



SCHOOL PROGRAM APPLICATION

PLEASE FILL OUT ALL PAGES OF THIS APPLICATION, SAVE, AND EMAIL TO AGENCIES@CAREANDSHARE.ORG.

Applications are accepted on a rolling basis--please allow at least one month for processing.

MISSION STATEMENT:

Care and Share Food Bank is seeking partners to help us decrease the number of children facing food insecurity in Southern Colorado. Thank you for your interest in partnering with us! Beginning in the 2022-2023 school year, we are offering the Send Hunger Packing, School Pantry Program, and School Snack Programs.

PROGRAM OPTIONS: (Please select the program or programs you would like to apply for.)

- **Send Hunger Packing:** Approved sites will receive pre-packed bags of food to distribute to children for meals over the weekend. To learn more about the program, please review the training [here](#).
- **School Pantry Program:** Approved sites will set up a neighbor-choice food pantry while also having the flexibility to pack take-home bags of food for children who may not have a parent or caregiver to visit the pantry with. To learn more about the program, please review the training [here](#).
- **Youth Program:** Approved sites can order snack items on an as needed basis to provide to children to eat on site or take home. To learn more about the program, please review the training [here](#).

PROGRAM PARTNER RESPONSIBILITIES

Program Staffing and Volunteers:

- Select and maintain a Primary Program Coordinator for the program and notify Care and Share in writing within seven business days of any program staff or volunteer changes.
- Ensure all staff and volunteers with direct repetitive contact with children pass a national background check.

Documentation and Training:

- Complete training provided by Care and Share.
- Maintain physical copies of all training.
- Submit required program documents prior to receiving your delivery or picking up for the first time:
 - Agency Agreement
 - ServSafe Certification or equivalent
 - Information Update Form (also completed annually)
- Participate in annual Care and Share on-site monitoring.

Food Distribution Requirements:

- Distribute program food to children and their families free of charge a minimum of once a week. If setting up a school food pantry, maintain weekly or bi-weekly open hours of operation.
- 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.



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- 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.
- Alert Care and Share a minimum of 48 hours before delivery or pick up if a delivery cannot be received or a pick up cannot be made.

Food Storage Requirements:

- 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 statues, ordinances, and regulations.

Reporting Requirements:

- Notify Care and Share within two business days of any order discrepancies.
- Keep accurate records and submit monthly reports through the appropriate avenue -- either by Google Forms or Agency Express by the 10th of the following month.
- Complete any and all Care and Share surveys including participant surveys.
- Request in writing to use any Care and Share logos.

DEMOGRAPHIC INFORMATION:

Site Name: _____

County Name: _____

Program Address: _____

Primary contact name: _____

Primary contact phone number: _____

Primary contact email address: _____

Secondary contact name: _____

Secondary contact phone number: _____

Secondary contact email address: _____

Estimated number of children to serve per week: _____



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SHORT ANSWER QUESTIONS:

Do you have at least two staff members/volunteers to support this program?

Please describe the programs you offer or plan to offer to address hunger at your school (not including the Colorado Free and Reduced-Price School Meal Program or National School Lunch Program).

How much shelf stable food can you store? How much refrigerated food?

By signing I acknowledge I have read and understood the requirements of participating in Children's Nutrition Initiative Programs through Care and Share Food Bank.

Full Name: _____

Date: _____ Signature: _____

APPLICATION CHECKLIST:

- Application for Partnership
- Agency Agreement
 - [School Pantry or School Snack Programs](#)
 - [Send Hunger Packing Program](#)
- [Information Update Form](#) – Not required for Send Hunger Packing Program
- [Food Safety Certificate](#)