



Eat Up Satellite Project

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Introduction

Welcome to the Eat Up Satellite Project! This welcome pack will guide you through the steps to set up and run a successful satellite project in your community. We're excited to have you on board in our mission to reduce food waste and address food insecurity.

Project Overview

The Eat Up Satellite Project is a community-led initiative focused on rescuing surplus food from local businesses and redistributing it to people in need. As a satellite project leader, you'll play a crucial role in coordinating food collection, preparation, and distribution within your local area. This initiative depends on volunteers such as yourself, and we are so thankful for your efforts.

8 Steps to Success

1. Identify Local Food Sources



Scout potential partners like restaurants, cafes, and supermarkets.

Start by identifying local businesses that may have surplus food. This could include restaurants, cafes, supermarkets, bakeries, and catering companies. Reach out to them and explain the Eat Up Satellite Project and its goals. Emphasise the benefits of partnering with you, such as reducing food waste, supporting the community, and potential tax deductions.

1. Recruit Volunteers



Build a team to help with collections, prep, and distribution.

Recruiting a dedicated team of volunteers is essential for the success of your satellite project. Spread the word through local community groups, social media, and volunteer centers. Clearly define the roles and responsibilities for each volunteer, such as food collection, sorting, preparation, distribution, and administrative tasks. Consider hosting an information session to attract and onboard new volunteers.

1. Establish a Collection Schedule



Plan regular pickups based on partner availability.

Work with your food source partners to establish a consistent and reliable collection schedule. Determine the best days and times for pickups, taking into account their operating hours and the availability of your volunteers. Ensure that you have enough volunteers and transportation resources to handle the collections efficiently. Communicate the schedule clearly to all volunteers and partners, and be prepared to make adjustments as needed.

1. Secure a Suitable Preparation Space



Find a kitchen or community center for preparing meals.

A safe and hygienic preparation space is crucial for ensuring the quality of the meals you provide. Explore options such as community centers, church kitchens, or donated restaurant space. Ensure that the space meets all necessary health and safety regulations, including proper food storage, cooking equipment, and sanitation facilities. Consider the location and accessibility of the space for both volunteers and beneficiaries.

1. Prepare Nutritious Meals



Create balanced meals using rescued food, following safety guidelines.

Focus on preparing nutritious and balanced meals using the rescued food. Prioritize food safety by following proper handling, storage, and cooking guidelines. Be mindful of dietary restrictions and allergies when planning meals. Consider involving a nutritionist or experienced cook to ensure that meals are both healthy and appealing. Label all meals clearly with ingredients and preparation dates.

1. Establish Distribution Channels



Partner with local charities or community centers for distribution.

Identify reliable distribution channels to reach people in need within your community. Partner with local charities, community centers, shelters, and food banks. Determine the best locations and times for distribution, considering the needs and accessibility of the target population. Ensure that you have enough volunteers to manage the distribution process efficiently and respectfully.

1. Promote Your Project



Raise awareness and attract more support through local media.

Promote your Eat Up Satellite Project to raise awareness and attract more volunteers, food source partners, and beneficiaries. Utilize local media channels such as newspapers, radio stations, and community websites. Create engaging social media content to showcase your project's impact. Organize community events to generate interest and support. Share success stories to inspire others to get involved.

1. Track Your Impact



Monitor the amount of food rescued, meals served, and people helped.

Tracking your project's impact is crucial for demonstrating its value and securing ongoing support. Monitor the amount of food rescued, the number of meals served, and the number of people helped. Collect data on the demographic characteristics of your beneficiaries. Use this information to refine your strategies and improve your project's effectiveness. Regularly report your findings to Eat Up and your local community.

Toolkit

Here are some helpful resources to support your Eat Up Satellite Project:

- **Project Planning Template**  Pencil Plan Icon
- **Volunteer Recruitment Guide**  Speech Handshake Icon
- **Food Safety Guidelines**  Team People Icon
- **Partnership Agreement Template**  Grid Calendar Icon
- **Community Outreach Materials**  Celebration Rocket Icon
- **Contact List**  Phone Contact Icon

Need Help?

For any questions or assistance, please contact the Eat Up Support Team.

 Team People Icon

Thank you for joining the Eat Up movement! Together, we can make a difference in our communities.