



**BackPack Program
Memorandum of Understanding
Between Schools and the Regional Food Bank of NENY**

As a school partnering with the Regional Food Bank of Northeastern New York on the
BackPack Program, _____ agrees to:
(School)

1. Distribute food to participating children each week.
2. Provide food free of charge to participating children or families.
3. Ensure all staff with direct, repetitive contact with children through the BackPack Program have passed an up-to-date national background check. Only current and appropriate staff will contact and interact with participating children and their families.
4. Ensure at least one regular staff/volunteer of the program has received BackPack food safety training from the Regional Food Bank. This training will be provided at site visits.
5. Be available for an on-site monitoring visit on the first bag packing and at least once every two years thereafter.
6. Identify a BackPack coordinator and financial contact who can be readily reached for BackPack program needs.
7. Inform all staff about the BackPack program. Distribute referrals to staff to identify students who are chronically hungry. Children who are most needy should be given top priority.
8. Identify a current and appropriate staff member to contact parents of referred students for parental consent before sending home backpacks.
9. Use school records to identify food allergies of participating children (peanuts, milk, etc.) and flag their bags so potentially dangerous foods items will not be distributed to students with allergies.
10. Explain the BackPack program to participating students. Tell them how and when to receive their bags each Friday and how to return the empty backpack to school the following Monday.
11. Receive food from the Regional Food Bank on the appointed day and time. Take inventory of delivery and contact the Food Bank immediately if there are damaged products or errors in the order.
12. Store food and backpacks 6 inches off the floor, walls, and ceilings in a clean, secure, and temperature-controlled location away from cleaning materials and toxic chemicals.
13. Recruit volunteers/staff to pack the backpacks on a weekly basis. Recruit current and appropriate staff to distribute backpacks to participating children each Friday.
14. Inform the Regional Food Bank in a timely manner of any changes in BackPack Program contact information, number of children served, or any problems with the program.
15. Submit monthly inventory of all leftovers by the deadline.
16. Respond to other information requests from the Regional Food Bank in a timely manner.

We understand that we will receive food and backpacks from the Regional Food Bank at no cost to the school to help us provide food to chronically hungry children.

We understand that the food and backpacks we receive for the Backpack Program must be used exclusively for students participating in the Backpack Program. The food and backpacks cannot be sold, used for other school programs, used for fundraisers, given to staff, or used for any other purpose than to provide food to chronically hungry children.

Signature of School Principal

Date

Printed Name

Signature of Executive Director/Coordinator
(Community partner, if applicable)

Date

Printed Name

The Regional Food Bank of Northeastern New York, which partners with schools to provide food and logistical support for the implementation of Backpack Programs, agrees to:

1. Provide a contact at the Regional Food Bank for administrative oversight and leadership for the program.
2. Identify and procure food items, backpacks, and/or other supplies necessary for the operation of the program.
3. Ensure that program partners meet national and local program objectives through monitoring and periodic site visits at least once every two years. Any issues will be communicated in writing to the program partner in a timely manner.



Mark Quandt, Executive Director, Regional Food Bank

12/29/15
Date

This agreement may be terminated at will by either partner with written notice delivered to either. Upon termination of this agreement, the program partner/school will return any equipment, materials, and/or food provided by the Regional Food Bank of Northeastern New York for the program within 30 days of the termination date.

OFFICE USE ONLY

Date Received:

BP Program:

Program Number: