



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 addresses the needs of children in food-insecure homes by providing them with nutritious and easy-to-prepare food for weekends and school holidays when resources such as school breakfast and lunch programs are unavailable. 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 including gender identity or expression, unfavorable discharge from the military or status as a protected veteran or as otherwise prohibited under the current USDA nondiscrimination statement.

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. Comply with Section 170(e)(3) and other requirements for use and distribution of Donated Product.
2. Comply with the policies, procedures, and recordkeeping requirements of the Food Bank.
3. Acknowledge that the original donor, the Food Bank, and Feeding America offer no express warranties in relation to the Donated Product.
4. Release the original donor, the Food Bank, and Feeding America from any liabilities resulting from Donated Product.
5. Hold harmless and indemnify the Partner Food Bank, and Feeding America from any claims or obligations arising from Host Site conduct or conditions or activities at Agency Partner locations.
6. Distribute healthy, nutritious food to children free of charge.
7. Provide food once a week during the school year to BFF recipients in accordance with a predetermined schedule.
8. Have staff and volunteers who have contact with children pass National Background Search. *(If possible, follow school protocol to ensure child safety.)*
9. Receive, store, transfer, use, and handle donated Product safely and properly in accordance with applicable law.
10. 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.
11. Provide necessary information about the school/site.
12. Maintain a procedure for determining that the final recipient of the Donated Product is ill, needy, or an infant, such as using self-declarations of need or other intake processes. 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.
13. Be available for at least one annual site visit.
14. Participate in food safety training provided by Southeast Missouri Food Bank.
15. Receive deliveries on the designated day.
16. 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.
17. Secure funding for the BFF program at your site.
18. Remit 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.
19. Program Host Site will maintain records reflecting the total amount of Product received from the Food Bank -including Product received through an Enabled Donor Pick-up Program.
20. Program Host Site will keep the records of Product received on file for a minimum of one year from date of receipt
21. Take appropriate administrative and technical measures designed to protect individual privacy and data confidentiality and security. Communicate problems and requests to the Program Manager promptly.
22. Ensure all items supplied by the food bank are given to BFF recipients.
Program host site cannot:
 - I. Use any non-food Donated Product in their operations or upkeep.

- II. Use any Donated Product for business meetings, including, without limitation, committee meetings and other functions where business is conducted relating to Program Host Site.
- III. Use Donated Product in connection with fundraisers or events.
- IV. Consume any Donated Product (food or non-food), including consumption of beverages by volunteers when carrying out assigned duties.
- V. Use Donated Product to compensate or provide incentives to staff or volunteers.

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:
