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AMERICA**

# SEND HUNGER PACKING (SHP)

Program Training



# What is the Send Hunger Packing Program?

The mission of the Send Hunger Packing program is to help alleviate child hunger by providing extra food resources to children and their families.

Send Hunger Packing provides bags of non-perishable and easy to prepare food to children and their families to eat over the weekend.

The goal of the program is to discreetly distribute the bags to children before the weekend to help bridge the gap normally filled by school-based services.

**Care and Share food is provided to you at no cost and CANNOT be used to receive reimbursement from any other program.**



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# Meet Care and Share's Regional Managers!

Your Regional Manager is here to help make your school program a success! Reach out to them with any questions or concerns.

- **Kyle Moore, Pikes Peak Regional Manager**  
*Colorado Springs, Teller County and Chaffee County*  
[Kyly@careandshare.org](mailto:Kyly@careandshare.org) or 719-418-4294
- **Teon Horsey, Southeast Regional Manager**  
*Baca, Bent, Cheyenne, Crowley, El Paso- not including Colorado Springs, Fremont, Kiowa, Lincoln, Otero, Prowers, and Pueblo Counties*  
[Teon@careandshare.org](mailto:Teon@careandshare.org) or 719-434-4674
- **Madalene Andoe-Leggett, Southwest Regional Manager**  
*Alamosa, Archuleta, Chaffee, Conejos, Costilla, Custer, Dolores, Gunnison, Hinsdale, Huerfano, La Plata, Las Animas, Mineral, Montezuma, Ouray, Rio Grande, Saguache, and San Miguel Counties*  
[Madalene@careandshare.org](mailto:Madalene@careandshare.org) or 719-434-4681
- **Steven Williams, Programs Director**  
*Reach out to Steven if you are unable to reach your Regional Manager*  
[StevenW@careandshare.org](mailto:StevenW@careandshare.org) or 719-937-4933



*Kyle Moore, Pikes Peak Regional Manager*



*Teon Horsey, Southeast Regional Manager*



*Madalene Andoe-Leggett, Southwest Regional Manager*



*Steven Williams, Programs Director*



# Part I: Paperwork

- Before programming starts each school year, Care and Share will ask for a Send Hunger Packing Information Update Form.
- If any major changes are made to the Agency Agreement, all sites will need to send in an Agency Agreement.
- All invoices or the food received are sent to our sites primary contact's email after the order is completed.
- Each site is required to have someone certified in food safety.
- All invoices, agreements, food safety logs, food safety certificates, monitoring documentation, and Information Update Forms need to be kept on file for 3 years.



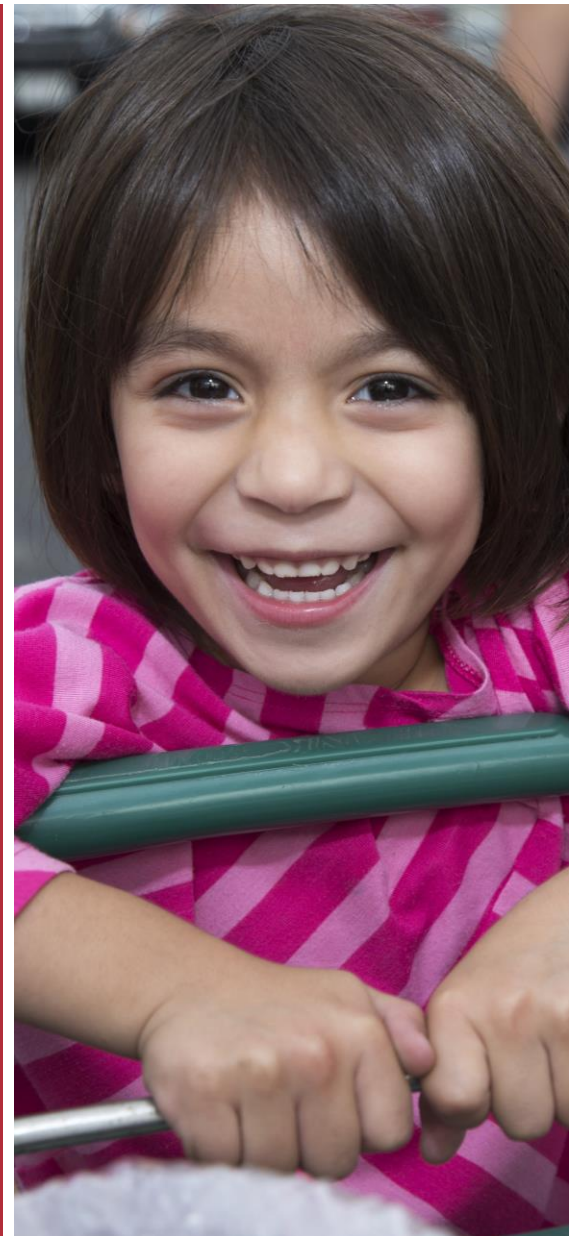
## Part II: Responsibilities

The Primary Program Coordinator is who makes this program possible. We appreciate you taking on this role! You are a vital part of the effort to bridge the gap between hunger and abundance.

As the Primary Program Coordinator, you are charged with keeping the program in compliance with Care and Share guidelines, identifying students who could benefit from the program, and reporting any changes in distribution to Care and Share.

Care and Share is responsible for providing food for the program, as well as tools and support to help you succeed.

*More information about this can be found in the Program Agreement.*



# Program Coordinator's Role

Communicating with you Care and Share Regional Manager

Distributing bags discretely to students

Managing participation

Communicating a desired increase or decrease in the bags we send

Communicating food allergy needs to Care and Share

Ensuring food is stored properly

Providing program feedback (including surveys and evaluations)



# Referring Children to the Program

**A child might benefit from SHP if they...**

Are rushing food lines

Are extremely hungry, especially on Mondays

Quickly eat all their food and ask for more

Frequently ask when the next meal will be served

Regularly request food

Are saving/hoarding/stealing food to take home

Make comments about not having enough food at home

Have difficulty concentrating on their schoolwork or fall asleep often in class





# Part III: Receiving and Distributing Food

Whether you receive a delivery or pick up from one of our distribution centers, we want the process to be as quick and easy as possible.

This section will cover an overview of receiving food from Care and Share.

Bags will be picked up by the Primary Program Coordinator (or a designated volunteer) from the Care and Share distribution center in Colorado Springs or Pueblo weekly (bi-weekly if the site has adequate storage) or delivered to the school monthly for distance sites.

The Primary Program Coordinator will communicate any changes in number of participants to Care and Share as soon as possible so that food quantities can be adjusted (if available.)



# Delivery Information

If you receive a delivery, please arrange for two people to meet the driver and help unload the bags.

Sign the delivery receipt that goes back with the Care and Share driver and keep your copy on file for 3 years.

It is the site's responsibility to properly put away food upon receipt (according to food safety guidelines.)

The Primary Program Coordinator needs to communicate any routine closure of the school (winter break, etc.) to the Regional Manager **a minimum of one week before a delivery**. If it is an unexpected closure, alert the Regional Manager **as soon as possible**.

*Failure to notify your Regional Manager of a closure conflicting with your delivery can result in suspension from the program.*



# Pick-Up Information

The Primary Program Coordinator or a designated volunteer can pick up either weekly or every two weeks from the Care and Share distribution center in either Colorado Springs or Pueblo.

For Colorado Springs Pickups:

Pull into the dock, or if there is not space, park in the lot and let the volunteers at the big sliding double doors know what school you are with.

They will bring your bags to your car, and have you sign a sheet, and invoice will be emailed to you. Please keep this invoice for three years.

It is the site's responsibility to properly put away food when they get back to their school (according to food safety guidelines.)

*Please note, the dock in COS is very busy on Thursday and Friday mornings which may create extended wait times. Please be patient with our volunteers.*



# How Distribution Should Look

Bags should be distributed weekly to children who are benefitting from the program.

The confidentiality of children must be maintained.

Care and Share's preferred distribution method is for bags to be distributed while other students are out of the room. Another excellent option is to have students stop by the guidance counselor or nurse's office at the end of the day.

Sites should distribute one bag per child, per week. Any extra bags should be held for distribution the following week.



## Part IV: Food Safety and Storage

- Site Coordinators must be ServSafe Certified and follow the proper food handling guidelines presented in the Food Handler course.
- Site Coordinators are expected to train all program volunteers food safety guidelines.
- For additional information about food safety and recalls, please visit the [Food Safety](#) Link on the Care and Share [Agency Portal](#).





# How to Store Food Safely

All food must be stored at least 6 inches off the ground (on a pallet or shelf), 2 inches away from the wall, and 6 inches from the ceiling.

Remember to complete the Food Storage Log at least weekly!

Food must be stored away from cleaning materials and toxic chemicals.

Storage area should be clean, dry, and free of pests.

Any bread or produce should be stored in refrigerators that are between 35-40 degrees.

Place thermometers in all storage areas.

- The storage area should be 50 – 70 degrees.

Complete the food storage log at least weekly.

The storage area should be locked when not in use.

Always FIFO: Foods should be rotated to ensure oldest product is used first.



# Part V: Reporting

We have streamlined the reporting process to make it as easy as possible. We are not longer asking for a monthly report. We are compiling all reports based on the amount of bags we send to you and the unduplicated number of kids you are serving. If you have any significant distribution changes, please notify your Regional Manager so we can adjust the reports on our end. Significant changes would be that you skipped a week or that you have a lot of left over bags because you are not serving as many as you thought you would.

The Send Hunger Packing Program is funded entirely through donations and grants. The information you send to Care and Share allows us to track the number of children the program serves. Stories of how this program has helped children and their families are invaluable when we report back to our funders and pursue additional funding.





# THANK YOU

For taking the time to complete this training! We look forward to a fantastic school year.

Questions? Reach out to your Regional Manager. We are always happy to help.

