



SEED PROGRAMS  
INTERNATIONAL

# SEED PACKING EVENT

GUIDEBOOK

# Thank you for Hosting an Event!

Thank you for choosing to partner with Seed Programs International (SPI) to host a seed packing event! It is wonderful to have you as part of our global network as we work together to improve food security in communities around the world.

**Seeds improve lives!** The seeds that you are packaging will be used to grow vegetables that will provide vital nutrition to families struggling with food insecurity. The high nutrient value of vegetables creates a more balanced and healthy diet, rich in micro-nutrients. These nutrients help children develop and fortify adults' physical and mental resilience. Vegetables can also be marketed to generate income. This income can be used to lift families out of poverty, keep children in school, and pay for medical needs.

## ***You are packing seeds to fight hunger and change lives!***

This guidebook will provide general instruction for the packing process. It includes a list of the needed supplies, setup and filling instructions, and suggestions for sharing your support through social media.

### **About Your Seed**

Seed is a living organism. This means it can be damaged or even die. It is important to keep your seed in a cool, dry place to avoid spoiling the seed. If your seed becomes moist or contaminated, please notify your organizer. Do not ship damaged seed - it may not germinate.

When people invest time and resources into their gardens, the quality of their materials is critical. SPI seed is *world-class quality*. It is regularly tested by certified seed laboratories to ensure the appropriate germination rates, giving gardeners the best possible chance of a bountiful harvest.

### **Contact Information:**

Email: [getinvolved@seedprograms.org](mailto:getinvolved@seedprograms.org)

Phone: 828-337-8632





## Thank you supporting our mission with your time and hard work!

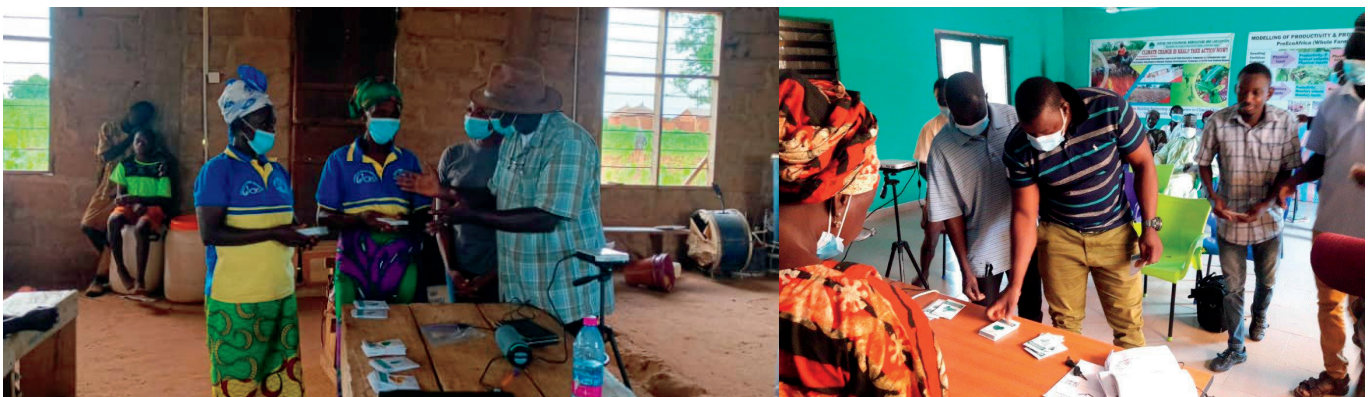
SPI will help you organize your event so that it is a fun and enriching experience for everyone involved. Please do not hesitate to contact us if you have any questions or suggestions. We appreciate your work and want you to feel confident in your event.

### Prior to your event, you will receive the following supplies from SPI:

- Bulk seed, quantity will depend on the size of your event.
- Seed packets, number will depend on size of your event.
- Information about SPI (Brochures, stickers).
- Postcards to write a message to the recipient.
- SPI Seed Packing Event Guidebook (this document).
- Video about SPI.
- Video about packaging seed.
- Document on how to get involved with SPI.
- Sign-up sheet for newsletter and photo release.

