

houston**food**bank 
Filling pantries. Filling lives.



BackpackBuddyClub

2011-2012



The Program Agreement and the Free Food Sack Allotment forms must be completed and turned in before you are officially enrolled in the Backpack Buddy Club.

Please do not remove or add information to the Backpack Buddy Club form

I. Identify food insecure children

Staff Awareness *Please explain Backpack Buddy Club to all your school staff and ask for their help in identifying children that would benefit from the program.*

Food Bank Guidelines

- Please stress that teachers should only refer students who are chronically hungry.
- Due to budget limitations the program has an allotment on the amount of children able to participate in the program. The Houston Food Bank will inform you of your allotment number. This number is based on your students who receive free lunch, reduced lunch and the your school's total enrollment.

Helpful Tips

- Discuss your plans for how food will be distributed. Get input from staff so that everyone will be accommodating to your plan of food/backpack distribution.

II. LOGISTICS

Food Storage *You will need an approved location in the school where food can be safely stored.*

Food Bank Guidelines

- All food (whether in a box or just in the sack) must be stored at least 6 inches off the ground on a pallet, shelf, desk, etc.
- Storage area should be dry, clean and free of pests.
- The storage area should be locked when not in use.

Distribution Method *Develop a plan for how food will be distributed each Friday.*

STEP 1: Determine how the food sacks in the backpacks will be distributed.

- a) What will be the best time for children to receive their backpack?
- b) What will be the most efficient way to hand them out?
- c) Who will be your back-up person if you are absent?

Child Confidentiality: Please distribute the food in a way that the children will not be embarrassed. Even if children are not embarrassed to receive the food, please maintain a level of confidentiality to prevent potential problems (e.g., other children seeing the food sack and asking for it).

- *Avoid making obvious public announcements that refer to children receiving the food. For example: instead of announcing, "Backpack Buddy Program, come to the office," try saying, "Backpack Club members please come to the office."*
- *Do not hand food to children in the midst of their peers who are not receiving food, e.g., coming in a classroom with food sacks and calling referred students to receive food in front of the class.*

STEP 2: Keep accurate records of children receiving food.

Food Bank Guidelines

- **BBC Monthly Report:** due 1st of the month. Please visit our website. <http://houstonfoodbank.org/backpackbuddy.aspx> to submit the report.
- Failure to turn in the forms will result in the loss of the Backpack Buddy Club in your school.
- There is no grace period for reports to be turned in to the Houston Food Bank.
- **If you fail to turn in a monthly report two months in a row we will not be able to order or distribute food sacks for your school until the report(s) are sent.**

III. CONTACT

You may want to personally contact the parents/guardians if you are concerned about their response about their child's invitation to the Backpack Buddy Club.

Food Bank Guidelines

- Only parents whose children have been referred by a teacher or staff member should be contacted.

Child *Explain that they will receive a sack of food each week*

- First priority for enrollment should go to your homeless students.
- Tell the child that the food is for them to eat when and if they get hungry throughout the weekend. Although it is okay for them to share, try and stress that the food is for them. If you hear a child say that another family member is taking all their food and they are left with nothing to eat, please contact the parent to resolve the situation. This may also be a good opportunity to talk to them about going to a food pantry. Please visit the Houston Food Bank's website to locate a food pantry near you or call the hotline 832-369-9390 for Social Services
- Caution the child not to share the food with their friends or open the backpack until they get home.
- If you have any issues of children selling the food, giving it all away to friends or taking advantage of the program, you do have the authority to discontinue services to that child.

IV. Ordering

You need to place your order via email to Lizbel Guzman lguzman@houstonfoodbank.org.

Orders need to be placed a week in advance; orders are due every Wednesday via email for them to be ready for pickup or delivery the following week. Please include your school name, number of food sacks that need to be ordered, the week that you're ordering for and the agency that picks up for you.

