ECTURDARY May 14, 2016

the

COORDINATORS MANUAL

ETTER CARRIERS



AMERICA'S LETTER CARRIERS



FOOD DRIVE CHECKLIST

Food Drive Registration Form - DONE!

Order Partnership Opportunities materials - (DVD and brochure) call (202)662-2489, lettercarrierfooddrive@nalc.org

Meet with Branch President to strategize:

- Branch support: MUST discuss available funding, volunteers and resource support, consider creating Station Coordinators and a branch food drive committee, plan for finding partners, and determine food agency recipient(s), etc.
- □ Media plans (print, TV/radio, posters, proclamations)
- Order T-shirts Flyer in materials mailing from Frank Doolittle Company, also on online
- Dester Order Form Order form in materials mailing and on line at nalc.org/food
- Food/beverages for carriers/volunteers for the big day (or plan after event picnic/celebration)
- Print/order thank you notes for customers who donate
- 🗌 Certificate of Appreciation/Volunteer Certificate Sample on pg. 26, available for print on line

Local USPS management cooperation:

- □ Meet with PM/local management to secure cooperation, transportation, delivery of cards, etc.
- GET LOCAL POSTMASTER TO SIGN USPS LETTER OF SUPPORT IN MAILING
- $\hfill\square$ Additional stand up to review day of food drive plan with all letter carriers
- □ Hamper in lobby, Procure proper storage equipment-hampers/cages/totes and pallets
- □ Agree to a Logistics Plan (postcard/bag distribution)

Outside Groups:

- □ Plan meetings with local potential partners for bags, billboards, signs, media, etc.
- □ Meet with food bank/food pantry-Where will food go? Who will get it there? How?
- Seek and meet with other community allies for volunteers, funding, advertising and support:
- Enlist Church, Community Service groups, other unions/AFL-CIO, Youth groups, local businesses
- Proclamations-seek support from elected bodies like city councils, state representatives (see pg. 8)

FINAL COUNT DOWN-IMPORTANT COMMUNICATIONS FOR CARRIERS

- Cards/bags: ask carriers to place on top of mail, so customer will notice.
- Assistance: Identify any carrier needing assistance with picking up food. Get the route description, so volunteers can assist with pick-up.
- Posters/Flyers: Ask carriers to display on their routes in apartment buildings, businesses, cluster boxes or mailrooms to help advertise the Food Drive.
- □ Yard Signs: Place signs in subdivisions (ask if HOA) or high traffic areas.
- Tee Shirts: Remind Carriers to wear their Food Drive shirts the week of drive.
- $\hfill\square$ Stand-up talk on Food Drive Day: Review the day with carriers:

1. Safety - watch for glass/heavy items and wet paper bags. If you have to get out of the vehicle, make sure you turn it off and watch for traffic.

2. Monetary donations - Check payable to: ______ Give to: _____

- 3. Thank You notes give out to customers that gave donations
- 4. Drop off site tell carriers where to drop off donations
- 5. Say "Thank You Thank the carriers for participating and "Stamping Out Hunger"

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Note: ** indicates items are included in the package mailing, but not in the manual itself.

MEGAN J. BRENNAN Postmaster General, CEO

DINITED STATES

January 14, 2016

Mr. Fredric V. Rolando President, National Association of Letter Carriers, AFL-CIO 100 Indiana Avenue, NW Washington, DC 20001-2144

Dear Mr. Rolando:

For over two decades, the U.S. Postal Service has joined the National Association of Letter Carriers to help Stamp Out Hunger in America. This year is no exception, as we proudly come together to conduct the 24th Food Drive on May 14, 2016, to help feed America's hungry.

I'm proud that last May our Carriers collected 71 million pounds of food. The total collected was consistent with recent collections in the drive's 23-year history to fight to end hunger.

Hunger continues to be a serious problem for more than 48 million Americans, including one in five children, at risk of hunger. Studies have shown that lack of adequate nutrition affects cognitive and behavioral development in children.

I am strongly encouraging all postal employees across the country to support the Food Drive by collecting donations, delivering postcards and promotional bags, and doing everything they can to make this year's Food Drive the best in our history. Working together, we will continue to make a difference in the lives of millions of Americans in need.

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Sincerely,

Megan J. Brennan

475 L'ENFANT PLAZA SW WASHINGTON, DC 20260-0010 WWW.USPS.COM DAVID E. WILLIAMS CHIEF OPERATING OFFICER AND EXECUTIVE VICE PRESIDENT



January 20, 2016

VICE PRESIDENTS, AREA OPERATIONS DISTRICT MANAGERS

SUBJECT: Stamp Out Hunger National Food Drive-May 14

On Saturday, May 14, 2016, for the 24th consecutive year, postal employees again will demonstrate their generosity by supporting the National Association of Letter Carriers' (NALC) National Stamp Out Hunger Food Drive. Start planning now—don't wait. Assign the necessary staff and develop your operational and transportation plans to support the Food Drive.

Our employees and customers have contributed more than one billion pounds of non-perishable food since the program began in 1993, and the Food Drive has become the nation's largest one-day campaign to collect food for distribution to those in need.

I encourage you to give the Food Drive your full support by approving any appropriate local promotions (such as carriers replacing uniform shirts with the Food Drive T-shirt during the campaign, and wearing lapel buttons promoting the Food Drive) and assisting with the distribution of special bags as a customer convenience to collect food donations.

With your leadership and support, we will increase food donations and make this year's Food Drive the best yet!

David E. Williams

2016 POSTAL SERVICE ACTION PLAN

Instructions from US Postal Service Headquarters

<u>USPS Managers</u>: Support from local postmasters, managers and supervisors is essential to the Food Drive's success. Local management will work closely with the food drive coordinator, the NALC branch and letter carriers to ensure promotional materials for the food drive are properly delivered and the food can be efficiently collected by carrier while on duty, knowing the leadership of the Postal Service and the NALC/NRLCA are firmly behind efforts to help feed the hungry.

<u>Coordinate</u>: Postmasters and/or their designated food drive liaison will meet with the local NALC branch, food drive coordinator and other partners well in advance to coordinate the personnel, equipment and trucks that will be needed on May 14th.

<u>Communicate</u>: Managers and NALC food drive representatives will make all employees aware of the drive and ask their help to make it a success. Managers will encourage and support media attention and be prepared to do interviews with TV, radio and newspaper media to discuss Postal Service involvement.

<u>**G-10 Permit</u>**: Use of the U.S. Postal Service G-10 permit has been authorized by the PMG to support the food drive. Although Postal Bulletin 21907 (dated 11-23-95) requires the use of mailing statements for G-10 mailings, **this requirement has been** <u>*waived*</u> for the food drive. This eliminates the need for mailing statements from participating locations. The cost of mailings will not be charged back to individual post offices. The cost will be captured at USPS Headquarters based on the number of food drive postcards ordered. Questions regarding these mailings should be directed to your District Accounting Office.</u>

Facilitate: Make arrangements for a USPS semi or large truck to be available on May 14th to pick up food collected at each station and deliver it to the Food Bank and/or pantries. Otherwise, work with other local trucking partners or the local Food Bank to ensure vehicles and volunteers are available.

