

**DEUBROOK
BACKPACK
PROJECT**

**POLICY
MANUAL**

**revised January 2016, July 2015, June 2013
original June 2012**

**DEUBROOK BACKPACK PROJECT
POLICY MANUAL
TABLE OF CONTENTS**

	Page Number
Acknowledgements and Abbreviations	1
History of the Deubrook Backpack Project	2
Basic Organizational Information	
Name of Organization	3
Mission	3
Structure	3
501(c)(3) Nonprofit Status	4
Commitment to Confidentially and Discreetness	7
Recipients of Deubrook Backpack Project	8
General Operational Information	
Relationship between White United Methodist Church and Deubrook Backpack Project	9
Relationship between the Deubrook Backpack Project and the Deubrook Area Public Schools	10
Specific Duties	
Board of Deubrook Backpack Project	11
Coordinators	12
Secretary	13
Financial Treasurer	13
Coordinators and Areas of Responsibility	
Deubrook Backpack Project Chairperson	15
Deubrook Backpack Project Working Coordinator	19
School Liaison	19
Publicity Coordinator	19
Fundraising Coordinators	20
Packing Party Coordinators	21
Delivery Coordinators	22
Food Coordinator	23
Ongoing Needs	25
Resources from Hunger Free Colorado	26
Resources from Brookings Backpack Program	36
Addendum	37
501 (c)(3) Non Profit Status Letter	

ACKNOWLEDGEMENTS

The Deubrook Backpack Project manual takes much of its resource information from Hunger Free Colorado Backpack Food Program Starter Toolkit, updated March 2011, accessed at <http://www.hungerfreecolorado.org/> and the Brookings Backpack Project resource manual accessed at <http://www.brookingsbackpackproject.org/> created spring 2011.

This document is a living document; meaning, constant evaluation and revision is necessary to reflect current operating policies.

ABBREVIATIONS

Certain recurring names may be abbreviated throughout this document:

Deubrook Backpack Project, may be abbreviated as *DBP*

United Methodist Church, may be abbreviated as *UMC*

Deubrook Area Public Schools, may be abbreviated as *School*

Administrative Council, may be abbreviated as *Admin Council* or *Ad Council*

HISTORY.

The Deubrook Backpack Project was inspired by the passion of Judy Smith of the White United Methodist Church. The Missions Committee of the White UMC explored the feasibility of a local project. Meetings were held with members of the Brookings Backpack Project, the Deubrook Area Public School Superintendent, and members of the White United Methodist Church throughout the spring and summer months of 2011. The Deubrook Backpack Project was begun in October 2011. Donations were sought from the members of the White United Methodist Church, the United Methodist Women of the White UMC, the Dakotas Foundation, various businesses, and many individuals from the community.

We can trace our history back to 1995, when the very first backpack food program in the nation was established in Arkansas. A school nurse in Little Rock contacted the Arkansas Rice Depot (the local food bank), seeking help for children in her school who were suffering from hunger. She had seen for herself how food scarcity apart from cafeteria lunches was affecting their physical health, classroom behavior and ability to learn. In response to her concerns, the Depot started the Food for Kids program, providing hungry students in that school with groceries in non-descript backpacks.

WHAT IS A BACKPACK FOOD PROGRAM?

Every backpack food program is unique to the community and school it serves. Generally, backpack food programs provide a bag of nonperishable food to children in need that they can take home and eat when school meal programs are unavailable. These bags are often distributed at school to participating children in plastic or reusable bags by their teacher as they leave Friday or before a long break. Depending on the type of school or age of the students, food may also be distributed at the school office or in another central location inside or outside of the school. The contents of the bag can vary depending on the food and donations available. Many programs are able to provide enough food to replace the meals that children would receive at school (e.g. two breakfast options, two lunch options, two snack options, one can of fruit, and one can of vegetables).

Backpack food programs are commonly run by volunteers and sustained by donations of community members and private foundations. Often, backpack food programs are run through food banks or food pantries that are already providing emergency and supplemental food assistance for families in need. Federal reimbursement is not available for the food provided by backpack food programs.

BASIC ORGANIZATIONAL INFORMATION:

Name of Organization.

The formal name is Deubrook Backpack Project. The term Backpack Program is trademarked by the national organization, Feeding America©. The Deubrook Backpack Project is very similar to those Backpack Programs but does not currently work directly with Feeding America©.

Mission.

We believe that no child should go hungry because of lack of food, economic hardship or poor choices made by caretakers. The Deubrook Backpack Project provides three nutritious meals and healthy snacks per day over weekends when meals are not available through the school for children attending the Deubrook Area Public Schools. These children are from families living in the White, Astoria, and Toronto areas of South Dakota and Hendricks area of Minnesota. The Deubrook Backpack Project provides food throughout the school-year, generally 38 weeks, including the weekends of holidays and extended breaks.

The Deubrook Backpack Project seeks not only to help meet the nutritional needs of students but also to promote their physical, cognitive and social development, and to enhance their overall sense of well-being. Studies from other schools involved in similar programs conclude that participating students are absent from school less, pay better attention in class, concentrate harder on their lessons, perform better academically, and exhibit fewer behavioral problems than they did previously.

Banking.

Deubrook Backpack Project bank account is at First Bank and Trust which is located at 301 W. 3rd Street, White SD 57276. The mailing address is P O Box 365, White, SD 57276. Phone number is 605-629-2471.

The Deubrook Backpack Project Bank account number 2100102946.

As of July, 2013, Judy Smith and Gerry Schmidt have **check** signing privileges. Previously, Judy Smith and Collette Oda had check-signing privileges.)

There is a **debit card** attached to this checking account which is used for purchases. Approved individuals for use of this debit card and purchase of food items are: Judy Smith, Gerry Schmidt, Cindy Schmidt (as of July 2013).

Organizational Structure.

The Deubrook Backpack Project operates under the auspices of its fiscal host, the White United Methodist Church. The physical address is: 404 E. Main Street, White, SD 57276. The mailing address is: P O Box 827, White, SD 57276.

The DBP board is made of the Chairperson, the various Coordinators, the Community Liaisons, and the Pastor of the White UMC. The DBP has its own checking account and will be audited on an annual basis. The DBP reports to the Administrative Council of the White UMC.

