

# **Bounty-Full Sunday (BFS) Handbook**

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## CONTENTS

### **SECTION ONE - BFS PROCEDURES**

- I. TO BE DONE TWO WEEKS BEFORE YOUR BOUNTY-FULL SUNDAY
- II. TO BE DONE ON THE SUNDAY PRECEDING YOUR BOUNTY-FULL SUNDAY
- III. TO BE DONE ON BOUNTY-FULL SUNDAY (= FIRST SUNDAY OF YOUR MONTH)
- IV. TO BE DONE ON THE MONDAY OR TUESDAY AFTER BOUNTY-FULL SUNDAY
- V. PUBLICITY HANDLED BY CAROL MARKS AND THE CHURCH OFFICE

### **SECTION TWO - BFS TEMPLATES**

- PROLOGUE ARTICLE
- BOUNTY-FULL SUNDAY PROGRAM INSERT
- ANNOUNCEMENT READ AT SERVICE HELD THE WEEK AFTER BOUNTY-FULL SUNDAY
- E-MAIL REMINDER SENT TO VOLUNTEERS TWO WEEKS BEFORE THEIR BOUNTY-FULL SUNDAY

## ***BFS PROCEDURES***

### **I. TO BE DONE TWO WEEKS BEFORE YOUR BOUNTY-FULL SUNDAY –**

**A. The UUC Office will send out an email reminder to you two weeks before you are scheduled to be in charge of the next Bounty-Full Sunday. This email includes a short checklist of duties as well as contact information if you have any questions. A template for this reminder can be found at the end of this handbook.**

**B. You will need to contact the Help Feed Our Hungry Neighbors (HFOHN) Chair, Anne Graham (aegraham@indiana.edu; 330-9316) to get the cumulative total of pounds donated for the year, which she is keeping. This figure will be used on Bounty-Full Sunday to “calibrate” our United Way type “barometer” sign for display.**

### **II. TO BE DONE ON THE SUNDAY PRECEDING YOUR BOUNTY-FULL SUNDAY –**

**A. The HFOHN grocery cart is kept upstairs in the hallway next to the coat rack across from the library. This cart should have a large HFOHN poster clipped to the two wooden posts on its end. It also should contain all the items used for Bounty-Full Sunday: 1) a large paper shopping bag filled with other folded paper and plastic bags which are used for bagging the donated food; 2) a folded, checkered table cloth; 3) a **barometer-like sign** indicating how many pounds we collected so far this year; and 4) a manila envelope marked “Bounty-Full Sunday Flyers.” Other materials belonging to the HFOHN Task Force but currently not being used may be stored at the end of the coat rack nearest the outer wall.**

**B. You may find that the cart already has donations in it. If there are very many, you may want to collect most of them ahead of time for delivery to MCUM next week and leave only a small amount in the basket to encourage donations on Bounty-Full Sunday.**

**C. Please post the 8.5" x 11" flyers (from the manila envelope) in the Plexiglas holders that are mounted on doors and windows throughout the church. Put one flyer in every holder you can find that is either empty**

or has an outdated poster in it. If you have a question about using any particular holder, please check with Carol Marks in the church office. This task should be completed before the 9:15am service begins.

### III. **TO BE DONE ON BOUNTY-FULL SUNDAY (= FIRST SUNDAY OF YOUR MONTH) –**

#### A. **BEFORE THE FIRST SERVICE:**

1. Get the grocery cart mentioned above that is kept upstairs in the hallway next to the coat rack across from the library.
2. Use the elevator to take the cart and its contents downstairs.
3. Put the cart in the back of the meeting room (sanctuary) along the wall which is just to the left as you enter through the main doors: **make sure that** the big sign faces the doors.
4. Also get out a folding table from the Fellowship Hall closet and set it up next to the cart, putting the checkered **tablecloth** over it -- donations **may** go on top or beneath the table.
5. Use the **number of cumulative pounds** figure that you received from Anne Graham (see section I. B. above) to calibrate the barometer **sign** for display. (**This** simply involves sticking various lengths of paper over the measured intervals to indicate the approximate amount). Then set the sign on the table, leaning against the wall where it can readily be seen.
6. These tasks should be completed before the 9:15 a.m. service begins

#### B. **BETWEEN SERVICES:**

Check on and re-organize the donations so that they are neatly stacked and not in the way of those attending the service.

