



School Food Pantry 2020-2021 Agreement

The Food Bank of the Southern Tier (FBST) and _____
(school) have reached the following agreement in regard to hosting a School
Food Pantry (SFP).

The Food Bank of the Southern Tier (FBST) agrees to:

1. Provide the school with donated product at no cost – order limits may be placed based on the amount of available product and number of households being served.
2. Provide wholesale and value-added product for purchase at the District's discretion.
3. Determine eligibility for TEFAP and HPNAP foods and/or funds.
4. Inspect all products upon receipt and store them properly until distribution to the School Food Pantry (SFP).
5. Ensure that all food items have the description of product, ingredients, net weight, distributor and any donor stipulations listed.
6. Provide delivery with BackPack deliveries (if under 1000 pounds). If 1000 pounds or more, delivery is available separate from BackPack to the school. FBST will inform partners in advance of any changes in the delivery schedule due to closing dates. Deliveries impacted by school cancellations will be rescheduled.
7. Provide training and technical assistance to the Site Coordinator and other school staff.
8. Conduct periodic monitoring visits to ensure proper food storage, distribution process and record keeping.
9. Extend 30 days credit to all school food pantry partners
10. Will post donations received for designated program as a donation grant. FBST will acknowledge and send a receipt to the donor; and notification will be sent to partner that a dollar amount has been posted to its Food Bank account.
11. Will keep partner informed of changes in existing policies or the creation of new policies.
12. Provide feedback from annual evaluations

The School agrees to the following:

1. Staffing and site requirements.

- Assign a Primary and Secondary Site Coordinator and a who will serve as the main liaisons for the school food pantry and FBST.
- Assign a Delivery Coordinator who can receive delivery calls from the Food Bank.
- Ensure adequate staff or volunteers available to accept delivery from FBST.
- Site coordinators attend SFP orientation training through FBST.
- Ensure the provision of at least a monthly school food pantry distribution as instructed by FBST.
- Ensure students and families can select which food items they receive that is a minimum supply of three days' worth of food.
- Days and hours of operation are clearly posted for students / families.
- The SFP site will inform the FBST immediately of any changes in contact information or operating hours. If a School Food Pantry changes its physical location, the FBST will perform a site inspection prior to a) the transfer of FBST products to the site; b) FBST delivery to the site; and c) the School Food Pantry's first distribution at the new location.
- School Food Pantry agrees to display required FBST signage in a prominent location.
- Communicate feedback on the School Food Pantry to FBST in a timely manner.
- Designate and coordinate any staff/volunteers/students who may handle food.
- Coordinate school or community food drives for the school food pantry.

2. Marketing and awareness.

- Work collaboratively within the school to make teachers and students aware of the school food pantry.
- Coordinate media interest in highlighting the school food pantry with FBST

3. Invoices and billing.

- Ensure invoices are signed to verify delivery. All items are accepted in "as-is" condition. Any product discrepancies or damaged items must be reported to the FBST within 24 hours.
- Ensure that all FBST invoices are co-signed and kept on file at the site from one site visit to the next or for at least two years.

- Ensure all financial accounts with the FBST are kept current. All payments must be made with a School issued check. The Food Bank cannot accept personal checks, cash or credit cards as payment on School Food Pantry accounts.

4. **Liability.**

- In accordance with the Bill Emerson Good Samaritan Law, the original donor, FBST and Feeding America are released from any liability resulting from the condition of food donated in good faith.
- The original donor, FBST, and Feeding America are held harmless from any claims or obligations regarding the School Food Pantry or the donated goods; and offer no express warranties in relation to goods.
- Ensure all adults who have direct, repetitive, unsupervised interaction with students for the purpose of the school food pantry have passed a National Background Check and maintain those records

5. **Deliveries.**

- The School Food Pantry must order a minimum of 1,000 pounds to receive a direct delivery.
- The School has sufficient space (40 feet) and safe clearance for a Food Bank tractor trailer to deliver, park, and unload the truck
- The School has a designated area for the pallets to be placed for a delivery.
- Sidewalks and driveways are accessible.
- The School will remove snow and ice from the entire delivery area to ensure safety.
- The School will have someone present at the delivery to sign that the product was received.
- The School agrees to unload products from pallets and **store food inside immediately.**

6. **Use of donated product.**

- FBST products will be used only in a manner related to the care of the needy, ill, infants/children or the elderly.
- FBST products will not be transferred in exchange for money, property, or services. Families will not be obliged to make a “donation” to the School Food Pantry in exchange for food.
- FBST products will not be distributed to another School Food Pantry, organization or location without the expressed written permission of the FBST.