The Postal Service contact is Roy Betts, USPS Corporate Communications; 475 L'Enfant Plaza, SW, Room 10546, Washington, D.C. 20260-3100. He can also be reached at 202-268-3207 or by email at <u>roy.a.betts@usps.gov</u>

Building a Successful Food Drive

The key foundational areas to be addressed are:

<u>SECURE SUPPORT</u> after reviewing your basic needs, talk with your branch president specifically about what you need. THEIR support in leadership to help you, support from your local Postmaster/station managers, support from station stewards, connections to other community partners (local labor unions, United Way, etc.) and local media connections.

<u>COMMUNICATE</u> your plan to all postal employees involved, including stand-up talk with food drive video.

DISTRIBUTION and delivery of postcards and bags- COMMITT TO A TIMELINE!

FOOD COLLECTION MAY 14 (who, what, when, where, how)

Have a plan for every aspect. Will all carriers pick up the donations on their own routes? Are volunteers available, and if so, who specifically are each of them assisting? (If volunteers and privately owned vehicles are involved, make sure food drive flyers and/or t shirts for volunteers are used so that our customers don't think their donations are being "stolen".) Will all donations be returned to the carrier's delivery unit, or is there a plan to have them taken directly to a local food agency? Will your collection plans only involve USPS trucks and equipment, or will other drivers and/or equipment be used? If you have "Thank You" cards for customers who leave donations, distribute them to carriers/volunteers before they leave for the street on May 14. Lay out your plan, ensuring every route is considered and then make sure everyone involved KNOWS what to expect. Make sure you have back up plans for the curve balls that may come your way. TEAMWORK!

<u>VOLUNTEERS AND PARTNERS</u> are important to find so that letter carriers get the assistance they need on the day of the drive. Any non-postal volunteers you expect to work on postal property must be identified for approval for access on postal property and coordination with letter carriers on the street and in the field. Talk with you USPS manager/postmaster ahead of time to avoid problems.

<u>FOOD BANKS AND PANTRIES</u> The decision for food distribution rests with your branch. Great places to find good food recipients are with the local United Way, local social services and faith community organizations. Enlist the participation and assistance of your recipient food pantries/banks in developing a plan, building awareness of the drive, setting up food collection logistics, securing food donation bags, getting volunteers and other support they can provide.

ADVERTISING

Public awareness is KEY for a successful food drive! NALC branches are encouraged to:

Work with local businesses and community organizations to get the food drive message out

Find sponsors for bags, banners, displays, etc.

Advertise in your branch publication, ask retiree's, spouses and children of members for help

Seek assistance from schools, community groups, places of worship, sports teams and businesses in raising awareness and supplying volunteers for the drive.

Use church bulletins and sport event programs to display our food drive cartoon/message

Other resources for help: local United Way, AFL CIO affiliates and local/State AARP chapters (links to all in our NALC food drive tool kit at www.nalc.org/food

MEDIA

Make a plan! Local TV, radio and print news outlets will be interested in information. Have articulate carriers in good uniforms ready for interviews.

Hold a news conference or kick off to announce the food drive

Involve elected officials, food bank directors and United Way and AFL CIO officials in local media

Public Service Announcements (PSA's), in English and Spanish, produced by the NALC will be available at <u>www.nalc.org/food</u>. Use local radio stations, billboards, newspaper, lawn signs to generate excitement for the drive in your community. (SEE ENCLOSED DOOLITTLE'S flyer for lawn signs and more)

Write a letter to the Editor of your local papers (SAMPLE ON PG. 15). Use the sample as a template, adding personal touches for your community and include our cartoon. THEY GET PRINTED!

USE THE FAMILY CIRCUS CARTOON! Gifted by Jeff Keane, this cartoon has been an important part of our food drive since before the drive became a national event over 23 years ago. It really adds color and fun to our other artwork. It's available in Spanish, too, so that we can connect to more communities throughout the country. One English and one Spanish poster were enclosed with this mailing. (SEE ENCLOSED POSTER ORDERING FLYER to order more).

City, County or State elected proclamations regarding the Letter Carrier Stamp Out Hunger food drive are media magnets and can create a lot of buzz around town. (SEE SAMPLE PROCLAMATION ON PG. 16). Again, add your local touches and ask for help from your elected officials.

COMMUNICATE WITH LETTER CARRIERS

Hold a stand-up talk on the workroom floor (SEE "FINAL COUNTDOWN" ON CHECKLIST PAGE, INSIDE FRONT COVER). Show the promotional video (available on line at <u>www.nalc.org/food</u>, on LITEBLUE via USPS site or they will be <u>mailed to you in a separate mailing</u>).

Invite a local food bank/pantry representative to share a story of how our food helps those in need. These are powerful, personal and inspirational messengers for those that need our help.

Remind employee's that the face of food insecurity exists in their community, including children, working Americans, veterans and the elderly.

LETTER OF SUPPORT FROM LOCAL MANAGEMENT

To reinforce the support of Postmaster General Megan Brennan and Chief Operating Officer David Williams, it is important to get your local postmaster and station managers to state their support IN WRITING. A signed copy of a Support Statement by local USPS management will help you tremendously, as it reinforces the commitment promised at the highest levels of USPS. Local management is simply echoing the words used by the Postmaster General and Chief Operating Officer. ("LOCAL USPS SUPPORT STATEMENT" TEMPLATE IS IN THIS MAILING)

FOOD DRIVE DAY

Create a plan and get commitments from the postmaster and all food agency recipients to ensure all food collected is picked up and delivered to designated location(s) on May 14th or as soon as possible.

Secure volunteers to help off load food from postal trucks and load food agency trucks for collected food that is returned to postal work stations.

Make sure to recognize everyone involved in this food drive. Provide treats (cookies, rolls, water, soda, etc.) for carriers and volunteers. Use the Certificate of Appreciation and Volunteer forms template on our tool kit (PG. 26 in manual) to formally recognize groups or individuals. Give a sincere and personal "Thank you" to everyone that helps! No act, however small, goes unnoticed, helping build a great food drive community in the coming years!

Container Name	Empty	Fill	Food Weight	Number of	Subtotal
Dimensions & Picture	Container Weight	Level	per Fill Level (pounds)	Containers	(Food Weight per fill x Number of Containers)
EIRS 69H OTR Container Heavy Duty Length: 63.5"		Full	1200 lbs		
Width: 43" Height: 70"	TBD	3/4 Full	900 lbs		
		1/2 Full	600 lbs		
		1/4 Full	300 lbs		
EIRS 69 OTR Container Light Duty Length: 63.5″		Full	1200 lbs		
Width: 43" Height: 70"	TBD	3/4 Full	900 lbs		
		1/2 Full	600 lbs		
		1/4 Full	300 lbs		
EIRS 84C Collapsible Wire Container Length: 49"		Full	1600 lbs		
Width: 44" Height: 41.6"	TBD	3/4 Full	1200 lbs		
		1/2 Full	800 lbs		
		1/4 Full	400 lbs		
EIRS 84 Wire Container Rigid Length: 48″		Full	1600 lbs		
Width: 40" Height: 41.5"	TBD	3/4 Full	1200 lbs		
Pro		1/2 Full	800 lbs		
		1/4 Full	400 lbs		

Container Name	Empty	Fill	Food Weight	Number of	Subtotal	
Dimensions & Picture	Container	Level	per Fill Level	Containers	(Food Weight per fill x	
	Weight		(pounds)		Number of Containers)	
Small Canvas Hamper	-					
Length: 30"		Full	94 lbs			
Width: 17"						
Height: 19"						
		¾ Full	71 lbs			
A second and the second		,				
U.S. DOSTAL SQUICE	TBD	½ Full	47 lbs			
		¼ Full	24 lbs			
Medium Canvas Hamper						
Length: 36"		Full	255 lbs			
Wide: 26"						
HeightL 28"		¾ Full	191 lbs			
A CONTRACT OF THE OWNER	48 lbs					
	10 100	½ Full	128 lbs			
HOPERTY AT		72 T UII	120 103			
AS PLATEL SE VICE						
		¼ Full	64 lbs			
		74 FUII	04 105			
Hamper, Large Canvas		Full	493 lbs			
Length: 44"		Full	495 105			
Width: 32"						
Height: 36″			¾ Full	370 lbs		
	75 lbs					
100 COL	20100	½ Full	247 lbs			
		¼ Full	123 lbs			
Hamper, Large Plastic						
Length: 48"		Full	536 lbs			
Width: 31"						
Height: 37"						
		¾ Full	402 lbs			
a since a second	100 lbs					
10000		½ Full	468 lbs			
Allen A see						
1 and 1 and 1						
1 2 - MULS			134 lbs			
		¼ Full				
		1	1	1		

Container Name	Empty	Fill	Food Weight	Number of	Subtotal
Dimensions & Picture	Container	Level	per Fill Level	Containers	(Food Weight per fill x
	Weight		(pounds)		Number of Containers)
4-Sided Flats Tray Plastic					,
Length: 18"					
Width: 13"					
Height: 11"		Full	25 lbs		
A state of the sta					
	1.94 lbs				
The second second					
AT STREED STATES		½ Full	13 lbs		
UNITED STATES		72 T UII	13 183		
Small Parcel & Bundle Tray Plastic					
Length: 20.5"					
Width: 19"		Full	53 lbs		
Height: 14"		Full	201 55		
Height: 14					
	2.40.11				
	3.10 lbs				
3					
C The man		14 5.11	27 11		
		½ Full	27 lbs		
Us Mag					
EXT MM Tray Plastic					
Length: 25"					
Width: 11.75"					
Height: 6"					
	1.0 lbs	Full	17 lbs		
and the second second	1.0103	1 dil	17 103		
all man					
THE AME					
4					
MM Tray Blue Lettered Plastic OR					
MM Tray Plastic					
Length: 24.5"					
Wide: 11.5"					
HeightL 5.25"	0.80 lbs	Full	14 lbs		
	0.00 105		14102		
Toran a strattal annual					
and the second se					
½ Size MM Tray Fiberboard OR		1			
Plastic					
Length: 13.8"					
Width: 11.5"					
Height: 5.25"	0.60 lbs	Full	8 lbs		
all					
	1	1	1	1	1

BAG SPONSOR AND PARTNERSHIP OPPORTUNITIES MATERIALS

WHY BAGS?

Bags have the powerful effect of doubling, potentially tripling, the amount of food you collect! Think about how many more hungry families we could feed with these results. Each branch that does not currently have a bag sponsor(s) for the food drive should be working toward finding one (or several).

I WANT BAGS, BUT WHERE DO I START?

When you have a list of potential sponsors, you are ready to plan for a meeting. Partnership opportunities materials, a special DVD and brochure, are available to help you explain the many benefits of partnering with our food drive to potential sponsors. E-mail lettercarrierfooddrive@nalc.org or call (202) 662-2489 to order. You can also view the materials online.

LOOK FOR SPONSORS/PARTNERS

The most common sponsors for bags are local grocery stores. They have a lot of experience with bag manufacturers (both paper and plastic), so they know where and how to order. They also have an additional motive to connect themselves with our food drive as customers will likely purchase from their stores to donate. It's a win-win situation. Start with the local grocery store manager. With United Food and Commercial Workers (UFCW) as a National Partner, reaching out to a UFCW local representative can provide a tremendous ally and direct connection to a good union grocer. You can find your local UFCW representatives by using a local locator on our food drive tool kit (www.nalc.org/food).

THINK OUTSIDE THE BOX

Check with local credit unions and your food bank or food pantry partner to go over the list of local businesses, organizations or other vendors they work with. Talk to them about making a difference in your community; being a sponsor for bags in our Letter Carriers' Food Drive is an amazing opportunity for any company or organization.

HOW DO BAGS GET IN THE MAIL STREAM?

This is unique to each city and is often driven by sheer volume. Please seek assistance from your regional food drive representative, (see page 17), or contact Pam Donato, NALC Community and Membership Outreach Coordinator at (202) 662-2489 or e-mail lettercarrierfooddrive@nalc.org.

Every layer of messaging about our Letter Carrier Food Drive translates into collecting more food, but bags delivered to residences have the most significant and dramatic effect on total food collection! Help make this a reality in your community, finding a partner to fund bags is year-round work!

BAG VENDORS WITH LETTER CARRIER STAMP OUT HUNGER FOOD DRIVE ARTWORK

When you find a sponsor for bags, you need to determine who will supply the bags. If your sponsor prefers to use a bag vendor they are already familiar with, artwork for one side of the bag (including the banner of national partners and the instructions to participate in the drive) is available on our toolkit under Artwork and Logos. If you need a vendor for the bags, those listed below have preset artwork for one side all ready for your bag order (See online at nalc.org/food). You will need to get artwork from your bag sponsor for the other side of the bag to provide to the bag vendors.

