

Harvest of Hope



Planning Guide for Team Leader

*WE'RE DOING SOMETHING
ABOUT HUNGER!*

Dear Team Leader:

I am excited that you have chosen to participate in Harvest of Hope this year! I hope that you enjoy this physically, mentally, and spiritually challenging experience.

This guide contains valuable information about preparing for your Harvest of Hope experience. Hopefully, it will answer most of your questions.

In this packet, you will find a team leader expectation guide, a packing list that is standard to all events, a sample daily schedule which will change depending on event, and a Harvest of Hope FAQ. The “Participant Medical & Liability Form” and the “Harvest of Hope Covenant of Conduct” must be brought to the event. The “Child Protection Policy” must be signed and dated by the team leader. And the “Cancellation and Reservation Policy” must be initialed, signed, and returned with the deposit in order to secure your group’s reservation. The “Group Count Commitment Form” must be returned 60 days prior to the event.

Once your team arrives at Harvest of Hope, you will be encouraged to become part of the larger group. Mixing with the other teams will be an essential part of the experience. We will strive to form one group focused on feeding those who are hungry.

We look forward to your participation in Harvest of Hope. May you find the experience meaningful and a lot of fun! See you at the Harvest!

Blessings and safe travel, Rachael Lee—Harvest of Hope Director



What to Expect at Harvest of Hope

Gleaning: You will spend the mornings out in the fields, gleaning crops that would normally go to waste after a farmer’s harvest. If produce is unavailable due to weather conditions, produce will be brought in and will be bagged at location, or we will work at a local agency.

Study: You will also take time to learn about hunger. You'll spend time in small and large groups discussing hunger issues, participating in simulations, watching films, and learning about the realities of hunger in our world.

Worship: Each day will begin and end with worship. These informal services will integrate the varied experiences of the event and help us focus on our Christian responsibility toward those in need.

Meals: Harvest of Hope is intentional about emphasizing good nutrition and responsible lifestyle. Food preparation varies depending on the camp. Some of our food is prepared by the camp cooks, some by our own volunteer cooks. Churches help us with lunch meals. A hunger awareness meal experience is planned for one of the meals.

Commitment: Your time at Harvest of Hope is just the beginning. We hope you'll learn lots of new things that you can take home with you. Harvest of Hope is much more than a mission camp; it's a challenge to us all to respond to Jesus' call.



*To those who have hunger, give bread.
To those who have bread, give a hunger for justice.
(Latin American table prayer)*

Team Leader Expectations

Thank you for choosing to bring a group to Harvest of Hope. We pray this will be a time of great learning and fellowship for all. We will do everything possible to ensure that the event is the best it can be! This program requires communication and flexibility; here is a list of things we ask of you, the team leader:

- You will lead your group! Please ensure your group is on time to all sessions and activities.
- Be a liaison between the Harvest of Hope Director and your participants and parents. It is not the Harvest of Hope director's responsibility to communicate with participants/parents regarding the event. Please supply them with all the necessary forms and paperwork.
- Remain in contact with the HOH director through the planning phase regarding deadlines, deposits, payments, waivers, allergies, medical concerns, and other needed information. This information is required in order to have appropriate accommodations for all attendees. Information not supplied in a timely manner may result in specific needs unable to be met.
- Bring the appropriate number of chaperones. We do not provide counselors, so we require each group to supply at least one chaperone for each gender, and depending on the number of participants, the number of chaperones required will change.
- Supply transportation for your group: Harvest of Hope does not provide transportation for any participants. We will drive to the fields and agencies when applicable.
- Lead by example for your group and others: we have found that leaders with poor attitudes affect the rest of the group. Your participants will often gauge the mood of the day or an activity from you and your chaperones.
- Be flexible! This program requires adaptability, and we have learned consistent communication helps to ease anxieties surrounding our schedule. Also, if your group or participants are expressing addressable concerns, please let us know!
- Hold yourself and your group accountable. As outlined in our Covenant of Conduct, we do not allow junk food or soda. Profanity and inappropriate behavior are strictly forbidden. While we clearly cannot force a participant to follow the rules, his or her signing of the covenant gives us the ability to dismiss them from the event if they will not act in accordance. At the discretion of the Event Leader people or groups will be sent home at their own expense for breaking the Covenant of Conduct.
- We ask you and your group help out with different tasks while at Harvest of Hope. Such as leading a game, being a small group leader, helping set up for meals, cleaning up after meals etc. This will be communicated ahead of the event.
- Enforce lights out. Rest is needed for the work we will be doing.
- Plan a devotional. Your group will be given a verse and theme ahead of time to plan a devotional for the event. Skits and music are also encouraged for your devotional time.

Harvest of Hope Team Leader Check List

- Register Group Online
- Submit Deposit. \$50.00 per participant for an event 5 days or less, \$100.00 per participant for an event longer than 5 days.
- Submit signed reservation and cancellation form along with deposit to secure reservation.
- Review Team Leader Guide.
- Hold information meeting and hand out Harvest of Hope event information and forms.
- Submit Group Count Commitment 60 days prior to event start date. After the deadline the most recent number of participants will be charged.
- Submit participants' detailed information 30 days prior to event start date. This includes name, age, gender, t-shirt size, food allergies. Any information received after 30 days could result in no t-shirt, or no accommodation to food sensitivities.
- Submit final balance payment two weeks prior to event start date. A 10% late fee may be added on each week the payment is late.
- Hold final meeting prior to trip to go over packing list, Covenant of Conduct, and to pray for event. (Suggested)

A Sample Daily Schedule

(Actual schedule may differ -- this is just a sample!)

Arrival Night

6:00 - 7:00 p.m.	Participants arrive & register
7:00 - 7:30 p.m.	Group building
7:30 - 9:45 p.m.	Total group session, introduction, and worship
10:30 p.m.	Bedtime

Gleaning day(s)

5:30 - 6:00 a.m.	Wake up & get ready to glean!
6:15 - 6:30 a.m.	Worship
6:35 - 7:00 a.m.	Breakfast & kitchen clean up
7:30 a.m.	Leave for the field and GLEAN!!!
12:30 p.m.	Lunch at a local church or in field
2:30 - 5:00 p.m.	Afternoon free time
5:00 - 6:00 p.m.	Small groups
6:00 - 6:45 p.m.	Supper
6:45 - 8:30 p.m.	Total group session
8:45 - 9:30 p.m.	Worship
10:00 p.m.	Bedtime

Last Day

7:00 - 7:30 a.m.	Wake up!
7:30 - 8:15 a.m.	Breakfast
8:15 - 9:00 a.m.	Pack and clean up camp
9:00 - 9:20 a.m.	Evaluations
9:20 - 10:00 a.m.	Closing worship
10:00 a.m.	Group picture

Packing List

Accommodations at Harvest of Hope vary from modern dorms to rustic cabins. Check the website link next to the event for more details on the site, or contact the event organizer with additional questions. This list is for all events with Harvest of Hope. If there is any specific item required for your event, that will be communicated prior to the event.

- twin-sized linens or a sleeping bag, pillow (these are not provided)
- towels, washcloth, soap, shampoo, deodorant, ...
- shower shoes
- flashlight
- bug repellent & sunscreen
- work/gardening gloves
- work clothes - bring clothes you don't mind getting dirty out in the fields.
- bring long pants and light-weight long-sleeved shirts for sun, mosquito, and field protection. Dressing in layers is the best way to deal with weather (hot or cold) while gleaning. (For weeklong events, long pants are also required for agency day!)
- something to hold very dirty clothes, like a trash bag
- comfortable, sturdy work shoes - preferably waterproof. Sneakers are fine. **No open-toed shoes or sandals will be allowed for gleaning.**
- informal clothes for free time and study sessions. Clothing must be appropriate for a Christian community!
- swimsuit in case there is a lake or pool at camp
- rain gear (Yes, we glean in the rain!)
- alarm clock
- reusable water bottle
- Bible
- signed Covenant of Conduct & Participant's Form

Things to Leave at Home

All valuables and "extras" (i.e. MP3 players, laptops, curling irons, jewelry, dressy clothes, and hairdryers)

Snack food, soft drinks, and gum. The week before the event, cut down on snack foods and soft drinks to "withdraw" from caffeine and sugar that your body may be used to. We will not have soda or junk food at the event.