**** Note: if the Food Bank is delivering to a partner agency, orders are to be placed for 2 weeks worth of food sacks.**

Please use the following text:

<p>(school name) needs to order _____ food sacks for the week(s) of _____.</p> <p>_____ (agency name) will be picking up our order.</p>

Agency Pick Up

HFB will work to locate an agency in your area that can pick up your food sacks. It is very important that you remain in contact with your agency through the school year. Good communication is the best way to make sure your agency picks up your food sacks. **Copy your agency contact to any email regarding ordering.**

School Pick Up

The Houston Food Bank has a new address 535 Portwall Street, Houston Tx 770029

******When you arrive, you will park your car in the visitor's parking lot and visit the Distribution office by the front lobby. Let the staff know the name of the school and they will get your paperwork started. They will let you know when the bay is open for you to pull in and get your order.

* You'll need to sign a slip before leaving the HFB with your food sacks. By signing the slip you are acknowledging that you have received your entire order of food sacks.



**** Hours of operation for BBC pick up M-F 11:00 a.m.-3:00 p.m.**

Backpack Buddy Club Food List

The food included in the Backpack Buddy Club is child friendly, nonperishable and vitamin fortified.

Here are some examples of the food the participants will receive:

Protein:

Meat Stews with vegetables
Canned Chicken or Tuna
Vienna Sausages
Chili
Pork and Beans
Peanut Butter

Fruits & Vegetables:

Fruit Cups packed in 100% Juice or light syrup
100% Fruit Juice
Canned Vegetables

Grains:

Cereal
Macaroni and cheese

Healthy Snacks:

Yogurt Cereal Bars
Fruit filled Cereal Bars
Pretzels
Graham Crackers
100 Calorie packets (cookies, crackers)

Bottled Water

*possible allergen-containing ingredients

2011-2012 Program Agreement

Name of School _____

Address of School _____

School ISD _____

As a school participating in The Houston Food Bank's Backpack Buddy Club (BBC), the school agrees to:

1. Identify children that are chronically hungry in your school(s).
2. Identify the food allergies the enrolled child may have (peanuts, milk, etc.). Flag their name so that those items will not be distributed to them once sent to the school.
3. Store the food sacks 6 inches off of the floor and in a secure place.
4. Distribute food sacks each week to students enrolled in the BBC.
5. Have a back-up person available to help distribute the food in case of the school coordinator's absence.
6. Prepare the BBC Monthly report each month and submit it through our website <http://houstonfoodbank.org/backpackbuddy.aspx> by the 1st of the month for the previous month.
7. Order food sacks from Lizbel Guzman via email at lguzman@houstonfoodbank.org on a weekly (or biweekly) basis.
8. If you are contacted by any form of media to discuss the BBC you will contact Lizbel Guzman before granting any interviews.

We understand that we will receive food from the Houston Food Bank to help us provide food to chronically hungry children. We understand that the food we receive for the Backpack Buddy Club can only be used for that purpose.

We understand that the food and backpacks cannot be sold, used for other school programs, used for fundraisers, given to staff, or used for any other purpose other than to provide food to chronically hungry children. Food sack items may not be removed, replaced or added unless approved by The Houston Food Bank.

 Signature of School Principal

 Date

 BBC representative/ contact *

 Date

Please clearly print
***Representative's contact information:**

_____ direct phone

_____ email

Free Food Sack Allotment

Please turn this form in with your signed Program Agreement or send it over ASAP to the Houston Food Bank to begin your school's enrollment. The form may be sent via email to lguzman@houstonfoodbank.org or faxed to 832-369-9255

Name of School _____

Address of School _____

_____ Number of children who receive FREE lunch

_____ Number of children who receive REDUCED lunch

_____ Total enrollment in your school

By signing below, I certify the above information is true and correct.

Name: _____ Date: ____/____/20__

Food Sack Pick-Up information:

Name of person or agency that will be picking up your food sacks

Email

Phone Number

Monthly Report (MR) Due 1st of the Month

Orders will not be filled until MR is sent in for the previous month
 Please submit online <http://houstonfoodbank.org/backpackbuddy.aspx>

School Name _____

Month and Year _____

Backpack Buddy Club Coordinator _____

Week Dates	# of Sacks Distributed
-	
-	
-	
-	
-	

Total: _____

Please share stories of how this food helped one or more children this month:

Any Comments or Concerns:

Reports are due by the 1st of each month for the prior month. Please visit our website to submit the report
<http://houstonfoodbank.org/backpackbuddy.aspx>