

QUICK-SETUP GUIDE

Use this Quick-setup Guide to plan and carry out your Offering of Letters event. For more detailed ideas and guidance, read the inside pages of this booklet.

- 1 Read** the issues part of this toolkit (pages 1-11 in the bound part). Then familiarize yourself with the supplements in the toolkit (items in the pockets of the folder). These are materials to help you promote your event and for participants to learn about the issues and write letters. Order/gather additional supplies as necessary.
- 2 Determine** what will happen at your event and plan it. **Schedule** your event. Work with your pastor, mission committee, or church council to get permission and support.
- 3 Promote** your event through announcements (spoken and in the bulletin), newsletters, and social media in the weeks before your event.
- 4** On the day of the event, **integrate** the hunger topic in the entire worship service or event. **Prepare** your space and supplies.
- 5 Gather** the letters and **bless** them, and then **thank** people for participating. **Count** the total letters for each member of Congress, and then **mail** the individual letters to Capitol Hill. **Report** your Offering results to Bread using either the form in the companion materials or online at bread.org/evaluation.
- 6 Stay involved.** Keep following the Offering of Letters campaign and visit the Activist Corner regularly (bread.org/activist), and encourage people to continue their advocacy with Bread for the World.



425 3rd Street SW, Suite 1200, Washington, DC 20024
1-800-822-7323 • Fax 202-639-9401 • bread.org