- FBST products will not be used for any other School Food Pantry functions such as banquets, parties, fundraisers, etc.

7. Food storage and safety.

- Ensure the safe and proper handling of food and grocery items, including donated goods, which conforms to Feeding America standards and all local, state and federal regulations.
- Ensure at least one actively working person trained through an approved safe food handling class within the last 5 years. The FBST recommends having a total of 2 or more people trained. FBST provides quarterly food safety trainings, free of charge. FBST also accept ServSafe® and NYS Department of Health food safety trainings to fulfill requirement.
- Ensure a secure, dry, and pest-free storage area for food storage. Food will be kept six inches off the floor and away from exterior walls.
- The School Food Pantry will date all unopened cases to ensure that food is distributed in a timely manner.
- Ensure storage of perishable or frozen items in adequately sized refrigerator or freezer. Ensure that there is a thermometer in each refrigerator and freezer and that temperatures are recorded at least weekly on a temperature log attached to each unit.
- FBST products will be properly stored at the School Food Pantry site only. FBST products may not be stored at a private residence or any other location that has not been inspected by FBST staff.
- Ensure any food service equipment provided by FBST is properly operated and maintained
- FBST products will not be given to staff or volunteers for their personal use, except those that need assistance and are registered as clients.

8. Confidentiality and non-discrimination.

- Ensure staff and volunteers maintain the confidentiality of all individuals seeking assistance. Identifying information will not be shared with other individuals or organization without a signed release of information.
- Ensure that there is no discrimination in the provision of service, against any person because of race, color, citizenship, religion, gender, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity or expression, unfavorable discharge from the military or status as a protected veteran.
- Ensure students or families do not have to provide Social Security numbers in order to receive food.

9. **Statistics.**

- Submit monthly statistics to FBST via the website by the fifth day of the following month. These statistics will include the number of households, adults, children, and seniors served during the previous month. Copies of monthly statistical sheets must be kept on file from one monitoring visit to the next or at least two years.

10. **Site visits.**

- Maintain program-related documents onsite, such as sign-in sheets, delivery invoices, monthly reports, parent letters, family information forms, proof of food safety training, and cooler/freezer temp logs (if applicable)
- Ensure that storage areas and distribution records will be made available to FBST staff during biennial monitoring visits. Partner understands that FBST reserves the right to conduct unannounced visits.

11. **Evaluation**

- Facilitate the annual distribution and collection of evaluations and return to FBST.

Pick-Up Orders

This agreement states the following:

1. When picking up food at the Food Bank, please arrive five (5) minutes before your designated pick-up time.
2. If you are unable to pick-up your order at the designated time, please contact the Food Bank for an alternate date and time. Pick-ups will need to be completed within two (2) business days to avoid crowding in the pick-up area.
3. Vehicles must be clean and free of garbage and debris.
4. All orders picked-up must be covered. Open pick-up trucks must use a tarp.
5. Transport of cold items will require the use of coolers or thermal blankets. If you are unable to get a thermal blanket the Food Bank can provide one to you.

TERMS OF THE AGREEMENT

This Agreement represents the entire agreement and understanding between the parties with respect to the subject matter; it may not be amended, modified, or terminated except by the signed, written consent of all parties. The agreement may be immediately terminated in the unilateral

judgment of FBST in the event the School Food Pantry or any volunteers are in violation of Food Bank policies such as charging clients for donated products, selling the donated products to the general public, using the donated products for banquets, parties, or fundraising events, or not adhering to any of the above criteria.

This agreement is valid for a one-year period after the date signed below. This agreement will automatically renew for successive one-year terms absent a signed, written notice of termination sent to the regular business address of the other parties no less than 30 days prior to the end of the term. This Agreement shall be governed by and construed in accordance with the laws of the State of New York, without reference to principles of conflicts of law.



Director of Community Impact
Food Bank of the Southern Tier

8/4/2020

Date

Site Coordinator:

Date:_____

School Principal:

Date:_____

Superintendent:

Date:_____



School Food Pantry Site Information Form

1. School Name

Physical Address

City State Zip

2. Primary Site Coordinator Contact

The Primary Site Coordinator signs an agreement with the Food Bank to ensure that SFP distributions are conducted according to Food Bank policies. The Site Coordinator places orders, oversees distribution, submits monthly statistics, and is the main point of contact.

Name

Mailing Address

Phone Cell

E-mail Address

1. Secondary Site Coordinator (must be different from Primary Site Coordinator)

Name

Phone Cell

E-mail Address

2. Delivery Contact

Name

Phone Cell

E-mail Address