



## **Program/School Agreement**

The terms of the following agreement have been agreed upon and understood by Southeast Missouri Food Bank and the designated representative of the school district (Backpacks for Friday partner).

By signing this agreement, both parties acknowledge their respective duties and responsibilities related to the administration of the Backpacks for Friday (BFF) program. BFF needs the needs of children in food-insecure homes by providing them with nutritious and easy-to-prepare food for the weekends and school holidays when resources such as school breakfast and lunch programs are not available. BFF staff/volunteers will not engage in 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, gender identity, or expression, unfavorable discharge from the military or status as a protected veteran.

### **Southeast Missouri Food Bank Program Manager agrees to:**

1. Serve as the primary contact for Backpacks for Friday program, providing oversight and leadership in program research, design and development, and collaborative guidance in program implementation.
2. Ensure program partners meet local and national Backpack program objectives through annual monitoring inspections and periodic site visits during designated hours of operation. Any issues that need to be addressed will be communicated in writing to the program partner.
3. Identify and procure staple food items and/or supplies necessary for the operation of the BFF program.
4. Provide or coordinate training opportunities for the BFF program staff and volunteers as appropriate, such as program administration, safe food handling, and nutrition education.
5. Provide food safety training to the Site Coordinator.
6. Be available for guidance and support in fundraising matters. SEMO Food Bank will not be solely responsible to raise funds for individual schools/districts.
7. Facilitate communication and information sharing between all BFF partners.
8. Arrange for the distribution of food and supplies to each site following a pre-determined delivery schedule.

### **Backpacks for Friday Site Coordinator agrees to:**

1. Distribute healthy, nutritious food to children free of charge.

2. Provide food once a week during the school year to BFF recipients in accordance with a predetermined schedule.
3. Have staff and volunteers who have contact with children pass National Background Search. *(If possible, follow school protocol to ensure child safety.)*
4. Ensure that the site complies with all applicable federal and local statutes, ordinances, and regulations.
5. Inform SEMO Food Bank Program Manager in writing of any changes in the school's BFF personnel, days/hours of operation, and/or number of children served.
6. Provide necessary information about the school/site.
7. Identify children that meet the eligibility guidelines for your school/site.
8. Use school records to identify food allergies a BFF recipient may have (peanuts, milk, etc.) and flag their name so those items will not be distributed to that student.
9. Be available for at least one annual site visit.
10. Participate in food safety training provided by Southeast Missouri Food Bank.
11. Receive deliveries on the designated day.
12. Store delivered food 6 inches off the floor and 4 inches away from the wall in a clean, pest-free space. Storage space must be secure (lockable) and have a thermometer.
13. Secure funding for the BFF program at your site.
14. Remint funds for BFF program to Southeast Missouri Food Bank. Fifty percent of funds are due at the end of September, with the remaining balance due by December 31. If fundraising is a hardship, the deadline can be extended with Program Manager approval.
15. Keep accurate records and submit information as requested to Southeast Missouri Food Bank to assist in program evaluation.
16. Maintain a process that ensures reasonable confidentiality for each of the individual participants.
17. Communicate problems and requests to the Program Manager promptly.
18. Ensure all items supplied by the food bank are given to BFF recipients. Items cannot be given to staff, sold, transferred, bartered, exchanged for money, or otherwise re-entered into commercial channels.

***This agreement may be terminated at will by either party with written notice delivered to either party thirty (30) days in advance.***

**Site Coordinator:** \_\_\_\_\_

**No. of packs/week:** \_\_\_\_\_

\_\_\_\_\_  
Site Coordinator signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Manager signature

\_\_\_\_\_  
Date

# Contact Information

School District: \_\_\_\_\_

School Name: \_\_\_\_\_

Primary Site Coordinator: \_\_\_\_\_ Title: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Billing Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Address for delivery & instructions:

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