

# SEND HUNGER PACKING AND SCHOOL PANTRY PROGRAM AGREEMENT

## 2021-2022

The terms of the 2021-2022 Children's Program Agreement are agreed upon by Care and Share Food Bank and \_\_\_\_\_ (School Program Partner).

*By signing this agreement, both parties acknowledge their respective responsibilities related to program administration.*

### PROGRAM PARTNER RESPONSIBILITIES

#### Program Staffing and Volunteers

- Select and maintain a Program Coordinator as the primary contact for the program.
- Select and maintain a secondary point of contact for the program.
- Notify **Care and Share in writing within seven business days of any program staff or volunteer changes.**
- Maintain paper copies of all Children's Nutrition Initiative training in case there is a change of Program Coordinator.
- Ensure all staff and volunteers with direct repetitive contact with children pass a national background check.

#### Documentation and Training

- Complete training as needed provided by Care and Share.
- Keep the current program binder (provided by Care and Share) on site at all times.
- Maintain a physical copy of all training provided by Care and Share.
- Submit required program documents prior to receiving your delivery or picking up for the first time:
  - Agency Agreement
  - ServSafe Certification or equivalent
  - Background Check Policy Form
  - Completed Contact Action Plan
- Participate in annual Care and Share on-site monitoring (unless public health concerns mandate virtual monitoring.)

#### Pickup and Delivery

- **If the school partner picks up:** the school partner will contact their Regional Manager at least 2 business days before they plan on missing a pickup or as soon as the partner becomes aware they will not be able to pick up (in the case of inclement weather/emergencies/quarantine.) Failure to notify Care and Share before the pickup is missed may result in suspension or, if it occurs more than once, termination of the partnership.
- **If the school partner receives a delivery:** the school partner will contact their Regional Manager at least 8 business days before a routine closure (Winter Break, etc.) or as soon as the partner becomes aware of the closure (in the case of inclement weather/emergencies/quarantines.) Failure to notify Care and Share of school closures impacting deliveries during the stipulated time frame may result in suspension or, if it occurs more than once, termination of the partnership.

#### Food Distribution

- Distribute program food to children and their families free of charge at least once each week.
- Use school records to identify food allergies participating children may have and flag their name so those items are not distributed to them.
- Maintain dignity, discretion, and confidentiality in program administration and food distribution.
- Program staff and volunteers shall 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.

#### Food Storage

- Maintain compliance with ServSafe Food Handling guidelines; keep accurate temperature and pest control logs; and store program food in a locked, sanitary, and temperature-controlled place away from cleaning materials and toxic chemicals.
- Maintain compliance with all applicable federal and local statutes, ordinances, and regulations.

## Reporting

- Notify Care and Share within two business days of any order discrepancies.
- Keep accurate records and submit monthly reports to the appropriate google form by the **10<sup>th</sup> of the following month.**
- If reports are missing for more than three months Care and Share may suspend the school partner. If the missing reports are not completed by the deadline set, Care and Share may terminate the partnership.
- **Notify Care and Share in writing within 30 days should the Program Partner decide to discontinue programming.** Program Partner must also notify all program participants.
- Participate in any and all surveys sent by Care and Share.
- Request in writing to use any Care and Share logos.

## CARE AND SHARE RESPONSIBILITIES

- Provide a designated amount of food to Program Partner (listed in approval letter.)
- Conduct annual on-site monitoring (unless public health concerns mandate virtual monitoring.)
- Provide a current program binder that includes any and all Care and Share training.
- Provide training as needed for all Program Partner staff and volunteers.
- Provide opportunities for Program Partners to give feedback about the program.
- Inform Program Partner within two business days of any changes in guidelines.
- Notify Program Partner in writing within 30 days should Care and Share decide to discontinue programming.

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Printed Name (Authorized representative for **School Program Partner**)

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Title

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Signature

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Date

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Printed Name (Authorized Representative for **Care and Share Food Bank**)

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Title

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Signature

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Date