



BackPack Program

Handbook

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- Teacher Guidelines
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BackPack Program

2015-2016 Statewide Operating Guidelines

GPFB = Great Plains Food Bank

BackPack Program Partner = Your organization

General

- Food must be given out at least once per month at each site.
- No fee can be charged for food or enrollment into the Program.
- If anything changes within your program (new champion or delivery address), please contact the GPFB to let them know.

Funding

- The BackPack Program Partner is responsible for acquiring adequate funding for the program.
- GPFB can offer technical support and assistance with fundraising upon request.

Food Selection

- GPFB will handle food ordering and a rotating menu selection.
- There will be no more special diet bags. We will only offer non-beef/ non-pork.
- The BackPack Program Partner has the option of ordering bulk product by the case or pre-packed grocery bags.

Food Storage

- GPFB is responsible for storage of food product before it's packed and transported to the BackPack Program Partner.
- Each BackPack Program Partner will find a safe and secure location at their site to store bags prior to distribution.
- Food storage must be 6 inches off of the floor.

Volunteers & Packing

- Volunteer opportunities will be streamlined to ensure efficiencies and will be coordinated through GPFB.
- Volunteering will occur on Wednesdays each week.
- GPFB will provide the volunteer space, necessary training, and oversight.
- Product is packed into plastic grocery bags, are tied, and put in boxes for transport.



Transportation

- GPFB is responsible for transporting backpacks to the BackPack Program Partner on a pre-arranged time and schedule.
- A delivery fee of \$0.04 per pound may be charged.

Parental Permission

- BackPack Program Partner is responsible for sending home parental permission slips outlining the program, and receiving parental permission.
 - School will maintain the necessary paperwork on site.

Logistics

- Food will be packed and distributed in plastic grocery bags for students to place into their own backpack.
 - The bags vary in weight each week, but will always weigh no more than 5 pounds.
- Each school/teacher determines the best method for distributing the bags to the participating students.
- Each school decides which students will be invited to participate. It should be students who exhibit need and hunger, regardless of whether signed up for Free/Reduced lunches.
- Discretion is of the utmost importance. Bags are to be placed into the locker or backpack of the student at an inconspicuous time. Please, do not call students out by name to remind them to pick up their bag.
- The names of participants should only be known to a select few staff/teachers.



PARTNER AGREEMENT
GREAT PLAINS FOOD BANK
And

(addendum to Member Agency Agreement)

The terms of the following Agreement have been agreed upon and understood by the Great Plains Food Bank and _____. By signing this agreement, both parties acknowledge their respective duties and responsibilities related to the administration of the BackPack Program. The BackPack Program meets the needs of hungry children by providing them with nutritious and easy-to-prepare food to take home on weekends and school vacations when other resources are not available.

The BackPack Program Partner (_____) agrees to:

1. Distribute healthy, nutritious food to children free of charge.
2. Provide backpacks a minimum of once a month during the school year.
3. Have staff and volunteers with repetitive contact with children pass a National Background Search.
4. Inform the Feeding America Participant in writing of any changes in the BackPack Program personnel, and/or number of children served.
5. Be available for at least one annual site visit.
6. Receive deliveries on the designated day.
7. Store the food off the floor and in a secure place.
8. Keep accurate records and submit reports to the Feeding America Participant to assist in program evaluation.
9. Communicate problems and requests to the Feeding America Participant in a timely manner.
10. At least one representative must receive some form of food safety training, such as ServSafe Food Handler for Food Banking developed by Feeding America and the National Restaurant Association, or an equivalent training.

The Feeding America Participant (Great Plains Food Bank) agrees to:

1. Ensure that program partner meets national and local BackPack Program objectives through annual monitoring inspections and periodic site visits during designated hours of operation. Any issues needing to be addressed will be communicated in writing to the program partner within seven business days.
2. Identify and procure staple food items and/or supplies necessary for the operation of the BackPack Program.
3. Provide or coordinate training opportunities for BackPack Program staff and volunteers as appropriate such as program administration, safe food handling and nutrition education.
4. Schedule BackPack Program meetings to facilitate communication and information sharing between program partners.