If you bring a cell phone, it must be left in your cabin and turned on only at free time. Only group leaders' phones may be taken to the fields or agencies.

Gleaning Rules

When gleaning, you are on another person's land. Treat it better than you treat your own property. We are guests; don't abuse the privilege, or we may lose it.

In the fields, the Field Supervisor is the boss. Follow his/her instructions and directions.

Glean and park only in those areas designated by the Field Supervisor.

Safety is of utmost importance while gleaning. If any activity is of questionable safety, do not do it. Do not climb trees or fences, do not ride on the back of moving trucks, and stay away from farm machinery.

Gleaning can be cancelled at any time if these rules are not being followed.

Helpful Hints

It is often good to dress in layers. In the mornings, it may be cool and wet, so long shirts and pants may be most comfortable. As it gets warmer, shorts and short sleeve shirts may be better.

Use sunscreen even when it is cold outside.

In corn fields and orchards, long sleeves and pants are needed. Leaves from cornstalks are sharp and can cut the skin. In many orchards, poison ivy and poison oak will be growing.

Gloves and hats should be worn by all gleaners.

Bathroom facilities are unavailable in most gleaning fields, so use them before coming to the farm

The Sponsor Program

This program allows the people of your church and community to support you as you devote your time and energy to fighting hunger.

Participating is simple: Collect sponsors for the hours that you will spend gleaning at the event. Ask your sponsors to pledge an hourly amount for the time you glean and work at agencies during the week. After the event, collect the amount sponsors pledged to you for your work. Then send the contributions to the Society of St. Andrew. The money will help fund SoSA's year-round projects.

At most weeklong events, each participant will spend 18-25 hours gleaning and working at agencies. The Society of St. Andrew provides food to hungry people at a total cost of about 3¢ a serving. At that rate, if you glean for 20 hours at the event and a sponsor pledges \$5 an hour to you, you will raise \$100—enough to provide 5,000 servings of food—with just one sponsor!

We encourage you to multiply the benefit of your team's gleaning efforts by participating in the sponsor program. Since its inception in 1979, SoSA has salvaged over 500 million pounds of produce—billions of servings of food for the poor! Help us keep it up!

Event Location: _____

Event Date: _____

PARTICIPANT MEDICAL & LIABILITY FORM (REQUIRED)

Name _____ Gender _____ Birth date _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ 2nd Phone (Is this work or cell?) _____

Church/School _____ Email _____

LIABILITY WAIVER

Safety is of paramount importance in this event. For the protection of all involved, this disclaimer is necessary. I do not hold the Board, members, or employee of the Society of St. Andrew (SOSA), nor any volunteer, liable for any injury, bodily harm, accidents or death of myself / my child during events sponsored by the Society of St. Andrew. Neither will I hold the person(s) who owns and / or operates the farm(s) from which we glean, the agencies in which we volunteer, or the places where we stay liable for accidents, injury, or death during the events.

I give my permission for the Society of St. Andrew to use any photo and video in which I appear that are taken at events for news stories and promotional materials including newsletters, reports, websites, conference displays, and other appropriate publicity of the Society of St. Andrew.

Signature _____ Signature _____
Participant Date Parent/Guardian if participant is under 18 years of age Date

MEDICAL INFORMATION

Medical Information on this form will only be used if medical treatment is needed. It will be used for no other purpose. *Please print clearly and fill in this form to the best of your knowledge. Attach an extra sheet if necessary.*

Any Allergies &/or Special Health Problems or Concerns _____

Date of last tetanus shot _____

List any history of serious illness (diabetes, asthma, epilepsy, etc.) or recent injuries or hospitalization: _____

Medication(s) you currently take? _____

Medication you **CANNOT** take _____

List any concerns of which group leaders should be aware:

In the event (name) _____ suffers any illness or accident requiring emergency hospitalization, medication, or surgery while participating in this event, on the recommendation of the doctor, after consultation with the adults in charge of this event, I hereby give my permission for any medical treatment which may be deemed necessary and reasonable under the circumstances, understanding that the coordinator or other responsible person will contact me at the earliest possible moment. I fully understand and comprehend that reasonable care will be exercised by the adult staff for this event to protect the safety of those involved.

Signature _____ Signature _____
Participant Date Parent/Guardian if participant is under 18 years of age Date

Notify in case of emergency during this event:

Name _____ Relationship _____

Address _____ City _____ State _____ Zip _____

Day Phone _____ Evening Phone _____

Cell Phone _____ Also attending HOH? Yes No



HARVEST OF HOPE COVENANT OF CONDUCT

A Way of Life For Our Community of Faith in Action

We want everyone who attends Harvest of Hope to enjoy the experience. These guidelines ensure the safety of all involved. Everyone is expected to abide by this covenant and to hold each other accountable. The following covenant guidelines are designed to keep everyone happy, healthy, and able to enjoy the Harvest of Hope experience.

1. I will keep my conduct within the highest Christian regard and show respect for all.
2. I will respect the unique perspectives expressed by all present.
3. I will attend all scheduled sessions and activities on time. This includes arriving on time for registration and not leaving until the end of the last scheduled event.
4. I will respect the privacy of all participants, and I will not visit in rooms of people of the opposite sex.
5. I will not leave the designated retreat center, change my room assignment or group assignment without permission of the Event Coordinator.
6. I will not possess or use alcoholic beverages, any illegal substances, or tobacco products (including drugs, fireworks, etc.).
7. **I will not bring or purchase junk food or soft drinks.** Good nutrition is an important part of Harvest of Hope. All of my snacks and meals will be provided.
8. I will keep all curfews. Rest is required for hard work and concentration.
9. Profanity of any kind will not be tolerated and is cause for immediate dismissal if not corrected.

In applying to attend Harvest of Hope, I agree to assume responsibility for my personal conduct in keeping with the principles of Christian faith. I also understand that violation of such principles will result in appropriate action by the leadership team. Action may include notification of parents, being sent home early at your own expense, exclusion from future events, or other appropriate action.

Participant's Signature _____ Date _____

Parent's Signature (if under 18) _____ Date _____

Parent's Day Phone # _____ Evening Phone # _____

Society of St. Andrew

GLEANNING AMERICA'S FIELDS ~ FEEDING AMERICA'S HUNGRY



Harvest of Hope □ Rachael Lee □ Director □ sosahoh@endhunger.org

Child Protection Policy:

The care and safety of children and young people in our midst is one of the Society of St. Andrew's paramount concerns. We welcome the participation of children and young people in field gleanings, crop drops, produce distribution, and Harvest of Hope mission retreats. All Society of St. Andrew staff members, including full-time and part-time staff members, who may come into contact with children or young people in the course of their SoSA-related duties, shall be subject to and cleared by a legal background check prior to their first day of employment.

Every new employee of the Society of St. Andrew shall receive Child Protection Policy orientation and child safety training prior to assuming any Society of St. Andrew-related work responsibilities that would bring him/her in contact with children.

In order to participate in any event with the Society of St. Andrew, each child or young person under age 18 must be accompanied by a parent or legal guardian. The parent or guardian must execute a liability waiver (Society of St. Andrew's form) on the child or young person's behalf, and must agree to provide direct, personal supervision for the child or young person throughout the Society of St. Andrew event.

If a parent or legal guardian will not be present, the child or young person must be part of an organized group, club, or team that, with its adult leaders/sponsors, is taking part in the Society of St. Andrew event that day. Each child must have submitted an event participation permission form (the group/club/or team's form) signed by his/her parent or legal guardian, as well as a liability waiver form (Society of St. Andrew's form), also signed by his/her parent or legal guardian.

Each child or young person within a particular group, club, or team is the sole responsibility of his/her group, club, or team leaders while participating in a Society of St. Andrew event. The group leaders are responsible for transportation, behavior, and safety of each member of their group. They must also ensure that all children and young people follow the specific gleaning and field care instructions provided by the Society of St. Andrew gleaning coordinator or field supervisor. Each participating group, club, or team must affirm to Society of St. Andrew staff that their group's leaders, staffing, and practices conform to their organization's established Child Protection Policies.

Any question or allegation of inappropriate conduct (physical, emotional, verbal, or sexual) must immediately be brought to the attention of the Society of St. Andrew gleaning coordinator, field supervisor, or other staff member present and to the attention of the person in charge of the child or young person's group, club, or team. If, in their best judgment, the allegation requires further or outside investigation, the SoSA staff member shall contact local authorities, either police or social services, at the earliest possible opportunity and turn the matter over to them. SoSA staff will cooperate fully with any investigation or inquiry.

Please sign below acknowledging that I have read and understand the Society of Saint Andrew's Child and Protection Policy and agree, as leader for my group, that we will comply with this policy. My reservation will not be complete until this form is signed and returned to the Society of Saint Andrew.

_____/_____
Signature of Group Leader Date
Group name: _____

Society of St. Andrew

GLEANNING AMERICA'S FIELDS ~ FEEDING AMERICA'S HUNGRY



Harvest of Hope Rachael Lee Director sosahoh@endhunger.org

Cancellation and Reservation Policy:

Harvest of Hope greatly appreciates that you have chosen our mission trip. We look forward to being in service with you. Please take a moment to review the reservation/cancellation policy, initial and sign below acknowledging you have read and understand the policy. We understand how difficult it is to schedule a mission trip like this. It is our goal to be as clear as possible about our policies and procedures.

After you receive your confirmation letter, your event has been reserved. Every year we have to turn many groups away due to capacity, so please be very confident with the numbers of participants that will be attending.

Registration Fees

- A \$50.00 per participant deposit must be received to hold your reservation spots for 2-5 night events.
- A \$75.00 per participant deposit must be received to hold your reservation spots for 6 night or more events.
- Your reservation is on a first come first serve basis until we receive your deposit. This means you can lose your spot if a deposit is not received.

Participant Information

- Please plan accordingly when reserving space. You will be held responsible for all the spaces registered after a certain date. Please see our refund policy below.
- Individual participants information finalized by group leader 30 days prior to event start date.
- Each group that brings both male and female youth must have at least one male and female chaperone. A youth is classified as any person under the age of 18.
- The chaperone to youth ratio is 1 to 5 for elementary age, 1 to 7 for middle school age, and 1 to 9 for high school age.

Balances

- Due 2 weeks prior to event start date. A 10% late fee may be added on each week payment is late.
- Due at time of registration if registering less than 30 days prior to event

Refunds

- Full refund of deposit up to 60 days prior to event start date. After 60 days, no refund of deposits will be given and groups are responsible for the number of participants you have registered.
- No refund or balance transfer 30 days or less prior to event start date. Groups will be held responsible for the number of participants registered.

Please sign below and return to Harvest of Hope as soon as possible. Your group's registration will not be complete until this form is returned to us, signed and dated.

If you have any questions please call the Harvest of Hope Director, Rachael Lee at 800-333-4597.

- I accept the terms of the Harvest of Hope Cancellation and Reservation Policy and will honor this agreement.

(This form must be signed/initialed and returned along with the deposit in order to secure your reservation with Harvest of Hope).

Signature of Team Leader

Date

Group name: _____

Society of St. Andrew

GLEANING AMERICA'S FIELDS ~ FEEDING AMERICA'S HUNGRY



Harvest of Hope Rachael Lee Director sosahoh@endhunger.org

Group Count Commitment Form

Harvest of Hope uses rented facilities for events; therefore we are required to provide the number of expected participants to the rented facility. Due to this, we require each group to submit a number of participants to us that you will be responsible to cover the registration fee. We understand that there are certain unforeseen circumstances that will cause a change of plans, however that situation will need to be brought to the Harvest of Hope director and a decision will be made on how to proceed.

This form is to be submitted 60 days prior to the event start date. You are able to add more participants if there is still space available.

If this form is not submitted 60 days prior to the event start date, you will be responsible for the most recent number of participants provided.

Group: _____

Number of Participants: _____

Team Leader: _____

Team Leader Signature: _____

Date: _____

Harvest of Hope FAQs

Is your organization Catholic?

- No, we are an ecumenical Christian organization.

Who can participate in Harvest of Hope?

- Ages 2nd grade and up are able to participate in Harvest of Hope events. We have scheduled events for specified ages throughout the year. Please check our website or contact the HOH director for specific questions.

