

KNIGHTQUEST 2020: **COMBAT HUNGER**

centralpenn.edu/KnightQuest



Overview

KnightQuest is an opportunity for YOU—students, faculty, staff, and alumni—to team up with your fellow Knights in support of Central Penn College’s annual philanthropic initiative. Teams will be created and will compete to raise funds, donations, and support during the specified competition period. This year, the college announced that its philanthropic initiative is Combat Hunger, which will address food insecurity throughout the Central PA region!

About KnightQuest 2020: Combat Hunger

- College fundraising challenge
- Benefits the following food banks/pantries
 - Central Penn College Food Pantry
 - East Pennsboro Panther Pack
 - Lancaster County Food Hub
 - Lebanon County Christian Ministries
 - New Hope Ministries
 - Perry County Food Bank
 - Project Share
 - Salvation Army of Harrisburg
 - South Central Community Actions Plan
 - York County Food Bank
- Runs Sept. 21 – Dec. 1
- 2020 Goals:
 - Total dollars donated: \$4,500
 - Total non-perishables: 4,500
 - Total hours volunteered: 450

Building Your Team

Your first step is to create your team. Each team is recommended to have 10 members. Teams can be organized by club involvement, program of study, housing assignments, departments, committees, or a random mix of students, faculty, staff, and/or alumni!

To register your team, complete the online registration form located at: CentralPenn.edu/KnightQuest. The form will ask for a team name and designated team captain. Team members will be able to register individually. Register your team as soon as possible, so that you can plan your fundraising activities as soon as possible! Online and in-person monetary donations will be tracked thru GiveButter. Food donations and volunteer hours will be tracked in a separate spreadsheet.

Important Dates

- Monday Sept. 21 – KnightQuest Begins!
- (Tuesday of Week 9) Dec. 1 – All food, money and volunteering complete.
- (Friday of Week 9) Dec. 4 – All food, money and volunteering hours submitted. None will be accepted after this date. All food and money will be collected and distributed.
- (Monday of Week 10) Dec. 7 – All food, money and volunteer hours will be compiled. Winners will be announced Tuesday of Week 10.
- Week 10 and 11 – Donations of food and monies to be delivered to the selected non-profit organizations.

Earning Team Points

Each activity is worth a certain amount of points:

- 1 food item donated = 1 point
- \$1 donated = 3 points
- 1 hour of volunteering = 10 points (.5 hours would equal 5 points)

*Volunteer hours must be earned at CPC-approved organizations listed in these Guidelines. Teams can volunteer for any of the CPC-sponsored organizations. Watch Student Central/Central Station for some available days/times or reach out to the contacts below. Teams should not contact organizations directly.

- Central Penn College Food Pantry – Adrienne Thoman
- East Pennsboro Panther Pack – Adrienne Thoman
- Lancaster County Food Hub – Susan Lynch
- Lebanon County Christian Ministries – Lynne Seachrist
- New Hope Ministries – Paul Miller
- Perry County Food Bank – Trang Rioux
- Project Share – Curtis Voelker
- Salvation Army of Harrisburg – Derek Whitesel
- South Central Community Actions Plan – Trang Rioux
- York County Food Bank – Greg Colburn

*Faculty/staff are eligible for up to eight hours per term to use toward CPC-sponsored volunteer opportunities as long as there is appropriate department coverage.

For your team to receive credit for your volunteer hours, please complete the KnightQuest Volunteer Hour Form and email to KnightQuest@centralpenn.edu. Forms should be submitted weekly by the team captain.

Earning Team Points – Bingo Card

Each participant will be provided a BINGO card. This is a great opportunity to utilize this tool to carry you and your team through the competition while earning additional team points at the same time!

Check out how you can earn additional points for your team through utilizing the BINGO card:

- Complete 1 Row (Horizontal) = 10 points (one time, first full row only)
- Complete 1 Diagonal = 25 points
- Complete 2 Diagonals = 50 points
- Complete Entire Card = 100 points

**With each person having his/her own card, these points can add up quickly for a team by the end of the Combat Hunger campaign, so encourage your team members to complete as many squares as they can for BINGO! Points will be totaled per person in each team.*

For tracking of completion for some of the BINGO squares, participants are encouraged to post on the CPC app using #CPCCombatHunger.

**For monetary and food donation squares, the amounts will be cumulative by team.*

Submitting Your Donations

Food Items can be dropped off at any of the specified zones below. Please attach a KnightQuest Donation label to properly identify your team for point tracking and list your donation on the tracking sheet. Labels and tracking sheet will be available at each drop-off zone. Zones are located at:

- Summerdale Campus Drop-Off Zones: ATEC Lobby and Milano Hall Human Resources Lobby
- Lancaster Center: Main Desk or Center Director Susan Lynch

Monetary Donations should be enclosed in an envelope and delivered to either drop off location listed below. You will be asked to complete a short donation form for tracking purposes. Donation locations are located at:

- Summerdale Campus Drop-Off Zone: Business Office, Milano 12.
- Lancaster Center: Main Desk or Center Director Susan Lynch

Managing Money

Please follow the following guidelines when handling money related to KnightQuest.