This Agreement may be terminated at will by either party with written notice delivered to either party not less than 30 days prior to the desired date.

Upon termination of this agreement, the Program Partner will return any equipment and/or materials provided by the Feeding America Participant for the BackPack Program to the FA Participant within 30 days of termination date.

Program Partner Representative Signature Date

Feeding America Participant Representative Signature Date



DATE: ____/____/____

PART 1: GENERAL INFORMATION

Agency Name: _____

Physical Address of Agency: _____

City: _____ State: _____ Zip: _____

Mailing Address of Agency: _____

City: _____ State: _____ Zip: _____

Storage Site and Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

School Contact Person: _____ Position: _____

Sponsored by 501c3: _____

GPFB Notes: Started: _____

Approved by: Cathy Herbold, Manager of Programs and Agency Services- GPFB



BackPack Program Site Visit Form

General Information:

Program Name:

Date of Visit:

Contact Person:

Delivery Site Address:

School Phone:

Champion Cell Phone:

Email Address:

Location of BackPack Program within the school facility:

Is there proper food storage? **Y N**

Is there any sign of pest/rodent infestation? **Y N**

Is the storage room secured? **Y N**

BackPack Operations:

Parental Notification:

How is eligibility determined?

How are students with allergies identified?

How often do you distribute bags?

Comments:

Signature of GPFB Representative

Date



Date _____

Dear Parent,

Your child has been invited to participate in a new program called the **BackPack Program**. This program is a partnership between _____ and the Great Plains Food Bank.

The **BackPack Program** will provide a backpack full of kid-friendly, shelf stable food for your child to take home and eat over the weekend. They'll receive foods like cereal, pudding, soup, fruit, granola bars, microwavable meals, snacks and other items. With your approval we will send a bag of food home with your child every Friday for the remainder of the school year.

Please know that there will never be a charge for this program; it's entirely funded through grants and private donations.

Please indicate below if you would like your child to participate by checking one of the options and signing:

_____ Yes, my child may participate in the BackPack Program.

_____ No, my child may not participate in the BackPack Program.

Program name is not responsible for any allergic reactions due to BackPack product. Please, read all labels before consuming.

Signed: _____

Please return this form by mailing to me at the address listed, or send with your child to school.

If you have any questions regarding this program, please don't hesitate to contact me.

Sincerely,

Name

Title

Organization



BackPack Program Teacher Guidelines

The Cass Clay BackPack Program provides a bag full of kid-friendly food on Fridays to children who might otherwise not have food over the weekend. The program participants are chosen by you, teachers, principals, counselors or other school officials. If you notice a child who seems chronically hungry, please fill out the referral form.

Here are a few tips to help you identify participants.

Behavior that demonstrates chronic hunger

- Rushing to eat at food lines
- Extreme hunger on Monday morning
- Eating all of the food served
- Lingered around for or asking for seconds
- Comments about not having enough food at home
- Asking when the next meal/snack will be served
- Regularly asking their teacher for food
- Saving/hoarding/stealing food to take home for themselves and/or a sibling
- Asking classmates for food they don't want
- Quickly eating all of the food served and asking for more

Physical Appearance

- Extreme thinness
- Puffy/swollen skin
- Chronically dry/cracked lips

School Performance

- Excessive absences and/or tardiness
- Repetition of a grade
- Chronic sickness
- Short attention span/inability to concentrate
- Chronic behavior problems (hyperactive, irritable, anxious, withdrawn, etc.)

Home Environment

- Often cooks own meals, or has another sibling who does
- Moves frequently
- Loss of household income



BackPack Program Teacher Referral Form

The Cass/Clay BackPack Program is for children who you feel are *chronically hungry*. The program provides backpacks containing food on Fridays to children who might otherwise not be fed over the weekend.