Will we be given a schedule?

- A TENTATIVE schedule will be provided with your information packet upon registration. Harvest of Hope coordinates with different farmers and individuals, so flexibility is key. We try to keep a schedule similar to the one provided, but we can't guarantee that it will be exact. When we must veer from the schedule (which WILL happen), we will communicate that to you.

How early will we have to wake up?

- This depends on the trip/day and is part of the information packet schedule. On hotter days, we might rise earlier to get to the fields so we can beat the midday heat. Other times, we may be able to sleep in a little later. We have to adjust to the farmers' schedules and rules, but we will communicate with you!

What kind of food will be served at HOH?

- Meals are provided by either the place that we stay or by the HOH staff. Regardless of the group preparing it, we aim for simple and healthy. We will also provide food allergy accommodations if given *proper* notice.

Will we have cell service?

- This depends on the location. We generally will have some amount of service, but some locations are in remote areas. We ask that cell phones not be present during scheduled sessions and meals.

Is there internet access?

- This depends on the location. Some places will have access to the internet and some will not. If there is internet available, the information will not be given to students, only to adult participants.

How do sleeping arrangements work?

- We will split participants into male and female lodging for all events. We will try to keep your group together, but be aware that sometimes we will be limited in space and may have to split a group into two.

What is the lodging like?

- We use facilities that vary from rural camps to universities. Before an event, we will send information that provides what we know about the facilities and accommodation, but know that we don't always know that information beforehand. We always have AC/heat and separate-gender bathrooms.

What do I need to pack?

- You will find a packing list in your planning kit; this is general to all events. If there is something that's specific for your event, that will be communicated prior to the event start date.

Is transportation provided?

- No, groups are responsible for their own transportation to the event, and then to the field.

What kind of activities are included in the evening sessions?

- Evening activities serve as mind-opening opportunities for participants. Our activities feature issues such as food insecurity, hunger, poverty, and other aspects of Harvest of Hope's programming. Many will be done in small groups which fosters a team-player attitude and a sense of community. We will also participate in open discussions following many activities so that everyone can benefit and see other perspectives.

What does the term "gleaning" mean?

- Gleaning is the act of collecting leftover crops from farmers' fields after they have been harvested.

How long does it take to get to the fields for gleaning?

- Travel time can range anywhere from 10 minutes to an hour. Some camps that we stay at are very close to one of our farmers, which makes the drive relatively short. Other times, it can be hard to find farmers and camps that are close together, which can result in longer drive times. We do our best to minimize driving time.

How long will we glean each day?

- This depends on the area, weather conditions, and the farmer's preferences/rules. We will usually glean from around 8:00 AM until... If it's warmer, we might arrive earlier to beat the heat of midday. If it rains, we WILL still glean as long as the fields are accessible (as defined by the farmer) and as long as there is no thunder/lightning. We hold our participants' safety as our priority.

Is there water at the gleaning site?

- Yes! The event coordinator supplies coolers for the participants. You will bring your HOH bottle to the field to stay hydrated.

What kind of work is involved with gleaning?

- When we glean, we don't only pick the produce: we will bag, sort, load, and sometimes even distribute the produce to a local feeding agency!

Where does the gleaned food go?

- The food will go to local feeding agencies within a few hour radius. Some of the food will be handed out immediately and on tables that night.

Are there bathrooms at the gleaning site?

- This depends on the farm. Some have bathrooms or portable restrooms that are open for our use, other times not. We emphasize the importance of using the restroom before leaving our lodging facility, because we won't always know before arriving.

How can I get involved while at HOH?

- When HOH staff is preparing the meals, we love to get capable participants (both adult and students) in the kitchen with us! We believe that working together as a whole group is what makes HOH special. Many groups will volunteer for meal-time clean up or set up. We've also had groups lead devotionals or the evening musical worship. If that's something you'd be interested in, feel free to reach out to us!

Can I just bring my group to a Harvest of Hope event to glean and then do my own thing?

- No. Harvest of Hope is more than just work. We focus on building community with those around us. If you plan on participating with HOH, you must plan to be present at all scheduled activities. If you want to arrange a gleaning contact us.