PLASTIC BAGS (biodegradable, made in the USA)	PAPER BAGS (union made)
Bags By CMG Sean Cherry sean@bagsbycmg.com ww.bagsbycmg.com (970) 206-4644	International Paper-Kraft Paper Bags 10601 Westlake Drive Charlotte, NC 28273 Contact Caty McCoy Caty.McCoy@ipaper.com
	O: 704-587-4133 <i>C</i> : 704-451-5658

POSTCARDS

All postcards from NALC HQ are bilingual (English/Spanish). These postcards will be shipped to the address specified on your branch registration form (under "Materials Resource Information").

These postcards are:

- Bilingual
- Have postage applied (G10)
- Shipped in USPS reusable sleeved trays;
- 4,000 postcards per tray
- Wrapped paper bands of 500 postcards each.
- Begin shipping the first week in March from Tampa, FL- starting with west coast destinations and moving east.

CHECK THE FOOD DRIVE DATA BASE FOR UPDATED INFORMATION.



Post cards are printed by Valpak and are shipped out of Tampa, FL. The general rule is that west coast, Hawaii, Alaska, Puerto Rico, Virgin Islands and Guam will shipped out first (around end of March) and orders will move to the east. The "in hand" target date for the postcards to arrive at the branch's selected destination address is April 15th. Keep an eye on the Food Drive Tool Kit (<u>www.nalc.org/food</u>) for information on ship dates for your region.

AS ALWAYS, FIND THE POSTCARDS FOR YOUR BRANCH RIGHT AWAY (3-5 DAYS AFTER THE SHIP DATE).

Actually SEE them, counting pallets and trays. Take nothing for granted- count, further mark/label with "Food Drive postcards" so that they are not disseminated until you and your USPS management counterpart agree they will be distributed to letter carrier routes for delivery.

If you have any trouble, contact your branch president or National Business Agent (see page 17)

POSTCARDS PRINTED LOCALLY

Templates for postcards, which are on our food drive tool kit, can be easily shared with a local printer if your branch prefers a local postcard sponsor. Look under "Campaign Materials" on our online tool kit. All food drive postcard are covered by the PMG's granting of the G10 permit for postage.

<u>Social Media</u>

Facebook

"Like" the food drive's official Facebook page:

http://www.facebook.com/StampOutHunger. If you post something on Facebook about the food drive and you want to help ensure it gets shared by the official page, tag Stamp Out Hunger by typing @StampOutHunger (*all one word*) in your post and selecting our official page when it pops up as a tag option.

Twitter

Follow the food drive on Twitter: http://www.twitter/com/StampOutHunger. Here, if want to post about something about the food drive, use the official hashtag (#StampOutHunger) so we can find your post and possibly share it.

Sample posts

Visit the Food Drive Tool Kit for sample social media posts, (<u>www.nalc.org/food</u>).

Share your Pictures

Also, feel free to e-mail any **pictures** you take at food drive events to *lettercarierfooddrive@nalc.org*. These photos could be used online and in *The Postal Record*. Photos from past food drives could also be used for "Throwback Thursday" (#TBT) posts on social media. The older the better!

Thunderclap

Our 2016 "online flash mob" campaign through **Thunderclap** will help spread word about the Food Drive. The campaign will launch within 60 days of the drive. We'll post the campaign's link everywhere, and it will take you to a page where you'll be asked to support the food drive using Twitter, Facebook and other platforms. When the campaign launches on Friday, May 13 (the day before the Food Drive), Thunderclap will post automatically for everyone who signed up on whatever account they connected to the Thunderclap.

Hunger in America

49 million or 1 in 6 Americans is food insecure

Food insecurity means living at risk of hunger and not knowing where the next meal is coming from.

Nearly 16 million or 1 in 5 children is living in a food insecure household

Hungry children cannot thrive- their physical, intellectual and emotional developments are limited.

5.4 million seniors (age 60+) choose between paying rent, utilities and having enough nutritious food

<u>1 in 7 Americans live at or below the poverty level</u>

The poverty level is \$24,250 for a family of four in 2015.

1 in 5 households served by Feeding America has a member who has served in the US military

<u>1 in 10 adults served by Feeding America is currently a student</u>

<u>1 in 3 households served by Feeding America has a member with diabetes</u>

There are many places to partner with as your local recipient for food collected. Besides using your relationships with local partners, look to social services in your county and state local government offices and local shelters and faith community centers. You can also find your nearest United Way office at https://www.unitedway.org/find-your-united-way, or reach out to your nearest food agency by checking Food Agency Locators on page 18.

THANK YOU FOR ALL YOU DO TO HELP STAMP OUT HUNGER!

HISTORY OF THE LETTER CARRIER FOOD DRIVE

The Letter Carrier Stamp Out Hunger Food Drive is the outgrowth of a tradition of community service exhibited by members of the National Association of Letter Carriers (NALC) over the last 125 years. Carriers, who go into neighborhoods in every town six days a week, have always gotten involved when something needs to be done. Whether it is collecting funds for the Muscular Dystrophy Association (MDA); watching over the elderly through the Carrier Alert Program; delivering needed antibiotics (if called upon); assisting victims of natural disasters, or rescuing victims of fires, crime, and other mishaps, letter carriers are the eyes and ears in every neighborhood and often life savers in the community.

Over history, a number of branches collected food for those in need as part of their community service effort. Discussions were held by the NALC, USPS, and AFL-CIO to explore a more coordinated effort. A pilot drive was held in October 1991. It proved so successful, the parties worked to make it a nationwide effort. Food banks and pantries suggested that late spring would be the best time for the drive, since most of their food donations are received over the Thanksgiving and Christmas holiday periods, leaving the food shelves depleted by spring. Making matters even worse for many, school breakfast and lunch programs are not available during the summer, placing an even greater responsibility on local food pantries and food shelves.

A revamped drive was organized for the second Saturday in May 1993, with a goal of at least one NALC local branch participating in each of the 50 states. The results were astounding. Over 11 million pounds of food were collected by over 220 union branches — a one day record in the United States. From Alaska to Florida and Maine to Hawaii, letter carriers did double duty by delivering the mail and picking up donations. In 2015, NALC branches collected 71 million pounds of food for a cumulative total of 1.4 billion pounds over the history of the drive — an awesome achievement.

Each year, groups, businesses, and organizations join the NALC at the local, regional, and national levels, to help grow a campaign of hunger awareness and community action in conducting this one day, record making food drive. From the beginning, at the national level, we have had the steadfast support of the USPS, United Way, and AFL CIO. This year, United Food and Commercial Workers union (UFCW) joins us as a national premiere partner, adding the largest food union in the country to our efforts. Locally, the Letter Carrier Stamp Out Hunger Food Drive enjoys partnerships with many church and faith groups, Rotary and Lions Clubs, grocers and youth groups, and those who work to provide help and hope to those in need.

We look forward to another record breaking 24rd year in 2016, as we...

BUILD ON A BILLION!

