

How to Organize a Food Fast Retreat

Use this timeline to help organize your Food Fast.

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FACE THE FAST

Eight Weeks before Food Fast:

Set a date and select a place to hold your Food Fast.

Form a Food Fast planning team of youth, parents, and teachers from the parish, school, or different groups in the diocese.

- Recruit adult chaperones to assist you. One adult per ten participants is recommended.

Seven Weeks before Food Fast:

Invite youth to participate in Food Fast.

- Hang Food Fast *Posters* with the date and time of your retreat in prominent places in the parish or school. (Order posters at foodfast.org.)
- Download the Food Fast *Flier* to distribute to and recruit participants.
- Use the *Bulletin Announcements* to invite youth to participate in the Food Fast.

Six Weeks before Food Fast:

Plan the schedule for Food Fast.

- Review the Food Fast retreat schedule and select the activities that will work best with your group. The *Guide to Organizing Food Fast Activities* offers a suggested order of activities.

Five Weeks before Food Fast:

Invite a CRS Global Fellow to speak at Food Fast.

- Invite a Catholic Relief Services Global Fellow to your Food Fast to share the message about our gospel call to global solidarity. Global Fellows have witnessed firsthand how the work of CRS helps bring joy and assistance to those in need around the world. To invite a Global Fellow to a parish or school, contact Catholic Relief Services at 1-866-608-5978 or globalfellows@crs.org.

Four Weeks before Food Fast:

Inform parents about Food Fast.

- Send a copy of the *Parental Consent Form* to the parent or guardian of each participant, and set a deadline for forms to be returned.

Three Weeks before Food Fast:

Promote Food Fast to your community.

- Send the Food Fast *Press Release* to local media to inform them about your retreat. If you need assistance in securing media coverage, contact CRS (foodfast@crs.org) for help.
- Email foodfast@crs.org so that we can include your group on the Food Fast website's *Fasts in the United States* and invite other youth groups to pray with you during your retreat.

Two Weeks before Food Fast:

Announce to your community why youth are holding a Food Fast.

- Ask your pastor or principal if participants may make an announcement to the entire community about the upcoming Food Fast.
- Make sure all *Parental Consent Forms* have been returned.

One Week before Food Fast:

Make final preparations.

- Gather materials for the retreat. Review the *Materials Needed Check-list* and *Setting up the Food Fast Space*.
- Remind participants to bring donations that they collected to the Food Fast.

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Hold Your Food Fast!

One Week After Food Fast:

Tell CRS about your Food Fast.

- Collect remaining donations from participants and send to CRS.
- Complete the Food Fast *Coordinator Evaluation* at foodfast.org.
- Send photos from your Food Fast to Catholic Relief Services. Be sure to include signed *Parental Consent Forms* so we can use the photos online or in future materials.
- Thank your planning team, volunteers and participants for making Food Fast a success!

Stay Involved with Catholic Relief Services

- For more ideas on staying involved after your Food Fast, visit foodfast.org/stay-involved.
- Join Catholic Relief Services' Food Fast Facebook fan page for the latest information about CRS' work around the world.