The DBP requires the cooperation and support of the entire community, including school officials, community organizations, faith-based organizations, parents, and children.

Because of the Christian tradition, those involved in the DBP are known as “servants” rather than “volunteers.” A distinctive difference between a “servant” and a “volunteer” is the example of Jesus as a servant.

501(c)(3) Nonprofit Status.

The White United Methodist Church, Employer Identification Number (EIN) 46-037448, is an affiliate and is included in The United Methodist Church Group Tax Exemption Ruling (“UMC Group Ruling”). In particular, as stated in the group ruling determination letter issued to The United Methodist Church by the Internal Revenue Service (“IRS”), this affiliated organization is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

The Federal Identification Number is 31-1613333, Group Exemption Number 2573, White UMC EIN number 46-0374448.

Review of United Methodist Church and IRS 501(c)(3) documents.

The DBP Committee is charged with reviewing on an annual basis these important documents. Any changes in policy that may affect the operation of the Deubrook Backpack Project will be summarized in written form, brought before the DBP Board, placed in this Manual, and filed by the DBP Secretary.

Maintaining a 501(c)(3).

Compliance with federal and state law is a responsibility of 501 (c)(3) status. An organization’s size, in terms of income, assets, and expenses, determines its level of complication for compliance. Aside from its finances, an organization must adhere to the rationales for exemption, as stated in its bylaws and articles of incorporation. For example, if an organization’s purpose is to provide job training, but it instead provides afterschool service, the organization is not in compliance with the law. Additionally, an organization is only allowed to engage in activities that promote its tax exemption, such as applying for grants to operate its programs. Failure to adhere to these rules places an organization at risk of losing its 501(c)(3) status.

It is important to note that as long as an organization maintains organized records, complies with state and federal tax law, and conducts itself in good faith, maintaining the 501(c)(3) status is a straightforward process.

The two types of 501(c)(3) tax-exempt status

When an organization first establishes its 501(c)(3) status, its first designation is private foundation unless it can demonstrate that it is a public charity. The difference between the two designations is based on the source of financial support.

- A private foundation has a single source of support and tends to be an organization that awards grants.
- A public charity has a broad base of financial support stemming from active fundraising programs.

What does maintaining a 501(c)(3) involve?

Once an organization has its 501(c)(3) status, it can apply for grants, conduct fundraising activities, obtain donations, and manage programs. Donated income and/or materials, which have value, must be used toward the programs, activities, or salaries. An organization is responsible for keeping track of this information as well as reporting it to the Internal Revenue Service (IRS) and the state where the organization is located.

Record keeping

The purpose of recordkeeping is to: ensure transparency, compliance with the IRS and state law, and establish credibility of the organization's 501(c)(3) status.

First, it is important that a 501(c)(3) organization always keep the following records:

- A copy of the organization's application form to the IRS for tax-exempt status (Form 1023);
- A copy of the organization's letter determining its 501(c)(3) status;
- Organizational documents, especially the articles of incorporation, bylaws, and any amendments;
- The organization's Tax Identification Number;
- Descriptions and summaries of the organization's programs;
- Minutes of the governing body's meetings;
- Employment records, such as W-2 forms; and

Financial records documenting the organization's income, expenses, and assets; essentially, the organization's books.

Well-maintained financial records assist the organization in filing federal and state taxes. Tax law does not specify how an organization should keep its records. Listed below are some helpful tips:

- Track all income, expenses, and assets for each program. The organization must use this method to report its financial records to the IRS and the state.
- Include a summary of all transactions. This summary should note all payments, sources of income, and donations. For small organizations (those with incomes of \$25,000 or less) a well-maintained checkbook will suffice. Larger organizations more than \$25,000 in income should maintain an official journal or accounting ledger.

Finally, the organization's finances should be aligned with a specified period of time. There are two options: 1) the calendar year, which runs from Jan 1 to Dec 31 or 2) the fiscal year, which runs for 12 consecutive months and ends on the last day of any month except for December.

Complying with the IRS Tax Exempt Law

Organizations must file paperwork with the IRS and state to maintain their 501(c)(3) status.

As host of DBP, the White United Methodist Church is the reporting venue for DBP.

The following is information only about 501(c)(3):

While all 501(c)(3)'s must follow the same federal laws for filing with the IRS, each state's laws vary. State-by state filing and compliance can be found at: <http://www.hurwitassociates.com/siteindex.html>.

The IRS has a few forms and rules for submitting records to verify an organization's tax exempt status. Under law, a 501(c)(3)'s tax records are open to public inspection as are its bylaws, articles of incorporation, and Form 1023. (This accountability

There are a few forms that a 501(c)(3) organization is required to file. Below is a summary of each:

- Form 990-N: Starting in 2008, the IRS is requiring all organizations with gross receipts averaging less than \$25,000 over a three-year period to file this form.
- Form 990: This form is the main form that verifies compliance with tax-exempt status. Organizations with gross receipts averaging \$25,000 or more during the past three years must file this form.
- Form 990-EZ: This form is used for organizations with gross receipts during the most recent year that were less than \$100,000 and with total assets at the end of the year of less than \$250,000.

What puts a 501(c)(3) status in jeopardy?

When a 501(c)(3) does not file paperwork with the IRS and/or state or misstates its records intentionally, its tax-exempt status can be jeopardized. Additionally, 501(c)(3) organizations cannot engage in the following activities:

- Conducting extensive lobbying;
- Donating a substantial private benefit to individuals or other organizations for uses not aligned with the organization's 501(c)(3) purpose;
- Providing outsiders or insiders with personal benefits;
- Engaging in any political activity; and
- Having excessive unrelated business income (UBI).

Commitment to Confidentiality and Discreetness

During the academic year, School teachers and staff members are responsible for receiving parental Consent Forms, maintaining the list of registered children, notifying the DBP Team of how many food bags are needed each week, and distributing the food to the students. ***While performing these tasks, they are asked to be as discreet as possible. They never disclose the names of participants to DBP volunteers. Nor do they release this information to other individuals or groups.***

Despite these efforts at discreetness, however, it may become increasingly more difficult to quietly distribute food bags as the number of participating children grows within each school site. Furthermore, many children (especially the youngest) disclose their participation in DBP to friends. The schools and DBP have no way of preventing this. However, the DBP and the school staff will *not* knowingly confirm or deny such statements.

Who Can Receive Food Backpacks? What procedure is followed to receive a food backpack?

Eligibility Guidelines. There is no eligibility requirement for DBP. DBP will serve any child whose parent or guardian believes that s/he would benefit from weekend food assistance. (If a situation seems to demand it, teachers or staff members in the schools may try to serve children whose parent or guardian hasn't yet given consent but who nonetheless seem to have need of food assistance. This is left to the discretion of school staff.)

DBP will monitor the numbers of students enrolled in the school district's free and reduced lunch program; these statistics are the best available indicator of need for our services. However, DBP does not require that children be enrolled in that federally-funded program in order to be served through our organization.

School-Year Consent Form. For a child to participate in DBP during the school year, his/her parent or guardian must submit a School-Year Consent Form. This form is made widely available, in both English and Spanish, before and during each school year. Once having completed the form, the parent is asked to turn it into the child's school. If there is more than one child in the family attending Deubrook Area Public Schools, only one form need be submitted, but that form must provide information for all students in the family.

The School personnel receive such forms, is responsible for maintaining the master list of students participating in DBP and regularly notifying the DBP School Liaison of the current tally of DBP participants.

A family completes only one School-Year Consent Form per school year. If wishing to participate in DBP the following school year, the family must complete and submit a new School-Year Consent Form at that time.

Cost to Families to Participate. DBP provides its services free of charge.

Commitment to Families. DBP will serve as many children as available funds will allow. We will begin serving a child *only* when we have sufficient money to assist him/her through either the entire school year. If funds are insufficient to serve all the children who have registered to participate by returning a parental consent form, i.e., there is a waiting list, we will serve the children on a first-come-first-helped basis, beginning with the youngest, their nutritional needs being most critical. If a child has siblings aged 4-18, all those school-age children in that family will be served, unless a different arrangement is requested by the parent(s) or guardian(s). (For example, parents might ask that their high schooler not receive a food bag because (s)he feels uncomfortable receiving the same sort of assistance enjoyed by his/her younger siblings.) Currently DBP does *not* provide food for children younger than age four (4) due to challenges of both diet and food distribution.

GENERAL OPERATIONAL INFORMATION

Relationship between the White United Methodist Church and the Deubrook Backpack Project.

The parties referred to in this agreement are the:

White United Methodist Church Administrative Council

Meeting at least quarterly, this body represents the fiscal host of DBP and bears final responsibility for the Project as an outreach ministry of the Church. It receives regular reports of the Project's work, and one of its members serves on the DBP Committee. The Ad Council must be consulted about, and must ultimately authorize, any major transformations in the Project's mission.

Deubrook Backpack Project Board

This body provides feedback and guidance for the DBP on significant issues that the Project faces or foresees; works as needed to resolve conflicts; and is responsible for giving feedback and guidance to the Ad Council about any significant issues the Project faces or foresees.

Fundraising.

Because the DBP nonprofit status falls under the auspices of the White United Methodist Church, it is important that all fundraising:

- Be in compliance with maintaining a 501(c)(3) status
- Be in compliance with The United Methodist Church Book of Discipline
- Be in compliance with The United Methodist Book of Resolutions.
- Be in compliance with The United Methodist Church Social Principles.

The United Methodist Book of Discipline.

The global United Methodist Church meets on a quadrennial basis to make any revisions to the Book of Discipline. The United Methodist Book of Discipline 2008 was followed until its revision in 2012. The United Methodist Book of Discipline 2012 is the current resource.

The United Methodist Church Book of Resolutions.

The global United Methodist Church meets on a quadrennial basis and produces a Book of Resolutions. The United Methodist Book of Resolutions 2008 was followed until its revision in 2012. The United Methodist Book of Resolutions is the current resource.

The United Methodist Social Principles.

The global United Methodist Church meets on a quadrennial basis and produces its Social Principles. The United Methodist Social Principles 2008 was followed until its revision in 2012. The United Methodist Social Principles 2012 is the current resource.

Relationship between the Deubrook Backpack Project and the Deubrook Area Public Schools.

During the academic year, DBP cooperates closely with both schools located in Toronto and White to provide food assistance to any of their students whose caregivers wish them to participate. DBP currently works with the School Superintendent, Mr. Kevin Keenaghan. In the future, DBP may communicate closely with the school counselors, secretary to the School Superintendent, Food Services Director, and others.

DBP is responsible for packing the appropriate number of food bags and delivering them to the school site. Those sites are then responsible for distributing the food bags as discreetly as possible, in a manner they determine.

DBP and the school sites work together on publicity and outreach efforts within the school communities. The DBP distributes backpacks during the academic school year and not when school is not in session.

Deubrook Area Public School Responsibilities:

1. Publicize DBP information at beginning of semesters; through School Website; through School newsletters; through other means.
2. Collect signed forms, which will be held securely and confidentially by the School.
3. Notify the DBP School Liaison of the numbers of children and any changes throughout the year.
4. Determine children who will receive backpacks.
5. Determine that each child is *actually* taking backpacks off School property. (While there is no way to guarantee that backpacks are going home, we can ensure that they are not being left intentionally in the School).
6. Provide detail of participant information: age, grade, sex, race, gender, or other information as needed by DBP for fundraising and reporting purposes.
7. Maintain open lines of communication.
8. Complete an annual evaluation of DBP, which DBP will provide School

Deubrook Backpack Project Responsibilities:

1. Work closely with School staff to determine timing of information so that it can be distributed.
2. Provide forms and information.
3. Determine how many children can be served throughout the year and determine priority for those children should there be a waiting list.
4. Provide form that School can provide information needed for DBP reporting and fundraising.
5. Maintain open lines of communication.
6. Provide forms for evaluation.

Deubrook Backpack Project Board

Rev. Martha L Brandt
605-629-2991
marthalbrandt@gmail.com

Kevin Keenaghan
Kevin.Keenaghan@k12.sd.us

Teresa Pomrenke
605-629-6891
pomrenke@itctel.com

Cindy Schmidt
605-692-2551
sogpa@itctel.com

Gerry Schmidt
605-629-4281
agws@itctel.com

Loren & Kathy McKinney
605-629-2951
tawnya@itctel.com

Jennifer Olson
jmolson@metbankonline.com

Deanna Tolrud
rdtolr@itctel.com
605-629-4861

Patty Thompson
thompson@itctel.com
605-629-6571

Rev. Darren & Heather Shaw
507-275-3748
dshaw2676@gmail.com

Walt & Sonja Iverson

Julie Westberg
605-690-0691
julie.westberg@sdsstate.edu

Mona Landmark
moland@itctel.com

Shari Landmark
shari.landmark@gmail.com

Rev. David Knefelkamp
dknefelkamp@yahoo.com

Cierra Murph
Cierra.Murphy@state.sd.us

Peggy Bormann
pjbormann@mac.com

Previous Members

Judy Smith (served from 2011-2015)

Robert Oda (served from 2011-2015)

A strong and dependable group of servants are essential to keeping the DBP organized and successful. All Coordinators work together to ensure the smooth operation of the DBP. Coordinators may delegate tasks within their areas of responsibility; however, the coordinator retains the accountability for each area. All coordinators are members of the Deubrook Backpack Project board.

Deubrook Backpack Project Chairperson	Rev. Martha Brandt
Deubrook Backpack Project Working Coordinator	Teresa Pomrenke
School Representative	Kevin Keenaghan
Secretary	Gerry Schmidt
Financial Treasurer	Gerry Schmidt
Packing Party Coordinators	Cindy Schmidt & Teresa Pomrenke
Delivery Coordinator	Loren & Kathy McKinney
Food Coordinator	Cindy Schmidt
Community Liaison members:	
White	Loren & Kathy McKinney
White	Deanna Tolrud
White	Patty Thompson
Toronto	Mona Landmark
Astoria	Jennifer Olson
Hendricks	Darren & Heather Shaw
Other	Shari Landmark

Deubrook Backpack Project has a page on the website of the White United Methodist Church.

The church website is <http://www.awsumchurches.org>

DBP can be accessed directly at <http://www.awsumchurches.org/deubrook-backpack-project.html>

Deubrook Backpack Project has a Facebook presence.

<https://www.facebook.com/DeubrookBackpackProject>

Duties of the Secretary.

The Secretary of the DBP is charged with the following:

- Taking and Maintaining Minutes of all DBP Committee meetings
- Recordkeeping to maintain the 501(c) (3) status, ensuring transparency, compliance with the IRS and state law, and establishing credibility of the DBP 501(c) (3) status.
- Maintaining the financial records that document the organization's income, expenses, and assets; essentially, the organization's books.
- Maintaining correspondence.
- Maintaining grant applications and associated correspondence.
- Working with the Financial Treasurer/Secretary.
- Maintaining the financial books after audit.

Duties of the Financial Treasurer

Incoming Checks.

Individuals and companies may make deposits directly to the Deubrook Backpack Project Checking Account at the First Bank and Trust in either White or Brookings, South Dakota. Checks may also be given to the White United Methodist Church Financial Secretary, Collette Oda, for deposit to the Deubrook Backpack Project checking account.

Grant Compliance.

When a new grant is received or renewed, a copy of the executed grant should be placed in the file cabinet in the distribution room at the White UMC along with any correspondence regarding the grant. The grant should be reviewed by the Financial Treasurer, DBP Chairperson, and the Fundraising Chairperson to extract any fiscal items which must be complied with by DBP. It is a policy of DBP to adhere to any restrictions imposed by its funders.

Acknowledging Donors.

When receiving donations, the Financial Treasurer makes a list of names and addresses (or email addresses) and amounts of contributions. This list is given to the person(s) of the DBP who prepares and mails thank-you letters (preferably handwritten). Currently, that responsibility is held by the Financial Treasurer. These letters should be sent within one month of receipt of donation.

Year-end Statements.

A year-end summary is prepared for those individuals either make a request to receive such a statement or have donated over \$600 in any one calendar year.

Cash Disbursements.

The Financial Treasurer is responsible for the preparation of disbursements. All disbursements are to be made by check (or, if applicable, by electronic payment). A petty cash account has not been set up.

Checking Account Balance.

If the checking account balance falls below \$3000, the Financial Treasurer will notify the DBP chairperson of the dollar balance.

Reconciliations.

Bank Reconciliations will be performed by the Financial Treasurer .

Maintain Records.

Monthly bank statements provide monthly deposits, checks/debits, copies of each check and/or deposit slip, as well as identifies places of purchase where debit card is used. Statements are retained in a 3-ring notebook for seven (7) years.

Annual Audit.

The Finance Committee of The United Methodist Church of White will audit the DBP books annually. A copy of the Audit will be kept on file with other DBP papers.

Fiscal Year. The DBP operates on the same fiscal calendar as the White UMC; a January 1-December 31 basis. However, it is acknowledged that the White UMC Church Conference of the United Methodist Church is called by the District Superintendent prior to year-end. Information will be provided on the basis of the previous year's Annual Conference to the current Annual Conference. (For example, the Annual Conference ran from October 16, 2011 to October 28, 2012. The intent is that all activity between the date of one Annual Conference and another Annual Conference is included.)

Financial Reporting.

The Financial Treasurer should prepare financial reports for distribution to the Administrative Council meeting of the White United Methodist Church, which generally meets four times a year. A financial report will be included in the annual Church Conference meeting which is called and brought to order by the District Superintendent of the United Methodist Church.

Fiscal Policy Statements. All cash accounts owned by DBP will be held in financial institutions which are federally insured and have received a favorable CRA (Community Reinvestment Act) rating. No single account should contain more than \$100,000 (the amount over which the FDIC will not insure).

Sample Thank You Letter

Thank you for your recent donation of \$_____-- to the Deubrook Backpack Project.

Due to generous hearts such as yours, we will be able to serve children in the Deubrook Area Public School District this year at a time when economic conditions leave 22% of the families in our nation living at or below the poverty line. Indeed, the need is even greater in rural areas where social services are not readily available.

Should you have any questions regarding the program, please contact _____.