Sample Letter to your Local News Media (2016)

Dear Editor:

Saturday, May 14th marks the 24th anniversary of one of America's great days of giving — the National Association of Letter Carriers Stamp Out Hunger Food drive. Letter carriers walk through the community every day, often coming face to face with a sad reality for too many, hunger.

So, each year on the second Saturday in May, letter carriers across the country collect non-perishable food donations from our customers. These donations go directly to local food pantries to provide food to people in (insert name of city) who need our help.

Last year, we collected over 71 million pounds of food nationally, feeding an estimated 30 million people. Over the course of its 23-year history, the drive has collected well over one billion pounds of food, thanks to a postal service universal delivery network that spans the entire nation, including Puerto Rico, Guam and U.S. Virgin Islands.

The need for food donations is great. Currently, 49 million Americans—1 in 6—are unsure where their next meal is coming from. Sixteen million are children who feel hunger's impact on their overall health and ability to perform in school. And over 5 million seniors over age 60 are food insecure, with many who live on fixed incomes often too embarrassed to ask for help.

Our food drive's timing is crucial. Food banks and pantries often receive the majority of their donations during the Thanksgiving and Winter holiday seasons. By springtime, many pantries are depleted, entering the summer low on supplies at a time when many school breakfast and lunch programs are not available to children in need.

Participating in this year's Letter Carrier Stamp Out Hunger Food Drive is simple. Just leave a non- perishable food donation in a bag by your mailbox on Saturday, May 14th and your letter carrier will do the rest. I invite you to join in America's great day of giving and help us in our fight to end hunger.

Sincerely, (Your name) Letter Carrier (City/State)

PROCLAMATION

"Letter Carriers' Stamp Out Hunger Food Drive Day" May 14, 2016

- WHEREAS: Every year on the second Saturday in May, letter carriers across the country collect non-perishable food as part of the nation's largest one-day food drive, distributing the donations to local food banks; and
- WHEREAS: The Letter Carriers' Stamp Out Hunger Food Drive is just one example of how letter carriers work to make a difference in the lives of those they serve. Since the pilot drive was held in 1991, over 1.4 billion pounds of food have been collected; and
- WHEREAS: We would like to recognize all letter carriers for their hard work and their commitment to their communities. All of the food collected in our community stays in our community and we support carriers' efforts to help those in need in our community.

NOW, THEREFORE, WE, the City Council of the ______, by the authority vested in us, do hereby proclaim Saturday, May 14, 2016 as "LETTER CARRIERS' FOOD DRIVE DAY" in the City and County of ______, and encourage the citizens of our community to support the food drive by placing non-perishable food items in or near your mailbox on food drive day. Your letter carrier will pick it up while delivering the mail—and together, we can all help to feed our hungry.

IN WITNESS WHEREOF, we have hereunto set our hands and caused the Seals of the City and County of ______, to be affixed this _____ day of ____ 2016.

President of the City Council

Chair of the Board of County Commissioners

Section 2

2016 REGIONAL FOOD DRIVE COORDINATORS

Reg 1 (CA, GU, HI, NV)

RAA, Calvin Brookins 3105 E Gusati Rd Suite 200 Ontario, CA 91761 Ph: (909) 443-7450 Email: BROOKINS@NALC.ORG

Region 1 Coordinator Janette Dolabson 6910 Hayvenhurst Ave #101 Van Nuys, CA 91406 Ph: (661)373-2224 Email: NALCBRANCH2462@GMAIL.COM

Reg 2 (AK, ID, MT, OR, UT, WA)

RAA, Debbie Dixon 316 SE 123rd Ave Suite A-5 Vancouver, WA 98683 Ph: (360)892-6545 Email: DDIXON@NALC.ORG

Region 2 Coordinator Karon Carlson 14905 SW Sunrise Ln. Tigard, OR 97224-1212 Ph: (503)330-6753 Email: kykettle@gmail.com

Reg 3 (IL)

RAA, Tony Hutson 4979 Indiana Ave Suite 203 Lisle, IL 60532-3848 Ph: (630)743-5320 Email: HUTSON@NALC.ORG

Region 3 Coordinator Veronica Julion 4979 Indiana Ave Suite 203 Lisle, IL 60532-3848 Ph: (708)408-8174 Email: vjulion@gmail.com

Reg 4 (AZ, AR, CO, OK, WY)

RAA, Anita Lewallen 1018 Airport Road Suite 116 Hot Springs, AR 71913-4626 Ph: (501)760-6566 Email: anita.region4@gmail.com

Region 4 Coordinator Kelli Robles 14303 E Napa PI #D Aurora, CO 80014 (720)560-1700

Reg 5 (IA, KS, MO, NE)

RAA, Stephanie Stewart 2029 Woodland Parkway Suite 101 St Louis, MO 63146. Ph: (515)778-3893 Email: SSTEWART@NALC.ORG

Reg 6 (KY, IN, MI)

RAA, David Mudd 43456 Mound Road Suite 501 Sterling Heights, MI 48314 Ph: (586)997-9917 Email: DMUDD@NALC.ORG

Region 6 Coordinator Jim Hunter 3149 McCormick Wateford, MI 48238 Ph: (248)514-5466 Email: thunter248@comcast.net

Reg 7 (MN, ND, SD, WI)

RAA, Troy Fredenburg 1300 Godward St NE Suite 2600 Minneapolis, MN 55413 Ph: (612)378-3035 Email: FREDENBURG@NALC.ORG

Region 7 Coordinator Samantha Hartwig 12122 Eagle St NW Coon Rapids, MN 55448 Ph: (612)237-0298 Email: samanthah@branch9nalc.com

Region 8 (AL, LA, MS, TN)

NBA, Pete Moss 160 Commissioner Dr Meridianville, AL 35759 Ph: (256)828-8205 Email: MOSS@NALC.ORG

Reg 9 (FL, GA, NC, SC)

RAA, Jeff Siciunas 5201 Ravenswood Road Suite 119 Fort Lauderdale, FL 33312-6007 Ph: (954)964-2116 Email: SICIUNAS@NALC.ORG

Region 9 Coordinator Al Freidman 22817 Bay Cedar Drive Land O Lakes, FL 34639 Ph: (727)809-1776 Email: albe143@hotmail.com

Reg 10 (NM, TX)

RAA, Javier Bernal 23760 Hwy 59 North Kingwood, TX 77339 Ph: (281)540-5627 Email: BERNAL@NALC.ORG

Reg 11 (OH, Upstate NY)

RAA, Mark Camilli 5445 Beavercrest Dr. Suite 7 Lorain, OH 44053 Ph: (440)282-4340 Email: CAMILLI@NALC.ORG

Reg 12 (PA, NJ - 080-084)

NBA, Bill Lucini 9601 James St Philadelphia, PA 19114-3017 Ph: (215)824-4826 Email: <u>LUCINI@NALC.ORG</u>

Reg 13 (DE, DC, MD, VA, WV)