### The following supplies should be organized by the host organization:

- A **clean, dry** area to pack your seeds.
- Tables and chairs for seed packing stations.
- A way to view SPI videos (screen or projector for groups; phones for individuals).
- Measuring spoons (teaspoon, ½ teaspoon, and ¼ teaspoon).
- Bowls (to hold seed).
- Glue sticks, tape, or staples to sealing envelopes shut (unless self-adhearing envelopes used).
- Gallon size resealable bags.
- Trays or baking sheets (to capture any seed spillage - optional).
- Small baskets for holding sealed seed packs (optional).
- Popsicle sticks to level measuring spoon amount (optional).
- Pens or markers to write encouraging messages on SPI postcards.
- Boxes and packing tape to package the seed for shipment or delivery.
- Pens and paper for tallying and writing a message to the recipient.
- Fun!



## Volunteer Roles:

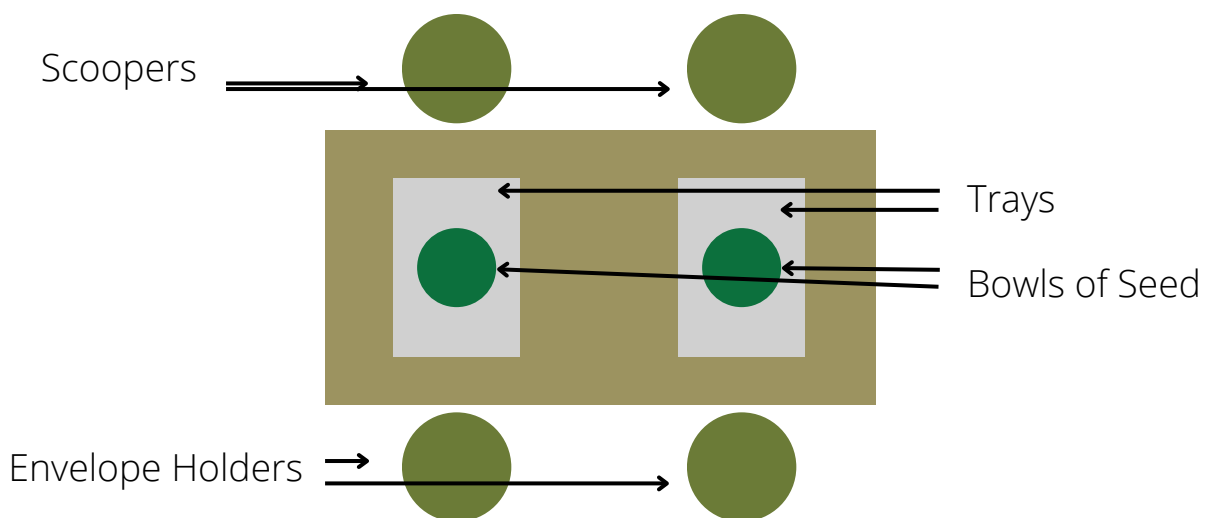
- **Seed Packing Teams** (majority of volunteers)
  - **Scooper:** Person that holds the measuring spoon, measures the seed, and scoops the seed into the seed envelope.
  - **Envelope Holder:** Person that holds the envelope open for the scooper and seals the filled envelope closed.
- **Counters & Packers** (2-4 people): People that collect the filled seed envelopes, count them, bag them in sets (often 100 counts are used), and package them for delivery to recipients.
- **Note Writers** (anyone interested): SPI included postcards that you can use to write a letter to the recipient organization.

## On-Site Set-Up:

- The Seed Packing Host will provide a location for the event, tables (suggest 6 or 8 foot long tables), chairs, and electronic devices and screens to view SPI informational and instructional videos.
- Seed Packing Stations will be set up along the tables. Each station can have a seed packing team of one or two participants to fill and seal seed packets. Two stations can be arranged on a 6' table and three stations can be arranged on an 8' table.
- A counting and packing station will be set up at a separate one or two tables.

## Suggested Arrangement for Seed Packing Stations:

The diagram below shows the suggested arrangement for a 6' table with two seed packing stations, each with a seed packing team of two. The scooper should stand opposite the packet holder with the tray and bowl of seed between them on the table.



Each seed packing station should have one tray, one bowl of seed (filled from the resealable bag of seed), one bundle of seed envelopes, one measuring spoon, one sealing method (glue stick, tape, staples), one popsicle stick (optional), and one small basket (optional). At set-up, ensure seed envelopes match seed type in the bowl. Type of seed will be marked on the bag.