With sincere appreciation,

Treasurer

COORDINATOR AREAS OF RESPONSIBILITY

DEUBROOK BACKPACK PROJECT CHAIRPERSON

Responsibilities include:

- Ensuring the smooth working process of the DBP
- Calling and presiding at Board meetings.
- Being the liaison between DBP and the White UMC Ad Council.
- Being the liaison between DBP and the White UMC annual All-Church Conference.
- Maintaining 501(c)(3) requirements.
- Reviewing grant compliance requirements.

Yearly Task Calendar

January

School-Year Tasks

Continue school-year program
Continue school-year program
Send Newsletter
Update Website

Fundraising Tasks

Do United Way interview (if required)

Tasks if DBP were to distribute backpacks during Summer

Begin planning summer program

February

School-Year Tasks

Continue school-year program
Send Newsletter
Update Website

Fundraising Tasks

Complete Bremer Mission Grant through Dakotas Foundation (deadline: Feb 1, 2014)

Tasks if DBP were to distribute backpacks during Summer

Finalize agreements with food pick-up sites
Revise summertime consent form
Translate summertime consent form into Spanish
Send revised school-year consent form (English and Spanish) to School administrative contacts

March

School-Year Tasks

Continue school-year program
Send Newsletter
Update Website

Tasks if DBP were to distribute backpacks during Summer
Begin school distribution of summertime consent form
Prepare summertime volunteer calendar

April

School-Year Tasks
Continue school-year program
Conduct DBP survey or focus groups
Send Newsletter
Update Website

Tasks if DBP were to distribute backpacks during Summer
Begin general publicity regarding summertime program
Distribute summertime consent form to community locations
Recruit summertime volunteers
Do any necessary background checks on summertime volunteers

May

School-Year Tasks
Conclude school-year program
Put article in school district newspaper
Include an end-of-school-year mailing in bags
Send Newsletter
Update Website

Tasks if DBP were to distribute backpacks during Summer
Continue to publicize summertime program
Begin summertime program at conclusion of school year

June

School-Year Tasks
Revise school-year consent form
Update DBP manual
Send Newsletter
Update Website

Fundraising Tasks
Submit United Way mid-year report

Tasks if DBP were to distribute backpacks during Summer
Continue summertime program
Update Website

July

School-Year Tasks

Revise previous year's school-year consent form
Translate revised school-year consent form into Spanish
Send revised school-year consent form (Eng and Spanish) to BPS and HS administrative contacts
Prepare school-year volunteer calendar
Begin to recruit school-year volunteers
Send Newsletter
Update Website

Tasks if DBP were to distribute backpacks during Summer
Continue summertime program

August

School-Year Tasks

Put article in school district newspaper
Publicize school-year program at Back 2 School Project and other community events/locations
Publicize school-year program at School registration/orientation
Meet with school staff at meeting just prior to school year
Begin school-year program when school begins
Send Newsletter
Update Website

Fundraising Tasks

Submit mid-year Larson grant
Begin prepping new Larson grant (now or in Sept.)
Complete Ministry Development Matching Grant from Dakotas UMC Foundation (due August 1, 2013)
Tasks if DBP were to distribute backpacks during Summer
Publicize school-year program to DBP Summertime participants
Conclude summertime program as school begins
Possibly do an end-of-summer survey of BBP families
Thank key summertime volunteers
Publicize how DBP Summertime went

September

School-Year Tasks

Continue school-year program
Send Newsletter
Update Website

Fundraising Tasks

Submit Larson grant (now or October)
Submit UMW Love Ribbon Grant (due September 14, 2013)
Tasks if DBP were to distribute backpacks during Summer
(none)

October

School-Year Tasks

Continue school-year program
Conduct DBP survey or focus groups
Send Newsletter
Update Website

Fundraising Tasks

Prepare United Way grant

Summer Tasks

(none)

November

School-Year Tasks

Continue school-year program
Send Newsletter
Update Website

Fundraising Tasks

Submit United Way grant?
Submit RoundUp grant (Sioux Valley Electric)?

Tasks if DBP were to distribute backpacks during Summer

(none)

December

School-Year Tasks

Put article in school district newspaper
Publicize through Project Joy and other holiday efforts
Continue school-year program
Send Newsletter
Update Website
Recognize key donors and all volunteers possible

Tasks if DBP were to distribute backpacks during Summer

(none)

DEUBROOK BACKPACK PROJECT Working Coordinator

This person is the point person for all activities regarding the ongoing working operations of the DBP.

Responsibilities include:

- Ensuring the smooth process of the DBP
- Reporting to the Chairperson of the DBP Board

SCHOOL LIAISON between DBP and School

This person(s) is the main contact between DBP and the School.

The time commitment is generally 10 hours per week.

Responsibilities include:

- Collecting the mail and forms from parents opting in or out of the program.
- Working with the School Superintendent to learn when children involved in the program leave the school and when new children join the school.
- Distributing and collecting program evaluations to children, teachers, and parents.
- Communicating with school administration, staff, and teachers about the program.
- Being the general eyes and ears about the progress of the program at a school.

PUBLICITY Coordinator—

This person ensures that the communities in the Deubrook Area Public School are aware of the Deubrook Backpack Project and its activities.

What follows is not an exhaustive list of DBP publicity outlets or efforts, but rather information that may prove useful. Publicity has tended to focus on these audiences:

Faculty, staff and families of Deubrook Area Public Schools

Primary news outlets: radio, flyers and consent forms distributed at various times of the year, posters, mailings, DBP website and Facebook, school website, School newspaper

Families currently participating in DBP.

Primary news outlets: communication through School personnel, flyers or letters put in foodbags, DBP website and Facebook.

Friends and members of White UMC.

Primary news outlets: church email list, church website, Sunday bulletin, monthly newsletter, mailings.

Other faith communities in the area, area businesses, civic organizations, DBP volunteers and donors and general public.

Primary news outlets: radio, newspaper, mailings, DBP website and Facebook, posters.

Posters tend to be placed in these places:

Public library, churches, cafes, gas stations, banks, city offices, post offices, medical offices

Community Liaisons. It is anticipated that the DBP Committee will utilize representatives of each school and each community so that individual faith communities, civic organizations, businesses and such will have a contact point within that community.

FUNDRAISING Coordinators—

There are two major areas of fundraising: community fund raising projects and grant applications.

Responsibilities include:

- Taking initiative to build relationships with potential funders including individual community donors.
- Generating new ideas and opportunities to increase fundraising and fund development to meet and exceed revenue goals. Establish an ongoing fundraising program to support the work of Deubrook Backpack Project into the future.
- Developing revenue and expense reports for all fundraiser events after the event is completed.
- Monitoring program, tracks and documents of all necessary activities, and completes all reporting requirements.
- Submitting documents and reports in a timely manner to meet stated deadlines.
- Preparing grants/ project proposals and progress reports as required by program contract and agreements.
- Searching and researching potential donors and foundations to identify and evaluate potential funding sources.
- Building and maintaining profitable, long-term fundraising relationships with current donors and potential donors.
- Working closely with Deubrook Backpack Project Chairperson, Financial Treasurer and Secretary.

PACKING PARTY Coordinators

These people are in charge of filling the food bags for the children each week.

This area is responsible for choosing the healthy menu selections.

The time commitment is weekly for about one hour.

Responsibilities include:

- A month or two before the school year begins, the Packing Party Coordinators (in consultation with the Food Coordinator) prepares a calendar of all the food unloading, packing parties, and deliveries. The calendar takes into account the Deubrook Area Public School schedules, adjusting routine volunteer activities as needed.
- Lines up volunteer servants during the school year for three primary tasks:
 - Unloading Food Shipments.
 - Packing Foodbags. Packing parties are usually held at the White United Methodist Church on a weekly basis (again with the obvious exceptions of breaks and inclement weather).
 - *Minimum Age Requirement.* Persons from fourth grade on up are welcome to pack. There should be adequate adult supervision if children are involved (suggested: one adult per every three or four working children).
 - Sends out reminder emails two or three days before volunteers are scheduled to help. This confirms that the volunteers are still planning to show up and also leaves the Volunteer Coordinator enough time to find replacement volunteers or extras, if needed.
- Fill the backpacks. The Packing Party Coordinators know the number of backpacks to be filled from School Liaison. The food is given to the children in plastic grocery bags. Although backpacks are often used in similar programs around the nation, grocery bags are being used because they are less apt to be noticed by students' peers. In addition, the students don't need to remember to return them and don't have to try to keep them clean. At present, the grocery bags are generously donated by Hy-Vee Groceries, Brookings.
- Notify the Food Delivery Coordinator that bags are ready to go. If there will be a change to the delivery date, the Packing Party Coordinators and Food Delivery Coordinators must communicate.
- Notify the Food Coordinator of inventory.
- Maintain a log of man-hours and number of backpacks prepared.

DELIVERY COORDINATOR

This person ensures that the food bags are delivered to the School weekly. The time commitment is weekly for about thirty minutes.

Responsibilities include:

- Delivery of Food bags. The Delivery Coordinator takes the tubs with backpacks to the Deubrook High School main office and picks up the empty tub (or if there are any left bags) on the schedule set with School.
- Brings the empty tub back to the Staging Site.
- Marks man-hours and adjusts inventory as necessary.

Post-Delivery

If during school-year delivery it is learned that some bags were left at a school site because no student picked them up, the bags are brought back to the DBP Staging Site by the Delivery Coordinator. The food is unpacked - the fruit into the refrigerator and places other items in the storeroom. The Food Coordinator is notified.

Food-Related Procedures for Inclement Weather (School Year)

As inclement weather approaches, DBP Working Coordinator will consider re-scheduling the activities as necessary:

FOOD Coordinator—

This person is in charge of food supply based on input from Packing Party Coordinators and School Superintendent. This person has check-writing privileges and is accountable to the Treasurer of the DBP Committee.

Planning DBP Food Bags and Purchasing Food

Plan food bags for each child that can be served throughout the year. This means that the DBP has sufficient funds to purchase food bags for the entire school year for that child. It is a good idea to mimic the food options that would be available to the children during their school day.

- 2 Breakfast Options
- 2 Lunch Options
- 2 Snack Options
- 1 Fruit Option (usually a can)
- 1 Vegetable Option (usually a can)

Things to consider when planning a menu include:

The weight of the bag.

- Each bag should be five to seven percent of the child's body weight. For a 65 pound child, each bag should be about four pounds.

The packaging of the food.

- DO NOT include food in glass containers as this could be a safety risk for the child.

Consider the cooking utensils and tools the child has available.

- If parents are working and the child will be preparing his own food, include cans with pop-off tops that do not require a can opener.
- Include foods that are ready to eat or require little to no cooking as the child may not have access to a kitchen, stove, or a microwave.

Only include NONPERISHABLE food.

- Including fresh food, like fresh produce, can create difficult food safety and storage problems.
- If you do wish to include fresh food, be sure to make sure the teachers are comfortable storing fresh food that may smell and pack and distribute the bags on the same day to ensure food safety.

Give every child the same brand, type, and flavor of food.

- Providing every child the same option reduces envy among children and maintains nutritional consistency among your menus.
- This is done best by purchasing food as opposed to depending on food donation drives.

Include community information or event flyers with the food.

- Find additional community resources or events like free health screening, information about WIC, recipes, or free family events like days at the zoo to include with the bags.

Consider the possible allergies and health issues children may have that would affect their food preferences. Also, consider children in your school with diverse religious and cultural backgrounds that may affect their food choices.

- Ask parents to provide information about their children's allergies when they sign up for the program.
- Ask parents to provide information about their children's cultural food preferences (e.g. kosher, vegetarian, Muslim and do not eat pork, etc.)
- Budget for allergy or cultural replacement foods. These food preferences may change or increase the cost of your food. Be sure to budget a little extra each month, up to 40 percent more per bag, to pay for these food replacements for these children.

KID-FRIENDLY SAMPLE MENU:

BREAKFAST:

- *2 Individual Packets of Instant Oatmeal*
- *OR 1 Full Box of Cereal*

LUNCH:

- *1 Jar of Peanut Butter & 1 Plastic Jar of Jelly or Jam*
- *OR 2 Boxes of Macaroni and Cheese*
- *OR 2 Cans of Soup or Stew*

SNACK:

- *2 Granola Bars*
- *OR 2 Small Bags of Pretzels*
- *OR 2 Bags of Goldfish Crackers*

1 OPTION OF FRUIT

- *1 Can of Peaches or Pears in 100 percent juice, not heavy syrup*
- *OR 1 Plastic Container of Applesauce*
- *OR 100 percent Fruit Snacks or Fruit Leather*

1 OPTION OF VEGETABLES

- *1 Can of Green Beans, Carrots, or Corn*

CONSIDER THIS:

Very healthy bags containing complete whole grains and fruits and vegetables are great options to provide children, especially when they have little to no access to them at home.

Consider the financial and organizational resources needed to provide every child this standard of food.

ONGOING NEEDS

Item	2012-2013 School Year
FOOD.	
Food is the largest cost. Healthy food that can be easily opened and prepared by children.	\$5.00 per child
LARGE CONTAINERS.	
Sufficient containers to hold all bags per week that will be taken to school for distribution. Need: one set of containers for each week.	\$
BAGS.	
Plastic bags work well because they can easily be collected and do not require a child to return the following bag the following week.	Donated by HyVee Groceries, Brookings
LABELS.	
Labels on both the bags and containers.	\$
ACCESS TO A COMPUTER AND PRINTER.	Donated
CART OR DOLLY.	
It is helpful to have a cart or dolly to collect and deliver the large containers of the bags to the school weekly.	\$
STORAGE SPACE.	
To be in accordance with food safety rules, food must be four inches off the ground and six inches from the wall; should be rodent-proof; heated; and easily accessible.	Donated by White UMC
PUBLICITY.	
OFFICE SUPPLIES.	
POSTAGE.	

OTHER CHILD NUTRITION PROGRAMS

(source: Hunger Free Colorado)

Working with the other child nutrition programs available in your community, like School Meals, the School Breakfast Program, the Summer Food Service Program (SFSP), Afterschool Snack and Meal Programs, or Food Stamps, can help you serve your community even better. Outreach to these programs includes:

Help your school food service advertise and collect **SCHOOL MEAL APPLICATIONS**.

- The Free and Reduced Price Eligibility data comes from the information gathered in School Meal Applications.

- Additionally, information that qualifies schools for additional education funding, like Title 1 funding and E-Rate funding comes from these applications.

- Include a School Meal Application in the food bag at the beginning of each semester or year.

Include information about the **SUMMER FOOD SERVICE PROGRAM (SFSP)** as your school approaches summer.

- Free meals for any child 18 years old and under are available at various sites.

- Include summer food outreach materials with the food bags.

Encourage your school to create or expand their **SCHOOL BREAKFAST PROGRAM**. - Like lunch, breakfast can be provided to students free of charge or at a reduced price. If your school does not offer breakfast, advocate for school breakfast to be provided.

- Encourage a school that already has school breakfast to create a Breakfast-in-the-Classroom program, free to all students. Serving breakfast in the class either during homeroom or first period is one of the most effective ways of ensuring all children have access to breakfast.

Encourage schools to get involved with the **AFTERSCHOOL SNACK AND MEAL PROGRAM**.

- Some high need schools may qualify or may already operate an afterschool nutrition program that provides snacks or meals to their students in afterschool activities.

Encourage families to sign up for **FOOD STAMPS**. - Many of the children that you will serve may qualify for Food Stamps (also known as the Food Assistance Program or SNAP) which provides families with money each month to purchase supplemental groceries .

- Include a Food Stamp application or other resources to find additional food assistance in the food bags.

PROGRAM EXPANSION AND SUSTAINABILITY (resource: Hunger Free Colorado)

THINKING OF EXPANDING?

If you are just starting a program, expanding your program to multiple schools or districts may sound like an event far off in the future. However, it is good to start thinking about how and when you would expand your program so you will be prepared.

As you begin to consider expanding your program, think about:

The feedback you've received from the teachers, parents, and children.

- *Has the program improved the health, behavior, and performance of the children?*
- *Do their parents appreciate the program?*

The number of kids participating in the program.

- *Would you have similar participation rates at a different school?*

Your relationship with the teachers and school administration.

- *Could they be advocates for your program at another school or with a monetary or food donor?*

The resources you have available.

- *Are you just "breaking even" or do you have extra funds (or resources to find extra funds) for a new or larger program?*

If you've created a successful program that meets the needs and concerns of your community and you have the resources (or can find the resources) to expand, begin looking into another school or organization in your community that you could partner with to launch a new backpack food program.

MEASURING SUCCESS

After a few months running the program, begin thinking about how it is running.

For example:

Are you coordinating well with the school and teachers?

Are you reaching all the children who need the program? Could you expand the program?

Are the children enjoying and benefiting from the food?

Are your servants enjoying their work?

Create a strategy to measure the success of your program that incorporates feedback from parents and teachers, servant appreciation, and continued marketing and managing of participants.

PARENT AND TEACHER EVALUATIONS:

A great way to measure the success of your program is through surveys to the teachers and parents asking for honest feedback about the program. Included in the **Tools for a Successful Program** is a sample *Follow-Up Survey for Parents* and sample *Follow-Up Survey for Teachers*. Both groups will provide you with great information about how the program is impacting the children involved and the needs that still exist in your community. For example, by asking the parents about the tools and responsibilities their family has for cooking, you are able to learn more about the types of food that will be most convenient and useful for their children.

Also, ask the teachers to informally survey their children about the program. Encourage them to ask the children what their favorite food have been in the bags, how easy it is to carry the bags home, and other questions about their experience with the program.

SERVANT VOLUNTEER APPRECIATION:

Your program would not be possible without the amazing and dedicated work of your volunteer servants. Consider organizing a volunteer-servant appreciation event like a breakfast or lunch to thank each one for their work. Additionally, use these events to brainstorm more ideas of how to improve or expand your program. Your volunteers will be incredible resources for community information and assistance, in addition to the hours of time they give directly to the program.

CONTINUE TO COMMUNICATE WITH FAMILIES:

The program is only successful if you have accurate information about the families and children you are serving and need to serve.

Encourage teachers to let your School Liaison know when a child leaves the school or when a new child joins the school who may benefit from the program.

Send out a School Newsletter Bulletin or Letter to Parents at the beginning of each semester.

Continue to keep track of the children who take a bag each week.

- If a bag is not taken by a child for two to three weeks, they may have left the school and the program.