Child's Name:

Age: _____ Grade: _____ Locker #: _____

Teacher's Name:

Please describe the reason(s) for referring this child:

Name/Title of person referring the student

Date

Please forward this completed form to:



Starting a BackPack Program in your community

Becoming a BackPack Program:

Assess the needs of the community

1. Locate school and community champions
2. Locate a sponsoring 501c3 organization
 - a. Usually a church, food pantry, or civic organization
 - b. This is for tax purposes
3. Locate a storage area. Product must be stored in a secure location and off the ground 6 in.
4. Secure funding
 - a. Estimate \$5 per student per weekend
5. Invite the Great Plains Food Bank to visit your storage site and complete an initial site visit.
6. Complete and sign an application and agreement with the Great Plains Food Bank.
 - a. Upon approval you will be given an agency number
 - b. You must also send in a copy of the 501c3 as well as a letter from the organization stating that they are aware of the sponsorship.
7. You are now ready to move forward.

The GPFB will assess their ability to deliver to a new BackPack program. This process is to be discussed with the Operations Team and may take a week to determine. If the truck is already at its maximum capacity, the GPFB may need more time to discuss options.

The state is divided into 4 sections and each section is allowed to place and order once every 4 weeks. Then, the GPFB delivers to the area the following week. If it is an existing delivery location, there is no delivery fee. However, if it is a new location, there is a \$0.04/pound fee.



Ordering:

1. On your area's designated Friday to order, you will receive an email and order sheet from Cathy.
2. Orders must be placed with Cathy by the following Wednesday at 5pm via phone, fax or email.
3. The Great Plains Food Bank will not provide special diet bags except for non-beef/non-pork.
4. Agencies may order bulk product or pre-packed bags.
 - a. Bulk product must be purchased by the case.
 - b. Pre-packed bags are \$5 each and are packed at the GPFB.
5. Orders are picked and packed by the warehouse staff Thursday and Friday, and then are delivered the following week.
6. The BackPack champion will receive a phone call from our office on Friday to state the date and time the truck will deliver to the site.
7. Someone needs to be available when the delivery truck arrives to help move product into the storage site.

Billing/Accounting:

1. Upon delivery, an invoice will be left on site. (Occasionally, this may be forgotten and we will send the invoice separately.)
2. Official invoices from Accounting are sent out once per month.
3. If an agency is behind on payments, we will send out a notice at 60, 90, and 120 days.
4. The agency will be put on probation until all finances are up to date.
5. If a donation is sent directly to the GPFB on behalf of your BackPack program, it must be noted on the check that it is for the BackPack program. We want to make sure that it makes it to the correct account.

Storage:

1. Product(s) must be stored in a safe and secure location. This can be a locked office or in an area that has constant staff presence.
2. It must be stored off of the floor at least 6 inches. This is to allow for easy monitoring of pests.
3. The GPFB can provide a pallet for your use if requested.
4. If BackPacks are stored with a teacher/staff, make sure it is easily accessible so that the students can go in and out easily to pick up a BackPack.



Packing BackPacks on site:

1. There are no strict guidelines of what should be in each BackPack
2. Most programs across the nation provide a breakfast and lunch for 2 days.
 - a. 2 cereal, 2 entrees, 2 shelf-stable milk, a juice and a fruit
3. GPFB currently provides more than the 'basics'
 - a. Example menu: 2 cereals-Frosted Flakes, Raisin Bran; 2 beverages- grape juice, chocolate milk; 3 entrees- chili with beans, macaroni and franks, peanut butter & jelly; and 5 snacks- pretzels, sunflower seeds, mini chocolate chip cookies, pineapple tidbits, and fruit strips.
4. An agency can choose to add more.
5. Items need to be individually wrapped and labeled. This allows people to read for ingredients to which they may be allergic.
6. An agency may purchase pre-packed bags and add food to it.
7. Food may be purchased locally, from the GPFB, or donated.