## Seed Packing Team Instructions

Below are step-by-step instructions for packing seed into envelopes at the seed packing stations.

### Scooper Instructions (1 person)

**Step 1:** Determine the specific measuring spoon needed for the seed you are packaging. Refer to the event specific guide for measuring spoon size guidance.

**Step 2:** Scoop the seed from the bowl using the measuring spoon. For small seeds (like tomatoes, peppers, and onions), you can use a popsicle stick to level the seeds flat in the scoop (see photo). For large seed varieties (like watermelon and butternut squash) the scoop can be slightly heaped.

**Step 3:** Pour the seeds into the envelope.



### Envelope Holder Instructions (1 person)

**Step 1:** Hold the envelope upright with the opening at the top while it is being filled with seeds by the Scooper.

**Step 2:** After the seed is in the envelope, use a glue stick, tape, or staples to seal the flap down and close the envelope. Self-adhesive envelopes might also be used. If glue is used, take care to use enough glue to seal the envelope, but not too much to cause envelopes to stick to each other.

**Step 3:** Place the sealed envelopes upright in the basket and allow time to dry. Check occasionally to ensure packet are not sticking to each other.



### Helpful tips:

- A light color tablecloth can be used to more easily see spilled seed.
- Food, beverages, and gum should not be allowed near the packing space. If the seeds get wet, they will spoil. Do not package wet or contaminated seeds.
- Glue will be used to seal the seed packets closed. Give the glue time to dry before putting the filled packets into the resealable bag.

## Counters and Packers Team Instructions

A separate one or two tables can be set-up for counters & packers and the note writers. This table should have resealable bags, pen and notepad, postcards, boxes and packing tape.

### Counters and Packers Instructions (2-4 people)

**Step 1:** Collect sealed seed packets from the baskets on each table.

**Step 2:** Sort the seed packets by vegetable type.

**Step 3:** Create ten stacks of ten packets each, totaling 100 packets.

**Step 4:** Put all 100 packets into a gallon sized resealable bag.

**Step 5:** Gently press down on the bag to release excess air, then seal the bag.

### Helpful tips:

We packed extra seed in case of accidental spills or overfilling. This means you will probably have some seed left over. Any remaining seed can either be donated as is in the original Ziploc bag along with the filled seed packets, or you might want to keep it to plant in your own garden or share with friends.



## Note Writer Instructions

SPI has provided some SPI postcards for you to write a letter to the recipient organization. If you prefer, you may also choose to use your own letterhead. This activity can be completed by anyone interested. Everyone can use a little encouragement now and then. A possible letter can read: *"Enjoy your seeds and the healthy vegetables they grow! We will be thinking of you and send you well wishes for a wonderful harvest. Happy Gardening!"*





# Tell others about your seed packing experience!

Help tell your story to your families and friends!

We encourage you to post photos on social media and tag @seedprograms to your post. Seed Programs International is present on Facebook, Twitter, LinkedIn, and Instagram. You can also share photos directly with us and we will make a social media post to celebrate your effort. Please ensure all individuals in the photos have agreed to have their image used in promotional materials.

You can also add a hashtag to your social media post. We suggest the following hashtags: **#seedprograms #sowseedtogether #seedpackingevent #endhunger #zerohunger #foodsecurity**



## Stay involved with Seed Programs International

There are many ways to stay involved in SPI programs. You can:

- Sign up for our newsletter by providing us with your email or you can sign-up for it at the bottom of our website ([www.seedprograms.org](http://www.seedprograms.org)).
- Follow us on social media and share our posts with your friends. Interacting with our posts helps us spread our reach and increase our impact.
- Read, share, and comment on our blogs. We recently started a blog on our website. Stay involved in our programs and let us know your thoughts.
- In some cases, our website might include a page that is specific to your event. Participants can be accessed this page for more information.
- Use Amazon Smile to donate 0.5% of your eligible purchases to SPI. Search for us as Seed Programs Inc. or use our EIN: 56-2092576.
- Volunteer in other ways! Are you skilled in digital marketing, web design, translations, or gardening? Contact us at [getinvolved@seedprograms.org](mailto:getinvolved@seedprograms.org) and we can discuss ways for you to support our programs.