#### C. **AFTER THE SECOND SERVICE:**

1. **As soon after the service as you can**, collect all the donations and load them into your vehicle for delivery **on Monday or Tuesday**.
2. Collect all of the flyers from the Plexiglas holders and **return** them **to** the manila envelope; **put** the envelope, the barometer **sign** and all other materials back into the cart and take it back upstairs to its place by the upstairs coat rack.
3. Also put away the table and clean up the area if necessary.

### IV. **TO BE DONE ON THE MONDAY OR TUESDAY AFTER BOUNTY-FULL SUNDAY –**

A. **Deliver the food to MCUM on Monday or Tuesday**. MCUM is open 8:00 a.m. to 4:00 p.m. Monday-Friday and is located at 827 14th Court, Bloomington -- 812-339-3420 -- (mcumfund@bloomington.in.us) and Cliff Edens is in charge of the program.

B. **After delivering the food wait for whoever received the delivery to weigh the food and tell you how many pounds were collected.**

C. **Email the information** about pounds collected to Carol Marks (admin@uubloomington.org) and Anne Graham (aegraham@indiana.edu).

V. **SCHEDULE OF VOLUNTEERS** – Volunteers to handle BFS responsibilities are recruited by the leaders of the BFS committee and a monthly schedule is constructed. An electronic copy of this schedule is sent to the <http://uubloomington.org/images/BFSHandbook.pdf>

UUC Office so it can be posted on the church web site and email reminders sent out to the appropriate persons.

**VI. PUBLICITY HANDLED BY CAROL MARKS AND THE CHURCH OFFICE USING TEMPLATES AND CURRENT INFORMATION PROVIDED BY MCUM AND BFS VOLUNTEERS –**

**A. Carol Marks prepares a very short article about Bounty-Full Sunday for every issue of the Prologue.**

1. **This article is based on a template that is attached to this handbook. Each article always includes at least three items: (a) MCUM pantry current needs -- which she gets from the MCUM Newsletter sent to her electronically every month; (b) the total number of pounds donated at the last Bounty-Full Sunday -- which she gets from the email that you send to her after you deliver the donations (see section IV.C. above); and (c) a thank you to those who contributed. If for some reason Carol doesn't receive any new information, she automatically repeats, unchanged, the last article published.**

2. **You're welcome to send additional information or comments to Carol for her to incorporate in the Prologue on special occasions. The deadline for receiving any information to be included in the Prologue is 10:00 a.m. on the morning that it is to be published.**

3. **The Prologue appears every other Monday, so there usually are two Prologues that come out between Bounty-Full Sundays (BFS). For example, this fall it will appear on Sept. 14 & 28, 2009, before the Oct. 5 BFF; on Oct. 12 & 26 before the Nov. 1 BFS; on Nov. 9 & 23 before the Dec. 2 BFS; and on Dec. 7 & 21 before the Jan. 3 BFS. See the official UUC calendar for other dates (go to <http://uubloomington.org/> and click on Full Calendar under Upcoming Events to your right). You'll find copies of all the Prologues published under the *Prologue and Common Ground Newsletters* heading below the calendar link.**

**B. Carol puts a colored, bookmark-sized insert in the order of service for the last Sunday of the month preceding Bounty-Full Sunday for people to take home and put up on their refrigerators as a reminder. It contains the same basic information found in the Prologue, while the color and graphics change every month. NOTE: There will be no bookmarks in the service programs during the last two Sundays in November in order not to draw attention away from the Holiday Food Baskets program.**

