



A VOLUNTEER'S GUIDE TO LEADING A BLESSINGS IN A BACKPACK PROGRAM SITE

When school dismisses on Friday, more than 13 million kids will leave their classroom, uncertain whether they will have enough food to eat that weekend. One in five American kids face food insecurity - more than the populations of New York City, Los Angeles, and Chicago combined. During the school week, most of these kids depend on the federal free and reduced meal program their school offers. Sometimes, the meals at school are the only ones they get. When the school closes its doors on Friday afternoon, many of these kids go home to empty cupboards and hunger pangs for 65 hours until they return to school on Monday morning. Who will feed the kids this weekend?

We will. Thank you for considering leading a Blessings in a Backpack program site and making hunger-free weekends a reality for kids in your community. You are joining a team of dedicated volunteers who are part of a national team that provided more than 3 million hunger-free weekends to kids living with food insecurity last school year. In your role as Program Coordinator you are responsible for:

- Leading the local volunteer team to raise funds to cover your school's food and program related expenses
- Serve as the liaison between Blessings in a Backpack and your school
- Ordering food items and inventory control
- Sorting and delivering food for weekly distribution

Due to the dedication of our volunteers throughout the country, kids living with food insecurity will benefit from more than 3.5 million hunger-free weekends this school year. But we know the impact of our work goes beyond removing food insecurity. Student survey results show that children fed by Blessings in a Backpack experience the following positive results:

- 78% feel cared for by their community
- 71% feel they are helping their family
- 60% exhibit improved behavior
- 59% find it easier to learn at school

INTRODUCTION

Before getting into the details, below is some general information about Blessings in a Backpack and our work to feed the future of America.

MISSION STATEMENT: Blessings in a Backpack mobilizes communities, individuals and resources to provide food on the weekends for elementary school children across America who might otherwise go hungry.

VISION STATEMENT: Every school-aged child in America has the nourishment needed to learn and grow. As a leader in the movement to end childhood hunger, Blessings strives to ensure kids don't go hungry on the weekends by empowering individuals and communities to take action.

If you are interested in mobilizing your community to feed kids who are living with food insecurity, please review this entire document and complete the required paperwork. We look forward to partnering with you!

HOW MUCH DOES IT COSTS TO FEED A CHILD?

As little as \$110 feeds a student for the entire 38-week school year. \$100 pays directly for food to fill weekly backpacks and \$10 is dedicated to nonfood program support. Each year, \$5 per student will be deducted from your online account effective April 1 and November 1, based on the head counts in place at that time. **(See STEP 4 on page 6 for further details on food options and costs.)**

STEP ONE: FINDING A SCHOOL

The first step is to identify a school in your area. If you do not have a particular school in mind, visit www.localschooldirectory.com, and select your state, then city. This results in a complete listing of schools in the selected area. The website looks as follows:



Click on the school name and scroll down to the “Faculty Details and Student Enrollment section. The “Free Lunch Student Eligibility Breakdown” bullet gives number of children and percentage of children who qualify for the free or reduced-price meal program at this school. The example to the right shows 110 students with 59.5% of the student body qualifying. This is the need at this particular school. Our goal is to feed at least 50 children per school.

STEP TWO: SCHOOL PROCEDURES

After selecting a target school, make an appointment to meet with the school superintendent, principal or counselor to introduce the Blessings program. Explain our mission: “Blessings in a Backpack mobilizes communities, individuals and resources to provide food on the weekends for elementary school children across America who might otherwise go hungry.” Many schools, which have started the Blessings program, have seen better test scores, improved reading skills, positive behavior, improved health and increased attendance.

Faculty Details and Student Enrollment

Students and Faculty

- Total Students Enrolled: 185
- Total Full Time "Equivalent" Teachers: 8.6
- Average Student-To-Teacher Ratio: 21.5

Students Gender Breakdown

- Males: 97 (52.4%)
- Females: 88 (47.6%)

Free Lunch Student Eligibility Breakdown

- Eligible for Reduced Lunch: 11 (5.9%)
- Eligible for Free Lunch: 99 (53.5%)
- Eligible for Either Reduced or Free Lunch: 110 (59.5%)

The school's role in supporting the Blessings program is to:

- Identify kids to participate in the Blessings program. Some schools will select kids who appear to be most at risk while others may target kids in a specific grade or level.
- Provide a designated space or room in the school to pack or store food.
- Send a permission letter to parents asking for their consent to allow their child to participate in the Blessings program. There are two types of letters – Opt-in and Opt-out. School staff and program coordinators work together to determine the best way to communicate information about the program to parents.
 - The Opt-out Letter can be sent home with the first bag of food at the start of the program and if the parents choose to have their child participate, they do not need to do anything. If they do not want their child to receive food bags, they will sign the letter and return it to school with their child.
 - The Opt-in Letter requires permission letters to be sent home with kids prior to the start of the program and consent must be given by signing and returning the letter to school before the food bags are sent home.

Confidentiality

Confidentiality is a concern for all schools. The decision of which kids will be selected to participate in the Blessings program is made at the school level and is never communicated to a volunteer or the Blessings national office. Blessings staff and volunteers will only need to know the number of kids being fed at a school. Please reassure the school that all participants and their families remain anonymous.

Photographs of volunteers and packing events are welcome—please share them widely to gain support for the good work you are doing. Photographs of kids are not permitted. The Blessings national office has images of kids that have been approved for national release. Please contact your PM or MD with your requests.

Once you have received approval to start the program, please complete the following forms located at the end of this packet:

- Program Information Form:
This form is completed once you have received school approval. Please provide as much information as possible. Once we receive these forms, you will be assigned a Program Manager or Managing Director to assist you with launching your program. The PM or MD serves as the liaison between the national organization and the local school. Your PM/MD will send you log-in information to the Program Coordinator Toolkit (PC Toolkit) on the Blessings website. This site contains formal “Opt Out” and “Opt In” letters as well as our logos, federal tax ID number, and other resources and tools to help you manage your program.
- Memorandum of Understanding:
This form is an agreement between program coordinators and the Blessings in a Backpack national office confirming that you recognize this is a three-year commitment to feed the kids at your designated school(s). Funding for one semester (19-weeks) must be secured prior to the start of the program. Please scan and email forms to your PM/MD.

STEP THREE: ENGAGE YOUR COMMUNITY

Blessings in a Backpack’s unique structure allows the program to be tailored to each community’s resources and needs. This flexibility and community-level focus has fostered rapid growth throughout the country, resulting in more kids receiving weekend nutrition. Local volunteer teams focus on raising the support necessary to cover their community’s program expense. Your PM/MD can assist you in developing a program budget for your program based on the number of kids you are serving.

The local volunteer team is responsible for raising financial support to cover the food and a portion of the nonfood program expense for the kids participating in Blessings in a Backpack at your school. We recommend you begin with feeding 50 kids; you can always increase the number at a later time. To begin implementing the program, 19-weeks of funding must be secured. For example: 50 kids x \$2.90 per bag x 19 weeks = \$2,755. The actual amount needed will depend on the number of kids served and the food solution available in your area. Many of our volunteers hold fundraising events, research and apply for community grants, and solicit private donors, businesses, and organizations at the local level. The PC Toolkit, located on our website, <http://www.blessingsinabackpack.org>, has information and tools needed for fundraising. Your Program Manager /Managing Director will provide the link and log-in information.

DONATIONS

Checks: All checks should be made payable to Blessings in a Backpack with your **School's Name** on the memo line. Donations that note your school's name will be placed in your school's account. When donations are mailed to the national office or made online, and includes the donor's contact information, the national office will thank the donor for their support with a letter that serves as a charitable gift receipt. Checks should be mailed directly to our bank:

**Blessings in a Backpack Lockbox
PO Box 950291
Louisville, KY 40295-0291**

Cash: These donations can be forwarded to our office via a money order or check from the program coordinator with the donor's contact information along with the amount donated. When the donor's contact information is included, the national office will thank the donor for their support with a letter that serves as a charitable gift receipt. Do NOT send cash via ground mail.

Credit Cards: Those who wish to donate via credit card can go to the Blessings website homepage <http://www.blessingsinabackpack.org> and click on "Donate Now."

Please discuss any other type of intended donation with your PM or MD. Please only ask for donations to support the program as defined by Blessings in a Backpack and as outlined in the fundraising tools included in the PC Toolkit on the website. Any funds raised for purposes beyond providing weekend nutrition for children living with food insecurity must have prior approval from your PM or MD.

To ensure your donors continue to give, Blessings in a Backpack recommends that the local volunteer team communicate with donors outside of asking for their support. Stewardship examples such as a year-end progress report letter, a thank you note from a child, or inviting donors to come see the program in action can be found in the PC Toolkit. For additional information on engaging your donors to ensure their ongoing support, please contact your PM or MD.



Who will feed the kids this weekend?

[ABOUT US](#) [OUR PROGRAMS](#) [GET INVOLVED](#) [PARTNERS](#) [NEWS & EVENTS](#) [DONATE](#)

Helping good people
Help good people
Makes us all feel good.

BLESSINGS IN A BACKPACK'S NATIONAL VOLUNTEER CONFERENCE

<https://www.blessingsinabackpack.org/>

PLEDGE YOUR BIRTHDAY

DONATE NOW

87300

CHILDREN

1092 45

SCHOOLS

STATES

MISSION

Blessings in a Backpack mobilizes communities, individuals and resources to provide food on the weekends for elementary school children across America who might otherwise go hungry.

VISION

Every school-aged child in America has the nourishment needed to learn and grow. As a leader in the movement to end childhood hunger, Blessings strives to ensure children don't go hungry on the weekends by empowering individuals and communities to take action.

Most people can't wait for the weekend. Kids at risk of hunger can't wait for it to be over.

Did you know 13 million kids in America won't have enough food to eat this weekend? That's one in five kids who will eat meals at school during the week but is without access to affordable, nutritious food on Saturday and Sunday. The consequences are much more than a growling stomach. Hunger can cause many physical health problems. It can also shorten a child's attention span, lower their IQ, and keep them from making good grades.

To ensure the kids in your community have full bellies over the weekend, Blessings in a Backpack sends them home on Fridays with backpacks full of satisfying and nutritional food. **Who will feed the kids this weekend?**

As a Blessings in a Backpack donor, you help make hunger-free weekends a reality for children in your own community. If you'd like to designate your support to help feed children at a [current program site](#), please include the program's name in the Designation section below. If you name a program site at which Blessings in a Backpack is not currently operating, your gift will be allocated to serve children in the geographic area of your requested school.

Recurring Gift

☐ Make this a monthly gift

Designation

Designation:

Enter Program/School Below

optional



DONATION REPORTS

Donation reports are updated on the 15th and 30/31st of each month. It usually takes our financial team 10–14 days to record donations into our accounting system. If you would like a copy of your donation report, please send an email to your Program Manager. Make sure to indicate the name of your school in all correspondence.

FINANCIAL STATEMENTS

Financial statements are available to review online. Please ask your PM or MD for details.

STEP FOUR: ORDERING FOOD FOR YOUR PROGRAM

As you work to raise the designated funds, you will secure your food solution through the National Office. To ensure the funds you work so diligently to raise buy food that has the best nutritional value possible, Blessings has national contracts in place through which food for your program will be purchased. These solutions include carefully selected food items, which provide consistent nutritional value across all programs. Pricing for all items has been negotiated by Blessings' National Office for programs of all sizes, and suppliers for these solutions have been pre-approved, allowing you to focus on building your program rather than managing food purchases. Please contact your PM to determine the specific solution available based on your location and program size.

Sysco

Blessings' food distributor is Sysco, the largest institutional food distributor in the United States. Most often, Sysco provides delivery of food directly to the program location or another designated delivery point of your choice. (*Note that deliveries are made only to schools, businesses, etc. and not to residential addresses.*) Other advantages of working with Sysco include:

- Access to products that meet USDA nutrition standards for schools including whole grains, low sugar and lower fat. These products are not available in retail stores
- More cost-effective solutions compared to retail sources
- Individual, kid-friendly foods that don't require a can opener, microwave or cooking
- Shelf-stable, sealed and tamper proof.
- Compliance with Blessings' menu selections, each of which has been chosen by a team of nutritionists for proper portion size and nutritional value

Menu options, which can vary by market, *may* include:

- Prepackaged meal kits through Champion Foodservice. All menu items are packed in sealed cellophane, 30 meal kits to a box. Volunteers or school staff efforts are focused on matching the number of meal kits to the required quantities per classroom.
- Case goods (aka "line items"). Cases of individual products require repacking by local volunteers. Typically, six menu items are placed into plastic bags by local volunteers before being distributed to the classrooms. Disposable plastic bags may be ordered through Sysco.
- Minipack solution. 3-4 high nutrition items are preassembled. The minipack is combined with other individual case items by volunteers to provide a "packing experience" while offering greater food variety than may be available with line item menus.

Optimum Foods

In select markets, Optimum Foods will be the provider of prepacked solutions. Similar to the Champion option described above, prepackaged meals from Optimum Foods are packed in a sealed pouch, are tamper proof, and contain appropriate nutritional elements for children.

Distribution

The school will determine how they distribute bags to students each week; below are best practices on what other schools have done:

- Assigned staff place filled bags in each kid's backpack in their cubbies when the classroom is empty
- Kids walk through an "assembly line" to pick up filled bags (this is usually done with larger Blessings programs)
- Volunteers deliver packed bags to designated classrooms for teachers to distribute in the kid's backpacks



2018–2019 PREPACKAGED MENUS*

| Menu A (BSPC-07) |
|---------------------------------------------------------------------|
| <u>Food Item</u> |
| Trail's Best Twin Teriyaki Meat Sticks |
| Gilman Cheese Mozzarella Cheddar Cheese (no refrigeration required) |
| Nu-Health Fruit Mandarin Oranges in Fruit Juice |
| Sunrich Natural's Sunflower Kernels |
| MJM Tiki Crackers |
| Kellogg's Multigrain Froot Loops |
| Kellogg's Multigrain Frosted Flakes |
| Austin Cheese Crackers with Cheddar Cheese |

| Menu B (BSPC-08) |
|--------------------------------------------|
| <u>Food Item</u> |
| Dairy Foods Cheddar Cup |
| Festida Tortilla Chips |
| Kellogg's Multigrain Fruit Loops |
| MJM Maple Waffle Grahams |
| Austin Cheese Crackers with Cheddar Cheese |
| Monogram Beef and Cheese Stick |
| Red Gold Salsa Cup |
| AFP Vanilla Pudding |

| Pricing | | |
|------------------------------------------------------------------------------|--------------------|-----------|
| | Price Per Backpack | Case Cost |
| Sysco Truckload Cost Tier 1 (Local Opco buys in full truckload quantity) | \$2.50 | \$74.97 |
| Sysco Central Wholesale Cost Tier 2 (Local Opco buys in 6 pallet quantities) | \$2.64 | \$79.09 |
| Sysco UPS Direct to Program Tier 3 | \$2.75 | \$82.35 |

Sample Prepackaged Meal Kits



Minimum Orders

Tier 1 & 2 – Shipped from Sysco Warehouse on Sysco Truck

Schools where Sysco delivers other goods: 10 cases

Schools where Sysco does not deliver other goods: 15 cases

Tier 3- Shipped via UPS or FedEx directly from Sysco Central Warehouse to program site

1 case

- Available menu items may vary by location. Shipped in cases of 30 prepackaged meal kits. Case dimensions are 24" X 13.75" X 13.75". Consult your National Program Manager or Managing Director to verify availability in your area.



2018–2019 LINE ITEM MENU*

| Menu A | | | |
|--------------------------------------------------|------------------|--------------------------|---------------------------|
| <u>Food Item</u> | <u>Case Cost</u> | <u>Quantity Per Case</u> | <u>Price Per Backpack</u> |
| Chef Boyardee Mac and Cheese | \$9.87 | 12 | \$0.82 |
| Chef Boyardee Beef Ravioli | \$9.28 | 12 | \$0.77 |
| Kellogg's Multigrain Froot Loops (Reduced Sugar) | \$22.86 | 96 | \$0.24 |
| Kellogg's Multigrain Apple Jacks (Reduced Sugar) | \$22.86 | 96 | \$0.24 |
| Slim Jim's Original Beef Stick Snack | \$46.86 | 240 | \$0.20 |
| Kellogg's Scooby Snacks | \$39.61 | 210 | \$0.19 |
| Total: | \$151.34 | | \$2.46 |

Minimum Orders

Schools where Sysco delivers other goods: 20 cases combined

Schools where Sysco does not deliver other goods: 35 cases combined

- Available items may vary by location. Estimated pricing is approximately \$93.34 per year, per child. Please consult with your National Program Manager or Managing Director to confirm menu availability and pricing in your area. Rotating menu expected to be available in October 2018.



National Food Solution

FREQUENTLY ASKED QUESTIONS

1. How are the recommended foods selected to be in the weekly packs?

Blessings in a Backpack's (Blessings) overall objective is to provide the best nutrition and "brain food" possible for the dollars spent on food. With input from our nutrition advisors, we look to maximize proteins, fibers and nutrients while minimizing sugars. Kid-friendly foods are selected—individual servings that a child can prepare for themselves without a can opener, microwave, or stove. All at an economical price point.

2. Why do meals feature items like Kellogg's Froot Loops and Apple Jacks? I thought those are high in sugar?

By working with a national food distributor which serves a large number of school food programs, Blessings has access to foods that aren't available in retail grocery stores. Most of the foods offered are USDA approved for use in school nutrition programs. As a result, the products typically are lower sugar and higher nutrient version of the products the kids know and love from the grocery store. Also, we feature varieties of cereals that are tasty when eaten out of the box: we can't assume the kids we serve have access to milk at home. (Let's avoid dry Raisin Bran.)

3. Can I start using the new food solutions anytime during the school year?

Yes, we will add new programs and continue to convert existing programs to the new solutions over the course of the year.

Prepackaged meals. Generally, lead time will be no longer than three weeks to get the first order delivered.

Line items menu. Generally, lead time will be no longer than four weeks to get the first order delivered.

4. Are delivery charges extra?

Sysco pricing, whether prepackaged meals or line items, includes delivery. Pricing will vary based on the available delivery method in your area and may be slightly higher west of the Rockies. Additional information on pricing tiers is available in the PC Toolkit or can be confirmed by your Blessings program manager.

5. Will Sysco deliver to a residential address?

Sysco trucks will not deliver to residential addresses. (You and your neighbors probably wouldn't want a big Sysco delivery truck on your street, anyway.) You can select an alternative delivery point besides the school where the program is offered, if needed.

Tier 3 prepackaged meals, delivered by UPS or FedEx, may be shipped to a residential address. (See the PC Toolkit or talk to your program manager for more details.)

6. I already work with my local Sysco Rep. Can I continue to do so?

If you have a good working relationship, you may continue to work with your rep. Sysco Operating Companies ("OpCos") already working with Blessings have been notified of the new program and have ready access to contracts and pricing.

If you have been challenged in working with the local Sysco OpCo in the past, please notify your Blessings program manager so appropriate outreach can be made to make sure the local OpCo is aware of the new Sysco program with Blessings.

If you are switching from line item to prepackaged meals, please work with your Blessings program manager so we can coordinate availability of products.

7. I saw that line item orders require 400 students. If we order for two weeks at a time, can we use that option?

Yes, absolutely. If you feed 100 kids and can take a monthly delivery, that works too. Menu items are shelf-stable with expiration dates of six months or more, so there shouldn't be concerns about distributing expired food. Just make sure you have appropriate storage space.

Guidance from the USDA includes "store canned foods and other shelf stable products in a cool, dry place. Never put them above or beside the stove, under the sink, in a damp garage or basement, or any place exposed to high or low temperature extremes. Temperatures below 85°F are best. Check your [storage space] every few weeks and use canned goods you have had on hand for awhile. Don't use bulging, rusted, leaking, or deeply dented cans." [USDA](#)

8. What if my program isn't large enough to meet the minimum Sysco Delivery requirements but I am interested in line item products?

Programs that can't meet the minimum case requirements for delivery may have the option of Will Call pickup at the local Sysco OpCo. You may purchase select items (or approved substitutes) from the line item menu, subject to local availability. Please contact your Blessings program manager for further details and allow us to coordinate outreach to local Sysco OpCo reps.

9. The local grocer we've worked with for years has been good to us. What do I tell them? Is there a way I can use new solutions and continue to work with my local grocer?

We understand that many programs have good relationships with their local grocers. After all, in the early days of Blessings, that's how we encouraged our program volunteers to obtain food. Here are some ways you can try the new food solutions this year while keeping your local grocer involved.

- Whether you use the line item menu or a prepackaged meals, if your funding allows, will your grocer donate or economically provide an item such as fresh fruit to add to the weekly distribution?
- For school breaks, such as holiday vacations and spring breaks, can the grocer supply extra food to supplement the usual weekly distribution?
- For the current school semester, can you rotate the new solution with what you're used to getting from the grocer? (Keep in mind, products with the best nutritional value, developed specifically for the school feeding programs, likely won't be available at your local grocers.)
- Mini kits (with high protein, individual size servings not available in grocery stores to be available from Blessings in October 2018) can be combined with items from your grocer.

Keep in mind, your local grocer is probably not making a lot of money from your program. Rather, they believe in the cause. So, if they understand you are making changes to provide the best nutrition options possible for the kids, they will likely understand. Also, they will understand if you are able to have products delivered to the local school, making food acquisition easier for you to offer the program.

10. What about food safety and allergens? My school requires allergen reports.

An advantage of using the national distribution solution is that every product is tracked from its source to its distribution to the children. In the event of a recall issue, for example, there will be a ready trail of what product was distributed where. For all our solutions, allergen reports will be available to distribute to your local schools.

11. Will the prepackaged solutions allow substitutions for allergy concerns?

Our recommended menus do not contain peanuts, the most prevalent allergy concern. At this time, accommodations for other allergies will likely require separate shopping as has been the practice of many program coordinators in the past. As participation in our solutions increases and grows, we will have more flexibility in the future to offer alternative menus to accommodate demographic, religious, and allergen preferences.

12. Why doesn't Blessings just get food donated?

Typically, donated food comes from manufacturers' excess inventory and may be approaching the expiration date. In order to ensure consistent availability of product, purchasing food is the most reliable approach. Note, however, that we receive "preferred" pricing from some food manufacturers such as Kellogg's and Conagra because they believe in the Blessings program. That means we get even better pricing than what the standard distributor pricing would be. The more we can consolidate our purchasing, the more likely we can continue to improve pricing and variety in the future.



Program Coordinator Volunteer Position Description

Position Summary:

Blessings in a Backpack (Blessings) mobilizes communities, individuals and resources to provide food on the weekends for elementary school children across America who might otherwise go hungry.

The role of the Program Coordinator (PC) is to manage and oversee Blessings program site(s) in a specific geographic location. The PC recruits and leads a team of volunteers to raise funds to cover program expenses, purchase food and pack bags during the 38-week school year.

Serving as the liaison between Blessings and school administrators, PCs build relationships and partnerships within their community to increase public understanding, awareness and education of childhood hunger.

Responsibilities:

- Manage and oversee operation of the Blessings program(s) in a selected area
 - Recruit and lead a volunteer team in raising funds to cover food expenses including fundraising activities and local community grants
 - Ordering food for your program through the National Office
 - Establish and cultivate relationships with community-based organizations and groups in an effort to expand the number of children served
 - Educate the general public and community audiences about Blessings by participating in local community fairs/events, speaking engagements at community/civic groups, i.e. Rotary, Kiwanis, Chamber of Commerce
-

Qualifications & Requirements:

- Must be at least 18 years old
- Passionate and committed to the mission of Blessings in a Backpack
- Comfortable speaking to organizations/groups and individuals about Blessings
- Communicate effectively and possess good interpersonal skills and leadership qualifications
- Must have access to a computer and ability to communicate through email
- Ability to speak in alignment with the Blessings' mission and brand
- Program Coordinator orientation and training
- Minimum three-year commitment
- Time commitment is approximately 2-3 hours per week for one volunteer to procure food, pack and deliver to the school for 50 children. This can be impacted by drive time for those in rural areas and by food solution selection.

For additional information or questions, please contact:

Anita Knazze, Volunteer Services Manager at 312-366-2745 or <mailto:anitaknazze@blessingsinabackpack.org>



Parent Opt-Out Letter

Dear Parent,

Your child is eligible to be a recipient of the Blessings in a Backpack program at **SCHOOL NAME**. The program is designed to provide non-perishable food every Friday to children that would benefit from supplemental nourishment over the weekend. The program runs the full 38-week school year and there is no cost to participate. Once the program is implemented, your child will receive a bag of non-perishable food every Friday which will be distributed in a discreet and caring manner. If you wish for your child to participate in the program you do not need to do anything. If you choose to opt out of this program, please sign below and return the letter to the school.

Thank you!

Signature

I do not want my child to participate in the Blessings in a Backpack program.

For additional information regarding this program please visit the Blessings in a Backpack website <http://blessingsinabackpack.org/>

(Spanish version available in PC Toolkit)



Parent Opt-In Letter

Dear Parent,

Your child is eligible to be a recipient of the Blessings in a Backpack program at **SCHOOL NAME**. The program is designed to provide non-perishable food every Friday to children that would benefit from supplemental nourishment over the weekend. The program runs the full 38-week school year and there is no cost to participate. If you wish for your child to participate in the program, please sign below. Once the program is implemented, your child will receive a bag of non-perishable food every Friday which will be distributed in a discreet and caring manner.

Thank you!

Signature

I want my child to participate in the Blessings in a Backpack program.

For additional information regarding this program please visit the Blessings in a Backpack website <http://blessingsinabackpack.org/>

(Spanish version available in PC Toolkit)



Program Information Form

Program Coordinator

Your Name: _____

Address: _____

Phone (H): _____

Cell: _____

Email: _____

School Information

School Name: _____

Address: _____

County: _____

Phone: _____

Principal: _____

Email: _____

Number of children to be fed: _____

Estimated Start/End Date of Program: _____

Contact Name for School (if applicable)

Contact Name: _____

Position: _____

Phone Number: _____

Email Address: _____

Volunteer Team Members *(If you have more than 5 volunteers, feel free to add additional sheets as needed.)*

| | |
|------------------|--|
| Name: | |
| Volunteer Role: | |
| Mailing Address: | |
| | |
| Phone Number: | |
| Email Address: | |
| | |
| Name: | |
| Volunteer Role: | |
| Mailing Address: | |
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| Phone Number: | |
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| Volunteer Role: | |
| Mailing Address: | |
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| Phone Number: | |
| Email Address: | |
| | |
| Name: | |
| Volunteer Role: | |
| Mailing Address: | |
| | |
| Phone Number: | |
| Email Address: | |



Memorandum of Understanding
Blessings in a Backpack National Office
and Program Coordinator

The purpose of this Memorandum of Understanding (MOU) is to outline the responsibility and duties between the Program Coordinator (PC) and Blessings in a Backpack (Blessings) National Office to ensure that the Blessings in a Backpack Program is carried out in a way that is consistent with Blessings National Policy and supportive of the Program Coordinator. This MOU will apply to the following program:

Fund Number(s): _____

School(s): _____

Number of Children: _____

Planned Program Start Date: _____

Blessings will support the Program Coordinator by providing access to the PC Toolkit located on the Blessings national website to assist with program start-up, operations and fundraising. Blessings will also assign a dedicated Program Manager that will serve as the liaison between the resources of the National Office and the local program. A full list of services provided by the Blessings National Office is included in the PC Toolkit.

Program Coordinator Responsibilities:

Fundraising: _____ Initials for Acknowledgement of Fundraising Section

1. The Program Coordinator must obtain one semester (19 weeks) of funding for the number of children served before the Blessings in a Backpack program can be initiated in the designated school(s) each school year. All funds must be held in the program's National Blessings account.
2. The Program Coordinator commits to maintaining the program a minimum of three years.
3. The Program Coordinator is responsible for preventing a deficit of funds. Should funds fall short during the school year, it is the responsibility of the program to secure or provide funds needed to cover the shortfall.
4. S/he will apply for and secure local grants and provide application information to Blessings National.
5. In advance of any fundraising events, the Program Coordinator, working with the dedicated Program Manager, will ensure the Accounting Department of the National Office has all the necessary information to be able to issue donor acknowledgements in accordance with IRS and state requirements.
6. For any grants secured on behalf of the designated program by the National Office, the Program Coordinator will be compliant with terms of the grant as outlined by the grantor. (A separate MOU will be prepared to address specific terms for any nationally-raised funds.)
7. In the unlikely event the Blessings program ends, any remaining funds will be transferred to a qualifying Blessings program that is consistent with donor intent.

Food Solutions: _____ Initials for Acknowledgement of Food Solutions Section

1. The Program Coordinator will agree to use the food provider designated by the Blessings National Office.
2. The Program Coordinator agrees to maintain at least 8 weeks of funding in the account at all times.
3. If the fund is at risk of nearing a deficit, the Program Coordinator acknowledges that all purchases and food deliveries may be suspended until appropriate funds are in the account.

4. The Program Coordinator must notify Blessings of the fair market value of any food donations received for the program.

