

2021-2022 BackPack Program Program Agreement

The Food Bank of the Southern Tier (FBST) and _____
School District (District) have reached the following agreement in regard to participation in
the 2021-2022 BackPack Program™ (BackPack).

The District agrees to assign a *District Coordinator* who will be responsible for the following:

1. Serve as the main contact for the school district and the FBST BackPack Program.
2. If needed, participate in FBST orientation with at least 30 days advance notice.
3. Determine participating school sites within the district.
4. Recruit and train a Site Coordinator at each school within the district.
5. Collect statistical data from each school site and submit online to the FBST **by the 5th day of the following month. This is very important.**
6. Provide updates to school personnel in a timely manner as directed by FBST.
7. Develop a process to ensure confidentiality for each of the program participants.
8. Develop a process to make pack adjustments for children with food allergies.
9. Ensure that all school sites are in compliance with FBST requirements.
10. Notify the FBST with the number of bags needed one (1) week before the scheduled delivery.
11. Coordinate delivery of packs to each school site.
12. Facilitate the annual distribution and collection of evaluations to participant students, parents, teachers and other applicable district staff.
13. Communicate feedback on BackPack to FBST.
14. Coordinate any media interest highlighting BackPack with FBST.
15. Develop and maintain a plan for a backup Coordinator in case one is needed.
16. Maintain a record of a national background check for anyone working with children as needed.
17. Maintain a record of all FBST deliveries.

The District agrees to assign a *Site Coordinator* at each school site who will be responsible for the following:

1. Review the BackPack Manual and follow up with any outstanding questions.
2. Identify chronically hungry children to participate in the BackPack Program.
3. Distribute communications about the program to parents of children in the school site.
4. Maintain an enrollment form for each participating child onsite.
5. Give each participating child a bag of food weekly in a manner that protects the child's confidentiality. Provide two bags of food on school breaks of 4 days or longer.
6. Adjust food bag contents according to known food allergies and check contents for spoilage or damaged packaging, which could happen during delivery and/or handling.
7. Maintain records of the number of bags handed out and number of participants.
8. Communicate number of bags handed out, number of participants, and number of leftover packs to District Coordinator at the end of each month and before the 5th of the following month.
9. Arrange pick up of empty totes/boxes to the district's central storage facility in a timely manner.
10. Participate in all evaluation pieces prepared by the FBST.
11. Communicate feedback on BackPack to the District Coordinator and the FBST.



**2021-2022
Storage Facility Information**

Please fill out this page only if any of your information has changed since last year.

- Our storage location is the same as last year. (Leave the information below blank)

CENTRAL STORAGE FACILITY

Delivery Address	City	State	Zip
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Delivery Coordinator	E-Mail Address	Phone #
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- Check this box if this is a new Delivery Coordinator

Please verify that the storage facility meets the following requirements:

	Yes	No
There is sufficient room to store 1 months' worth of food boxes:		
Food totes will be stored at least 6" off the floor and away from any exterior walls:	Yes	No
Area is dry and free of pests and rodents:	Yes	No
Area is secure:	Yes	No
There is a staff person to receive the delivery:	Yes	No
There is a dock:	Yes	No*

*If there is no dock please describe receiving area:
(must be in food service area or main office and must have staff to receive deliveries)

Special instructions/directions for deliveries:

