

BackPack Program Application & Agreement

Food Bank of the Southern Tier

Backpack Agreement

2022-2023 BackPack Program Agreement

The Food Bank of the Southern Tier (FBST) and the School District (District) have reached the following agreement in regard to participation in the 2022-2023 BackPack Program™ (BackPack).

School District Name*

Character Limit: 100

The FBST agrees to:

- 1) Assign a Coordinator to serve as the main contact person for BackPack and the School District.
- 2) Provide cases of pre-packed bags of child friendly, easy to prepare food for the purpose of distribution to chronically hungry children.
- 3) Deliver cases of packs to a central storage dock/ area that is reserved for food deliveries or to the main office.
- 4) Review onsite food storage, distribution, and recordkeeping at least once every other academic year. This visit may be announced or unannounced.
- 5) When dealing with media partners, only identify the number of school districts participating in each county and not name specific districts or school buildings.
- 6) Provide feedback from annual evaluations.
- 7) Provide FBST Handbook for BackPack Program.
- 8) Provide trainings (as needed) with at least 30 days advance notice.

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) Participate in FBST training 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 in msocom 1.
- 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) Participate in annual FBST training with at least 30 days advance notice.
- 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, number of participants and grade of participants.
- 8) Communicate number of bags handed out, number of participants, and number of left-over 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

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

- 1) Participate in FBST training with at least 30 days advance notice.
- 2) Provide safe, secure, pest-free storage for food items (i.e. at least 6 inches off of the floor, locking cabinet or room, and away from chemicals) where packs can be delivered monthly and stored safely until distribution to sites.
- 3) Ensure that Backpack deliveries are verified, signed for and moved off the dock or delivery area to the secure storage facility in a timely manner.
- 4) Work with District and Site Coordinators to ensure packs are delivered to schools prior to distribution day.
- 5) Coordinate the collection of empty totes/boxes for pick up by FBST at time of monthly delivery.
- 6) Communicate feedback on Backpack to FBST and District Coordinator.

The District agrees and understands:

- 1) That the food will be provided at no cost, and that it cannot be sold or used for other school programs, used at fundraisers, given to staff, or used for any other purpose other than to provide food to chronically hungry children.
- 2) That the Food Bank will add the District Coordinator’s name and e-mail address on its website in order to allow families to reach out directly for support from their home school.

Will you be participating in the snack program?*

Choices

- Yes
- No

Will you be participating in the Kids' Farmers Market program, formerly known as School Produce?*

Choices

- Yes
- No

Character Limit: 5

Character Limit: 10

Character Limit: 250

Character Limit: 10

Snack Addendum

Snack Addendum

The Food Bank of the Southern Tier can now provide nutritious snacks to Backpack partner school districts as they are available. Snack availability is based on donations and is not guaranteed. Please note that snacks can be consumed six months after the “Best By” date. The terms of the following agreement have been understood and agreed upon by the Food Bank of the Southern Tier (FBST) and (School District) for the specific purpose of snacks to at-risk children. Both parties are fully aware of their respective duties and responsibilities related to the acquisition, storage, and distribution of food to individuals in need.

The FBST agrees to the following:

1. Determine a set amount of snack cases for the program at the beginning of the school year. When available, snacks will be delivered with Backpacks.
2. Supply snacks to the School District at no cost along with Backpacks.

The School District agrees to the following:

1. District Coordinators will coordinate distribution of snacks to Site Coordinators along with Backpacks. Site Coordinators facilitate the distribution of snacks to relevant school staff. Snacks may then be distributed by staff such as school nurses, principals, teachers, counselors, and bus drivers.
2. Snacks are intended to be given to children deemed at-risk by school staff.
3. Snacks are not meant to supply whole classrooms.
4. Snacks are not intended for afterschool programs or activities where the National School Lunch Program Afterschool Program (or another funded program) is available. Please contact your District’s Foodservice Manager for afterschool snacks.
5. School staff will record the number of snacks distributed and submit these numbers to the Site Coordinator, who in turn submits these numbers to the District Coordinator monthly. These statistics will be submitted to the Food Bank along with Backpack statistics by the 5th day of the following month.
6. Snacks will be stored in safe, secure, pest-free areas (i.e. at least 6 inches off the floor, locking cabinet or room, and away from chemicals.)
7. Snacks will be provided to children free of charge. Snacks will not be sold. Snacks are not intended for use for any parties, fundraisers, or banquets.
8. School staff is responsible for knowing the allergies of their students and ensure students are not exposed to snacks that can cause an allergic reaction. Snacks should come individually labelled.
9. The school will facilitate the annual distribution and collection of evaluations to participant students, parents, teachers and other applicable district staff.
10. District coordinators will communicate feedback on the Snack Program to FBST.
11. District coordinators will coordinate any media interest highlighting the Snack Program with FBST.

12. Failure to adhere to any of the above criteria may result in the suspension of our District's participation in the snack program.

Produce Addendum

If you would like to participate in the School Produce Program (our Kids' Farmers Market Program), please go back to the main screen and scroll down until you find Kids' Farmers Market Program Application and Agreement. Click "apply" in the upper right corner.

Terms of the Agreement

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 District violates any of the above mentioned terms.

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.

If you have any questions, please feel free to contact Amanda Palme at the Food Bank at 607-796-6061 x4052.

Thank you for completing your BackPack agreement with us for the upcoming school year.

Randi Lynn Quackenbush 6/6/2023
Director of Community Impact
Food Bank of the Southern Tier

District Coordinator Signature*

Typing your name will serve as your "signature" and verifies that you accept the terms and conditions of this agreement.

Character Limit: 50

Date of District Coordinator's Signature*

Character Limit: 10

School District Superintendent Signature*

Typing your name will serve as your "signature" and verifies that you accept the terms and conditions of this agreement.

If you would prefer to use a wet signature please follow these instructions:

1. *Print out the completed agreement by clicking on "Question List" in the upper right at the top of the page.*
2. *Print the PDF*
3. *Sign the PDF*
4. *Scan and upload to this agreement*
5. *Include a note that "signatures have been uploaded in place of your signature".*

Character Limit: 50

Wet Signature(s) Upload

Please upload the completed agreement with the wet signature(s) here.

File Size Limit: 5 MB

Date of School District Superintendent's Signature*

Character Limit: 10