Program Operations:

_____ Initials for Acknowledgement of Program Operations Section

1. The Program Coordinator will return forms in a timely fashion, including but not limited to: MOU, Program Information Form, reimbursement requests, receipts, etc.
2. Receipts for any purchases or nonfood expenses must be forwarded to Accountspayable@blessingsinabackpack.com within 30 days of purchase. The receipts must be accompanied by the Blessings Reimbursement Form located in the PC Toolkit.
3. The Program Coordinator has access to and agrees to use a computer, email and the internet.
4. The Program Coordinator agrees to respond to all surveys and requests received from the Blessings National Office.
5. The Program Coordinator will recruit a team of volunteers to achieve program goals and provide a list of volunteer names with contact information,
6. The Program Coordinator will ensure backpacks are packed for each child enrolled in the program. When there are not sufficient resources to serve 100% of the need at the school, children to receive food bags are to be determined by the appropriate school personnel.
7. The confidentiality of the children enrolled in the program is to be assured at all times.
8. The Program Coordinator will notify the Blessings Program Manager of any changes to the program including but not limited to changes in PC, volunteers, schools or headcount.
9. All monies raised or used to support the local program will be deposited in a school specific fund with the Blessings National Office: no separate bank, PayPal or other accounts are to be used by the local program.
10. All Program Coordinators must register for Financial Edge to access and monitor financial information.
11. Blessings will assess a program support fee of \$10.00 per child annually. The fee will be deducted from the program fund in two installations of \$5.00 each in April and November, based on the number of children participating in the plan, as reported by the Program Coordinator.

Branding and Marketing:

_____ Initials for Acknowledgement of Branding and Marketing Section

1. All Blessings related logos, videos, statistics, and other information will be provided, upon request, and must be kept current and in conformance with any marketing style guide provisions when used in or on any publicly disseminated information including but not limited to webpages, printed materials, advertisements, brochures, emails and all other forms of media.
2. Marketing materials are to be used solely for the purpose of achieving Blessings' mission.
3. The Program Coordinator will keep Blessings apprised of local fundraising events and grant activities, so Blessings can help promote and support these efforts. The Program Coordinator consents to promotion of local events on the National Blessings website and other social media.

The initial term of this MOU is for not less than three years based on the Program Coordinator's signatory date below. Thereafter, unless the Program Coordinator provides a ninety (90) day written notice of the intent to stop a program, the agreement will automatically renew for one school year at a time.

Print Name of Program Coordinator

Signature of Program Coordinator

Date

Signature of Blessings National Representative

Date



Blessings National Office Services

Program Implementation Support

- Dedicated Program Manager for your program.
- PC Toolkit available via the Blessings website.
- Online access to financial statements.
- Recruit and post local volunteer needs via national website and social media.
- National menus with Sysco and Champion Foodservice or Optimum Foods, as determined by Blessings in a Backpack.
- Quarterly volunteer newsletter.
- Training materials via the PC Toolkit.

Marketing and Public Relations

- Brand awareness built by national marketing initiatives such as National Blessings in a Backpack Day.
- Highlight local activities on the national website and via social media.
- Press tools to help engage local media.
- Maintain national organization website.
- Monthly email newsletters.

Administrative Support

- Maintain 501c3 (tax exempt) status for donations.
- Independent annual audits and Form 990's, enhancing donor confidence.
- Process financial transactions – receiving and processing donations, grocer payments, reimbursements, etc. Generate donation reports and provide account balances upon request (available the first and 15th of each month).
- General Liability Insurance coverage.
- State Sales Tax Exemption and Solicitation Certificates (select states).
- Manage employee matching gift requests.

Fundraising Support

- Provide fundraising tools, such as templates for solicitation letters, grant proposals, progress reports, and thank-you letters.
- Provide fundraising newsletters, which share insights from other Blessings volunteers and fundraising best practices.
- Provide online donation system with the National organization incurring all related fees and charges.
- Recognize donor support through a charitable gift receipt sent in the form of a thank you letter with the National organization incurring all postage and processing expenses.
- Acknowledging donors through letters of appreciation, tax receipts, and other methods of recognition.
- Event insurance coverage (at cost to the program event).
- Provide webpage templates and fundraising platform that can be tailored to individual programs.

Please contact Blessings in a Backpack, Inc. with any additional questions:

Office: 502-259-9952

Toll Free: 800-872-4366

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