RAA, Hugh McElroy 2484 Pruden Blvd Suite A Suffolk, VA 23434 Ph: (757)934-1013 Email: MCELROY@NALC.ORG

Region 13 Coordinator Marc Adams 3419 VA Beach Blvd #109 VA Beach, VA 23452 Ph: (757)646-6538 Email: maa07353@hotmail.com

Reg 14 (ME, MA, NH, RI, VT,

Eastern CT) RAA, Rick DiCecca 1208a VFW Parkway Suite 201 West Roxbury, MA 02132 Ph: (617)363-9299 Email: DICECCA@NALC.ORG

Reg 15 (NY-thru zip 12999, Parts of

CT, NJ -070-079, 085-089), PR, VI RAA, Orlando Gonzalez 347 W. 41st St. Suite 102 New York, NY 10036 Ph: (718)775-1060 Email: GONZALEZ@NALC.ORG

Food Drive Database, Helpful Links and Online Contacts

Food Drive Database (For view of database info, view only)

Go to <u>www.nalc.org/food</u>, Click on "Database"

User Name: lettercarrier

Password: fooddrive

Enter branch # when requested (For rural offices, use 5 digit ZIP Code)

<u>NALC</u>

Food Drive email	lettercarrierfooddrive@nalc.org
Tool Kit (all food drive materials)	www.nalc.org/food
Address	NALC Food Drive
	100 Indiana Ave NW
	Washington, DC 20001-2144
Phone (Pam Donato)	(202)662-2489

Stamp Out Hunger Facebook Facebook.com/StampOutHunger Stamp Out Hunger Twitter Twitter.com/StampOutHunger Official hashtag: **#StampOutHunger**

National Partners of 2016 Stamp Out Hunger websites

USPS United Way Worldwide National Rural Letter Carriers Association United Food and Commercial Workers AFL CIO Valpak Valassis www.usps.com/stampouthunger www.unitedway.org/stampouthunger www.nrlca.org www.ufcw.org/stampouthunger www.aflcio.org www.valpak.com www.valassis.com

Food Agency Locators:

www.foodpantries.org, www.ampleharvest.org, www.feedingamerica.org

Volunteer Organizations:

Boys Scouts of America Girls Scouts of America Rotary Club www.scouting.org www.girlscouts.org www.rotary.org

Check out:

Local United Ways, other unions, American Legion, VFW, student associations, youth sports organizations, local church/faith groups, schools, colleges, and local Red Cross



February 5, 2016

Mr. Fredric V. Rolando President National Association of Letter Carriers 100 Indiana Avenue, NW Washington DC 20001

Dear Fred:

Every day, all across America, millions of hard-working families struggle to put food on the table. Working together, we have the power to make a real difference—to help feed America's hungry.

The 1.3 million-plus members of the United Food and Commercial Workers International Union (UFCW) are honored to be part of the Letter Carriers' "Stamp Out Hunger" food drive. Our members work around the clock feeding and clothing America—in your neighborhood grocery store, at the meatpacking or food manufacturing plant, or at the department store down the road. We are a proud union family, we are your neighbors and friends, and we are committed to improving the lives of others who are having difficulty making ends meet.

The simple fact is that in America, no child, and no family, should go hungry. These struggles are something we see all the time. Every time someone comes through a grocery checkout line and has to put an item back because they cannot afford it, or every time a pharmacy customer has to choose between their medicine and their food—we see the pain it causes, and it motivates us to help fix it.

Joining with all of you, and working with our incredible members in the communities we live in, we are truly excited to be part of the 24th annual "Stamp Out Hunger" food drive.

All across the country, and in every state, we are planning an exciting grassroots and outreach effort to mobilize the customers we serve, as well as our local unions, to make the difference. We are also working with all of our employers in the food industry and asking them to join with us in this critical mission. We will also be reaching out to community allies to help build support. As part of our efforts to do this, you can visit our website at <u>www.ufcw.org/stampouthunger</u> to find and share food drives and other donation events in your area.

Regardless of the union we are a part of, the jobs we do, or where we live, we all have a role to play in improving our communities, our workplaces, and the future for our children.

Helping feed America's hungry is a mission we can and must share, and by participating in the Letter Carriers' 24th annual "Stamp Out Hunger" food drive, we can create the better America we all believe in.

Sincerely and fraternally,

Marc Renore

International President

Anthony M. Perrone, International President Esther R. López, International Secretary-Treasurer United Food & Commercial Workers International Union, AFL-CIO, CLC 1775 K Street, NW • Washington DC 20006-1598 Office (202) 223-3111 • Fax (202) 466-1562 • www.ufcw.org

(UFCW)

Your Friends and Neighbors

We're the United Food and Commercial Workers International Union (UFCW) – a proud union family that helps feed, serve, and provide for America's hard-working families.

From retail stores to pharmacies, food processing to manufacturing, our incredible members work hard because America's working and middle class families work hard. Whether it's at your grocery or a department store, or even your local pharmacy, our 1.3 million members are your friends and neighbors, and we're there to help your family achieve a better life.

It's why every day, all across the towns and cities we call home, we're united behind one goal: helping to improve the lives and futures of working and middle-class families all across America.

We See You Every Day

Our members are proud to be part of your daily lives. From regional to national grocery chains—like Kroger (including Fred Meyer, Ralphs and King Soopers), Albertsons (including Safeway, Vons, Tom Thumb, Randalls, Cars, Pavilion, Acme, Shaw's, Star, Jewel-Osco and Lucky), Supervalu (Cub Foods, Rainbow, and Shoppers Food)—or your local grocer and co-ops, we help put food on America's tables.

Whether you're filling your prescription at CVS or Osco pharmacy, or buying clothes for back-toschool at Macy's, Bloomingdales, or H&M, it's our members, at so many of these stores, who stand with union pride ready to help.

Good, Safe Food is a Priority

Nothing is more important than providing safe food for you and your family. Because of the hard work of hundreds of thousands of UFCW members behind the scenes preparing the food and treats your family loves, we're making sure that it's prepared safely and correctly. In fact, more than 70% of the beef (and 60% of the pork) that our families eat is produced by our members at UFCW-represented packing plants.

Best of all, whether it's the sandwich you prepare for lunch, the bacon you have for breakfast, or the dry goods you pick up at the supermarket, it's our members who help make sure the food you want is ready for you. While you may already have heard of brands like Smithfield, Hormel, Oscar Mayer, Heinz, or Campbell's, we want you to know that the men and women of the UFCW prepare the foods your family loves.

Standing Up for Hard-Working Families

(UFCW)

Every hard-working family, no matter where they live, has earned the right to a better life. It's what we believe, and it's why we fight for the issues that can make a real difference in the lives of working and middle-class families. Better wages, better benefits, schedules that give working people control over their lives, and safe and just workplaces are what truly matter.

Whether or not you are a member of the UFCW, providing a better life for others is a responsibility we all share. It's why we are committed to fighting for a living wage, for more affordable health care, for good jobs that can support a family, and for making sure that every worker has the right to negotiate a brighter future.

Feeding Families with Union-Made Food

By joining together, we have an amazing opportunity to make a difference in the lives of millions of America's families who go hungry every day.

In a nation where no one should go hungry, we can help feed millions of working people, many of them children, with the food made by union members.

We hope you will join with us in our efforts to "Stamp Out Hunger" and fill your donation bag with non-perishable goods that are made by our very own UFCW members all around the country.

Thank you again for your support for this incredible cause, and please consider these goods when filling up your donation bag.

Campbell's soups V-8 Chef Boyardee-brand products Heinz ketchup Roberts Shamrock-brand corned meats Kraft Mac and Cheese Kraft Velveeta Hunt's tomatoes Hunt's pizza sauce Jell-O Peter Pan peanut butter Arizona iced tea Lucky Leaf applesauce Musselman applesauce Hanover beans (pork and baked) Honest John canned foods

LOCAL UNITED WAY

Your local United Way is available to help you make the Food Drive a success. The local agencies are your "go to" for assistance in every community. Depending on the location, your United Way office may be able to offer assistance with media, printing and logistics, with volunteers and even with financial assistance.

In addition, you can count on your local United Way office to help your branch coordinate the distribution of food to the food banks, pantries and shelters in your community. The United Way knows who needs your help, knows who can provide you with help and knows how to get it done in your community.

United Way Worldwide contact is Nicole Muhammad, assistant to the vice president of UWW's Department of Labor Participation. She can be reached at 703-836-7112 ext. 465, or nicole.muhammad@unitedway.org.

NATIONAL RURAL LETTER CARRIERS' ASSOCIATION

The National Rural Letter Carriers' Association (NRLCA) is proud to be a national partner in the Food Drive.

The NRLCA will assist NALC and the drive's other sponsors in promoting the collection of nonperishable food. Participation by rural letter carriers-which is on a voluntary basis-will provide an opportunity to collect and distribute donations in underserved areas of the country.

With millions of Americans out of work and facing food insecurity, it is more important than ever for all letter carriers, city and rural, to continue an active partnership for this very worthy cause.

NRLCA Administrative Assistant to the President Scott Stice will serve as NRLCA contact at 703-797-8406 or sstice@nrlca.org.

AFL-CIO ORGANIZATIONS

AFL-CIO Community Services liaisons and the Labor Agency Network, working with field mobilization staffers, state federations and central labor councils, will provide assistance to NALC branches in coordinating support and recruiting volunteers to assist with collection, sorting and delivery of donated food.

The AFL-CIO plans an active campaign that will help secure broad support, promotion and coverage of the Food Drive through the news media.

Community Services Liaison Yael Foa is the contact at AFL-CIO headquarters. Will can be reached at 202-639-6245 or by email at yfoa@aflcio.org.

United Way Worldwide

701 North Fairfax Street Alexandria, Virginia 22314-2045 tel 703.683-7810 www.liveunited.org

Stacey D. Stewart U.S. President United Way Worldwide

United Way

Section 4

TO: United Way Chief Volunteer and Executive Officers

FROM: Stacey D. Stewart SDS

DATE: January 15, 2016

SUBJECT: NALC National Food Drive – May, 2016

I am pleased to announce that United Way will once again partner with the National Association of Letter Carriers (NALC) National Food Drive, *Stamp Out Hunger* ® in 2016. It is our privilege to once again join with organized labor, an indispensable partner in our broader mission to create real and lasting change in communities throughout the United States.

In May 2015, the 24rd annual *Stamp Out Hunger* Food Drive collected nearly 71 million pounds of food in one day for individuals and families in need throughout the United States. This was the 12th year in a row that the Food Drive exceeded 70 million pounds, bringing the total amount of food collected since the drive began in 1992 to a staggering 1.4 billion pounds. Behind those numbers are the many individuals and families whose lives have been improved by the passion and hard work of volunteers. Hundreds of United Way-supported food agencies across the country are recipients of donations, helping us meet a vital community need.

The 2016 Letter Carriers *Stamp out Hunger* Food Drive will take place on <u>Saturday, May 14,</u> <u>2016</u>. Please promote this drive in your community by encouraging the participation and support of your staff, volunteers and local agencies. Contact the NALC leaders at your local post office to get more information about how you can support this important effort and demonstrate our appreciation for our partnership with the National Association of Letter Carriers.

For additional information about this partnership to help "Stamp Out Hunger," please contact Ana Avendaño, Vice President, Department of Labor Engagement at United Way Worldwide (UWW), (703) 683-7833 or at <u>ana.avendano@unitedway.org</u>.

Thank you in advance for your leadership and support in this important partnership, and for choosing to LIVE UNITED with the National Association of Letter Carriers.

cc: Fredric V. Rolando, President, National Association of Letter Carriers



NATIONAL RURAL LETTER CARRIERS' ASSOCIATION

1630 Duke Street

Alexandria, Virginia 22314-3467

Phone: (703) 684-5545

Executive Committee

P.O. Box 727

(828) 369-5054

SHIRLEY BAFFA

P.O. Box 2435

(870) 613-7838

JEANETTE P. DWYER, President RONNIE W. STUTTS, Vice President CLIFFORD D. DAILING, Secretary-Treasurer JOEY C. JOHNSON, Director of Labor Relations DAVID L. HEATHER, Director of Steward Operations

January 19, 2016

(805) 420-9378 Dennis L. Conley P.O. Box 445 Franklin, NC 28744-0445

Fillmore, CA 93016-0727

DONALD L. MASTON, Chairman

SUSAN T. KNAPP P.O. Box 599 New Hampton, NY 10958-0599 (845) 956-1117

Batesville, AR 72503-2435

Mr. Fredric V. Rolando President, National Association of Letter Carriers 100 Indiana Avenue NW Washington, DC 20001-2144

Dear Fred:

The National Rural Letter Carriers' Association proudly continues its support of the National Association of Letter Carriers (NALC) annual Food Drive. On this day, postal workers from all across the nation band together in the constant fight against depravation and hunger.

In 2015, the rural letter carriers of America assisted in collecting and distributing 379,586 pounds of donations to otherwise overlooked corners of the United States. These donations helped to directly restock food banks, pantries, and shelters within the local communities in which they were collected.

Now in its 24th year, this effort has become the largest one-day food drive in the nation. When you consider that each bag of donations represents a meal for a family in need, it quickly becomes clear how such a small act of charity on the part of one person can resonate so profoundly in the communities in which we work and live.