- The official fundraising period begins Sept. 21 – Dec. 1. Any donations given outside of the fundraising period will be accepted but will not count toward your total in the competition.
- All fundraising is to be conducted for the exclusive benefit of the organizations listed under the “About KnightQuest” section.
- Checks should be made payable to Central Penn College. All donors should write the team name in the “memo” portion of the check.
- Credit Card contributions are accepted online via GiveButter.
- All proceeds must be turned in to the Business Office the next business day after the fundraiser. Under no circumstances should club advisors, officers or members keep club funds in their possession for more than one business day. Lancaster Center students should submit proceeds to Susan Lynch.
- If a tax receipt is needed, donors should contact KnightQuest@centralpenn.edu.

Fundraising Ideas

There are many great ways to raise funds. Here are just a few ideas, but search Google for more fun ideas:

- Homemade crafts
- Baked goods
- Services (cleaning, carwash, etc.)
- Used book sale or yard sale
- Photo contest
- Food sales (subs, pizzas, etc.)
- Virtual basket auctions
- Birthday challenge virtual fundraiser
- Virtual paint or craft night
- Ticketed virtual event (discussion, speaker, cooking lessons, etc.)
- Virtual walk or run
- Share fundraising links on all their social media accounts

Additional Guidelines

As a KnightQuest participant, you need to follow these guidelines when raising money:

- Any off-campus use of Central Penn College name, logo or stationery in any mailings, advertisements, or for the media must receive prior approval from our Marketing Department.
- T-shirts or promotional items using the Central Penn College logo must receive prior approval from our Marketing Department.
- Teams may not open a bank account under the College name or federal tax ID number (TIN). Any check donations listing the College "Payee" must be forwarded to the Advancement office to be deposited.
- All fundraising expenses must be donated or budgeted for within the proceeds of the event. The College cannot reimburse candidates/campaign team members/etc. for any expenses related to their fundraisers.
- Teams are considered representatives of Central Penn College. As such, teams should avoid fundraisers that have a potential conflict of interest with the College's mission, programs or policies.
- Team members will not sign a contract with the College name on it.
- Due to state laws, you are not permitted to hold a 50/50 raffle or cash BINGO.

Planning Your Fundraiser

Here are a few how-to's to help you plan and execute your team fundraisers:

- Pick a date. Email your team name and the details of your event (name, date, time, location) to adriennethoman@centralpenn.edu to reserve the date. Lancaster students should contact susanlynch@centralpenn.edu.
- Reserve a room. Contact adriennethoman@centralpenn.edu to check room availability and reserve a space. Lancaster students should contact susanlynch@centralpenn.edu.
- Request equipment. If equipment is needed (tables, chairs, grill, etc.), send an email to Maintenance@centralpenn.edu with the details of your request (name, date, time, location, specific needs).
- Consider sound/AV needs. Limited sound equipment is available (speaker, mic, etc.). Contact adriennethoman@centralpenn.edu to check room availability and reserve a space.
- Promote your event. There are many tools to help you get the word out about your event. Contact adriennethoman@centralpenn.edu to determine which tools would work best for you.
 - Activities Calendar
 - Student Activities Facebook page
 - Blackboard "Get Involved" Page
 - Flyers
 - Student Central
 - Central Penn College App
 - Text messaging

Keeping Track of Your Team's Progress

Throughout the campaign, we will be keeping a running tally of how each team is progressing. We also will recognize the top point earners each week. We expect a close race! Watch for updates at the following locations:

- www.centralpenn.edu/KnightQuest.
- Video screens
- Student Central
- Social Media
- Central Penn App

Prizes

The campaign will run for a total of 11 weeks. Each week the top fundraisers of that week will be recognized and receive a small team prize (will vary each week). The grand prize team at the end of the campaign will be recognition on our KnightQuest perpetual plaque located in Milano Hall.

- **Week 1** – All participants receive a KnightQuest sign up gift!
- **Week 2** – Gift bag with candy and snacks
- **Week 3** – CPC notebook and pen
- **Week 4** – \$5 Amazon Gift Cards
- **Week 5** – CPC masks
- **Week 6** – CPC t-shirts
- **Week 7** – CPC mugs
- **Week 8** – \$10 Amazon gift cards

GRAND PRIZE - The winning team will be able to select from the following grand prize options:

- 10 Passes to Hersheypark Christmas Candylane
- 10 Passes to Roundtop Mountain Resort Snow Tubing
- Lunch with President Fedrizzi-Williams (Max of 10 participants)
- Team recognition on a Central Penn College billboard

**Prizes are subject to change*

Questions

We look forward to your involvement in KnightQuest! If you have questions along the way, please contact any members of the Combat Hunger Work Group listed below.

- Greg Colburn - GregColburn@centralpenn.edu
- Susan Lynch – SusanLynch@centralpenn.edu
- Paul Miller - PaulMiller@centralpenn.edu
- Trang Rioux - TrangRioux@centralpenn.edu
- Lynne Seachrist - LynneSeachrist@centralpenn.edu
- Breanna Stalsitz - Breanna.Stalsitz@mymail.centralpenn.edu
- Adrienne Thoman - AdrienneThoman@centralpenn.edu
- Curtis Voelker - CurtisVoelker@centralpenn.edu
- Derek Whitesel - DerekWhitesel@centralpenn.edu