**C. Carol also provides a brief announcement to be read with the other announcements at both services held on the Sunday of the Bounty-Full Sunday. This announcement contains the same information that is published in the Prologue. A template for that announcement is attached to this document, with instructions to the reader to point to where the cart & table will be located -- as many people don't seem to notice it there**

**D. The UUC Office sends out an email reminder to the two volunteers who are scheduled to be in charge of the next Bounty-Full Sunday two weeks before the date of that Sunday. This email includes a short checklist of duties as well as contact information if you have any questions. A template for this reminder can be found at the end of this handbook.**

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• **Call Mark Day or Jean Umiker-Sebeok (336-3094 home; 219-9368 Mark's cell; 219-1092 Jean's cell) for help if needed.**  
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**PROLOGUE ARTICLE TEMPLATE**



**HELP FEED OUR HUNGRY NEIGHBORS**

Next Bounty-Full Sunday is [date here]



Specific needs at Monroe County United Ministries this month are: [list of items here]. We donated [# here] pounds of non-perishable food on [date of last Bounty-Full Sunday]. Thank you all for your generosity!

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**SAMPLE BOUNTY-FULL SUNDAY INSERT**

**GRRRRR**

**That's the sound of Empty Stomachs!**

**Don't forget to bring in your food for MCUM next week - the first Sunday of every month is Bounty-Full Sunday. Thank you for your generosity!**

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**TEMPLATE FOR SERVICE ANNOUNCEMENT TO BE READ ON THE SUNDAY FOLLOWING BOUNTY-FULL SUNDAY**

**Morning Service Announcement]**

The UU Help Feed Our Hungry Neighbors Task Force wants to heartily thank everyone for their generous donations of non-perishable food this year. We donated [# here] pounds last week. Our next Bounty-full Sunday is [date here]. A grocery cart for donations will be located at the back of the room to your right as you exit the room [please point to that location]. Particular needs of the pantry are [list of items here].

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# TEMPLATE FOR EMAIL REMINDER TO BE SENT TWO WEEKS BEFORE THE NEXT BOUNTY-FULL SUNDAY

**From:** UU Church <uuroom204@yahoo.com>  
**To:** [*email addresses of the two volunteers for next BFS here*]  
**Subject:** Bounty-Full Sunday Volunteers Reminder for [*date of next BFS here*]

This is a reminder that you are signed up to be one of the two people in charge of Bounty-Full Sunday activities for [*date of next BFS here*].

Please check the current *BFS Handbook and Schedule* for the complete list of volunteers and for detailed information on the procedures to be followed. This can be found on the UUC Bloomington web page at the following location: <http://uubloomington.org/images/BFSHandbook-and-Schedule.pdf>.

## **Here is a short list of the duties to be carried out by you and your partner:**

- (1) During the month preceding your BFS,** get the cumulative total of pounds donated for the year from HFOHN Chair, Anne Graham (aegraham@indiana.edu; 330-9316). Use this to calibrate our United Way type barometer sign for display on BFS.
- (2) On the Sunday before BFS,** post several 8.5 x 11 inch flyers in the Plexiglas holders located around the church.
- (3) On BFS:** (a) **before the first service,** get the grocery cart and its contents -- including empty bags and any early donations -- then take everything downstairs in the elevator and set it up along the wall of the meeting room (sanctuary) to the left as you enter the main doors -- including setting up a small table with the checkered table cloth and the barometer sign on it; (b) **between services,** check and straighten up the donation area if necessary; and (c) **after the last service,** collect the donations and put everything else back where you got it.
- (4) Monday or Tuesday after BFS:** (a) **deliver the donations** to MCUM; (b) **after they has been weighed,** find out what this month's donations amounted to in pounds; then (c) **email the information** to Carol Marks (admin@uubloomington.org) & to Anne Graham (aegraham@indiana.edu)

If you are unable to carry out your duties this month or have any questions not answered by this email or the *Handbook*, please contact:

Mark Day or Jean Sebeok  
336-3094 (home); 219-9368 (Mark's cell); 219-1062 (Jean's cell)  
jean.sebeok@gmail.com; marktday@gmail.com