the envelope marked “Completed Decision Forms” to be returned at the end of the day	Event Day
_____	If you don’t have anyone to enter the information for decisions online, place the completed form in the envelope marked “Completed Decision Forms” to be returned at the end of the day	Event Day
_____	Be sure the project is finished by 3:00 pm. Clean up and return to the Celebration Rally by 4:00 pm. (place where Kick-Off began). Get a list of any materials needing to be returned for credit, and give it to the Ministry Coordinator.	Event Day
_____	Make sure all remaining products are returned to the Celebration Rally (bibles, tracts, etc...) and placed in the designated collection site.	Event Day
_____	Return the envelope marked “Completed Decision Forms” to the Mission team table at the Celebration Rally	Event Day