Fred, the National Rural Letter Carriers' Association is proud to align ourselves with such a noble and distinguished cause. I thank you and your members personally for championing the fight against hunger in America. I look forward to working with you in order to "Stamp Out Hunger" in 2016.

Sincerely and fraternally,

eanette P. Duyer

Jeanette P. Dwyer President National Rural Letter Carriers' Association

®

American Federation of Labor and Congress of Industrial Organizations



815 Sixteenth Street, N.W. Washington, D.C. 20006 (202) 637-5000 www.affcio.org

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Dennis D. Williams

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Eric Dean

TO: International and National Union Presidents Principal Officers of State Federations Principal Officers of Central Labor Councils and Area Labor Federations

FROM: Richard L. Trumka, President

- DATE: January 20, 2016
- RE: Stamp Out Hunger Food Drive May 14, 2016

Underemployment and joblessness remain high, and the need for food assistance remains great. Thankfully, for so many in need of a helping hand, the National Association of Letter Carriers' annual *Stamp Out Hunger Food Drive* is coming back for the 24th consecutive year.

Working in partnership with the AFL-CIO Community Services Network, United Way Worldwide, our nation's food security advocates and a host of other partners, the NALC gets food into the cupboards of those in need. All people need to do is place a bag of unopened, non-perishable food next to their mailbox before their letter carrier delivers their mail on Saturday, May 14, and the carrier will do the rest. Once collected, the food is taken back to the postal station, sorted and delivered by union volunteers to area food banks or pantries for needy families.

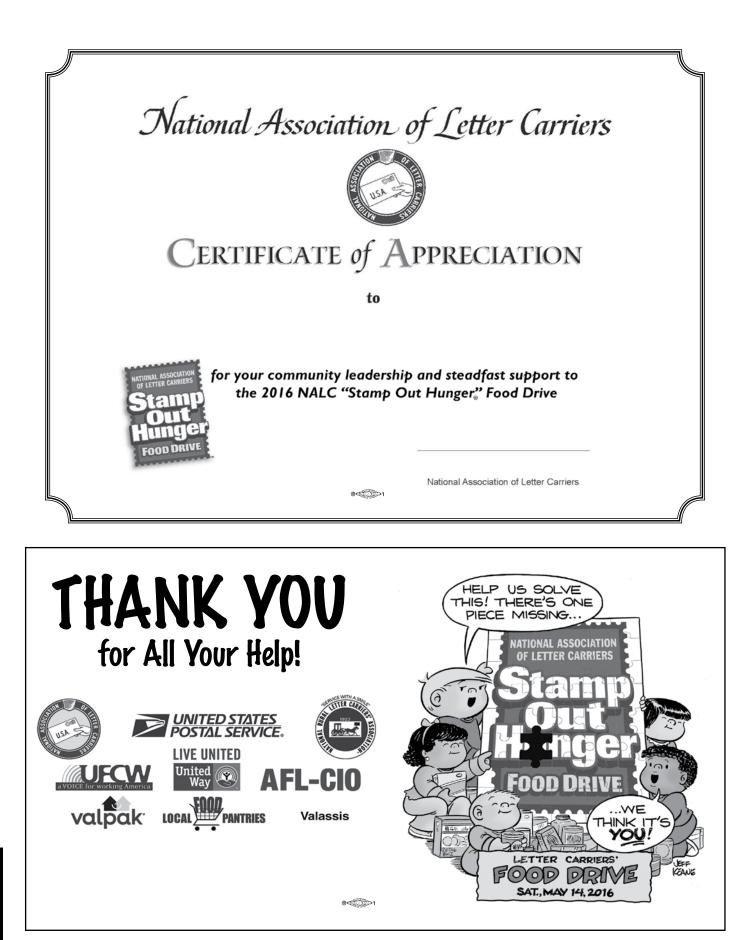
The NALC *Stamp Out Hunger Food Drive* is the largest one-day food drive in the nation. Last year, more than 71 million pounds of food was collected, making it the twelfth consecutive year that collections reached over the 70-million-pound mark. Since the drive began in 1993, nearly 1.4 billion pounds of food have been collected.

Please publicize and promote the May 14, 2016, NALC *Stamp Out Hunger Food Drive* among your members. With the support of unions and America's working families, the NALC can collect more food and by doing so, help those who have lost their jobs and the millions more facing economic uncertainty.

If you have any questions or would like to get more involved with the NALC *Stamp Out Hunger Food Drive*, please contact Yael Foa, National Community Engagement United Way Program Coordinator, at 202-639-6245 or yfoa@aflcio.org.

Thank you for supporting the National Association of Letter Carriers *Stamp Out Hunger Food Drive.*

RLT/fmt





2016 Letter Carriers' Food Drive Volunteer Certificate

Volunteer information	Volunteer activity
Name	Date of activity
Address	Location of activity
	Brief description of activity
Phone contact	
Email address	
Part of a group? (Name)	
	Number of activity hours

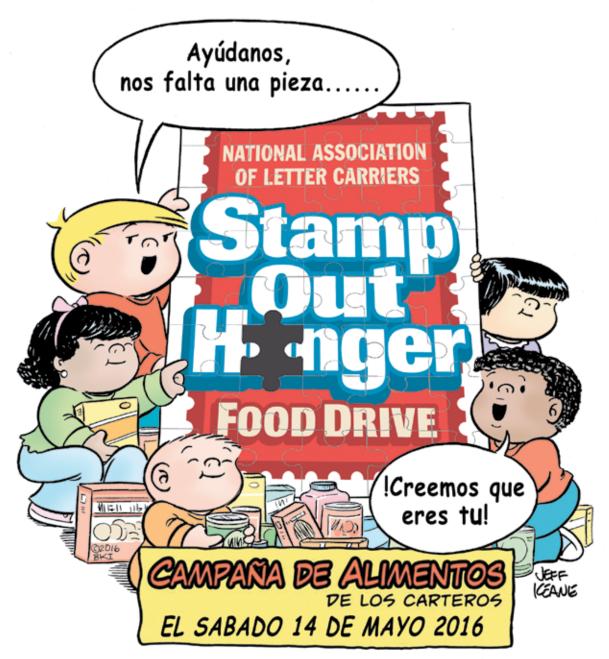
Volunteer activity verification						
To be completed by leader						
Name		NALC branch number				
Address						
	City	State	ZIP			
Phone contact	Email address					
I attest that the volunteer listed a	oove performed the listed volunteer activity					
Signature		Date				
	ck out the NALC food drive at nalc.org/food					

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Section 5

NOTES

EL SABADO 14 DE MAYO 2016



DEJA UNA BOLSA DE ALIMENTOS NO PERECEDEROS JUNTO A TU BUZÓN DE CORREO. LA ENTREGAREMOS A UN BANCO DE ALIMENTOS LOCAL.

- NATIONAL PARTNERS



SATURDAY, MAY 14th 2016

