



## Rice Raiser Campaign Steps for Success

**W**elcome to the 2011 Rice Raiser Campaign! Our greatest hope is that people will learn more about hunger and through their experience in the Rice Raiser Campaign, they will realize that each of us have the ability to positively affect lives and that hunger can indeed be changed from the terrible state that exists today.

The Rice Raiser Campaign allows for flexibility and creativity in the activities that you do to raise awareness and support. As well, please make the campaign fit within your schedule. It can be done the entire month long or blitzed in just a couple of days. We desire that your school's experience be very worthwhile and we will do all we can to help make that happen. If you have questions or need to contact us, please do so by calling or email us.

For our record keeping and accountability, we would appreciate it if you would make every effort to do the following:

➤ **Keep count:**

Keep good record of all the rice and funds you collect (various *TALLY FORMS* are provided). Please let students know that people wishing to donate to a specific project who would like to receive an income tax receipt should make their cheques payable to either **THE RICE RAISER or Hunger Response International**. All donations \$15.00 and over which are accompanied with the donors name and address can be receipted. 100% of all funds will be distributed to all projects including the undesignated donations which will be equally divided up. People can also specify to designate their funds to Hunger Response International / the Rice Raiser Campaign operational funds.

➤ **Tally food before calling Food Bank:**

Be sure to tally all the kilograms of rice collected and/or count the number of canned food items. Record the totals before calling your local food bank to pick up the food.

➤ **Rice Raiser Campaign Brochures:**

A brief overview of the projects plus a poster is included in the brochures. This is an excellent tool for students to use in sharing with their families and neighbours about the Rice Raiser Campaign. Please provide your students with the brochures that are enclosed so that they will be able to explain the Rice Raiser and its global projects to their parents and whomever else they are seeking support from. Let us know if more are needed.

➤ **Promptly forward funds:**

At the end of your participation, please count the money promptly that has been donated to the Rice Raiser Campaign. Fill in the amount on the *COLLECTION OF FUNDS FORM* and sign it. If you have only cheques, you can mail them in with the form. If you have cash, call the Rice Raiser at 604-308-1391 or email [lorri@hungerresponse.org](mailto:lorri@hungerresponse.org) and a representative from the Rice Raiser Campaign will come to sign for and pick up

the funds. Or, deposit the cash into your bank and write a cheque out to the **Rice Raiser** for the amount of cash collected. The sooner the funds are collected, the sooner we can forward the money to the projects and the people we are trying to help can benefit.

➤ **Share your activities:**

Let us know what activities your school does so we can share about it with others on our website and include it in our “List of Activities to Raise Awareness”.

➤ **Evaluation forms:**

There are two Evaluation Forms: Student’s Evaluation Form and one for the Coordinator or the Teacher in charge of the campaign.

Please make copies of the evaluation forms for your students and see that they are filled in and returned to us.

➤ **Photo Release Forms:**

Please have your students fill in the *PHOTO RELEASE FORM* for parents to sign. We encourage you to take pictures of your students in their Rice Raiser Campaign activities and send them to us along with the signed photo release of each student in the photograph so that your school can be shown participating in this year’s campaign. At the end of the school year we will compile on a Campaign Results DVD which will be given to each school that participated and placed on our website. (Check out the 2010 Campaign Results DVD posted on our website and YouTube)

➤ **Contact us if you have any questions:**

Feel free to email or phone if you have any questions. We truly want this experience to be the best it can be for everyone!

Thank you for your participation.

Email: [info@hungerresponse.org](mailto:info@hungerresponse.org) (if contacting by email, please be sure to type in the name of your school, your name and your preferred method of contact: email or phone.)

Phone: 604-308-1391