- Follow-up with the teacher or front desk to see if they did leave.

Measuring the success of your program not only helps you evaluate your impact on the school and children in your community, but it also prepares you for writing grants or finding additional financial resources for sustaining or expanding your program.

Prepared by Hunger Free Colorado

TOOLS FOR A SUCCESSFUL BACKPACK PROGRAM

The following templates are designed to help you quickly create and publish outreach materials to launch your new program. Add to them and edit them depending on the needs of your program and community. Additionally, we encourage you to translate and create forms in all the languages your school and community require. The templates include:

- ❖ Sample Description of a Backpack Food Program
- ❖ Information for Teachers
- ❖ Letter to Parents (Opt-In)
- ❖ Letter to Parents (Out-Out)
- ❖ Follow-Up Survey for Parents
- ❖ Follow-Up Survey for Teachers

From Hunger Free Colorado

Tool 1: Sample Description of a Backpack Food Program

[Insert Name of Your Program]

The [Insert the Name of Your Program] provides a weekend supply of nutritious food for children when school lunch and breakfast is unavailable on a weekend or school holiday. Each food bag contains 2 breakfasts, 2 lunches, 2 snacks, and 1 can of vegetables and 1 can of fruit. All food is nonperishable and provided to children free of charge. It is our hope these resources will support the health, behavior, and achievement of every student that participates.

Though the program is intended to help those children whose families find it difficult to have enough food for the entire month, **all children are eligible for this program**. Information to sign up for the program will be sent home with kids in the coming weeks.

The program is run completely by wonderful volunteers who help pack the food bags. The program is funded through the generous gifts of [list your funding sources.]

Look for more information about becoming part of [Insert Name of Program] soon. We look forward to working with staff, teachers, and you for your children!

For more information or questions, please contact [Insert Name of Program Leader] at [Insert Contact Information for Program].

[Insert Name of Your Program]

Information for Teachers

What is the [Insert Name of Your Program]?

The [Insert the Name of Your Program] provides a weekend supply of nutritious food for children, commonly for low-income families, to replace the school meals that children miss during their weekend or extended breaks from school. Each weekend food bag contains enough food for two breakfasts, two lunches, two snacks, and one can of vegetables and one can of fruit. All food is nonperishable.

Though the program is intended to help those children whose families find it difficult to have enough food for the entire month, all children are eligible for this program. Children will be able to opt-in and opt-out of the program. We invite your help finding children who will benefit most from participating in this program!

The program is run completely by wonderful volunteers who help coordinate with your school to sign children up, pack food bags weekly, and find and organize fundraising and donation drives that keep the program running. The program is funded through the generous gifts of [list your funding sources.]

How teachers can help?

As teachers, you already go out of your way daily for your students. It is our intention that [Insert Name of Your Program] will not increase your workload or responsibilities. Please help us by:

1. Recommending any of your students that you think would benefit for having this food assistance and participating in this program,
2. Handing out the food bags each Friday for your children on the weekend or before a longer school holiday,
3. Allowing us to store the empty container for the food bags in your classroom throughout the week,
4. Letting us know how the program is benefiting your children and let us know of ways to improve the program for your students.

We invite your feedback and collaboration with this program to make it a success. It is our hope this program will improve the health, behavior and achievement of your students. Thank you in advance for your help!

For more information or questions, please contact [Insert Name of School Liaison] at [Insert Contact Information for Program].

Free Weekend Food For Your Child Available through [Insert Name of Your Program]

[Insert Name of Your program] is teaming up with the staff and teachers of [Insert Name of School] to offer a supply of nutritious meals and snacks for children over their weekends and extended breaks, free of charge. Bags are distributed by their teacher on the last school day before the weekend or break. **Any child enrolled in [Insert Name of School] is able to receive these weekly bags of food.**

If you believe your child could benefit from this program, we encourage you to **sign them up by filling the form out below and returning it to the front office.** Only one form is needed for all the children in your family, but include information for each child in the form below. This information is kept confidential between [Insert Name of Your Program] and [Insert Name of the School].

Once your child is signed up, they will receive bags of food each week until they leave the school or until you no longer wish to participate.

We encourage you to take advantage of this program for your family and your children.

Questions or concerns? Please contact your school's front office.

[Insert Name of Program] Consent Form

Please sign my child(ren) up for the [Insert Name of Your Program]. I understand my child(ren) will soon start receiving a bag of food at the end of each week for his/her use over the weekend or school holiday.

PLEASE PRINT CLEARLY.

Today's Date _____

Child's Name, Teacher and

Grade _____

Special dietary needs, if any (e.g., diabetic, food allergy, kosher) _____

Child's Name, Teacher and

Grade _____

Special dietary needs, if any (e.g., diabetic, food allergy, kosher) _____

Child's Name, Teacher and

Grade _____

Special dietary needs, if any (e.g., diabetic, food allergy, kosher) _____

Child's Name, Teacher and

Grade _____

Special dietary needs, if any (e.g., diabetic, food allergy, kosher) _____

Child's Name, Teacher and

Grade _____

Special dietary needs, if any (e.g., diabetic, food allergy, kosher) _____

Optional: Please check any box below, according to your interest(s). Understand that by doing so, you waive confidentiality, and the school will share your contact information with [Insert Name of Your Program].

I may be interested in helping to pack food bags.

I may be interested in serving as a volunteer with [Insert Name of Your Program]

Parent/Guardian

Name _____

Telephone Number (if any) _____

Parent/Guardian Email Address (if any) _____

Tool 4: Letter to Parents (Opt-Out)

Your child is receiving this free bag of food through the [Insert Name of Your Program]

[Insert Name of Your Program] is teaming up with the staff and teachers of [Insert Name of School] to offer a supply of nutritious meals and snacks for children over their weekends and extended breaks, free of charge. Their teacher distributes bags to your child on the last school day before the weekend or break. Any child enrolled in [Insert Name of School] is able to receive these weekly bags of food.

This bag is a sample of what your child will receive by participating with the [Insert name of your program]. If you believe your child could continue benefiting from this program, we will continue providing this resource to your child each week until they leave the school or until you longer wish to participate. If you do not want your child to continue with this program, please fill out the form below. You only need to need to return this form if you do not want your child to participate in [Insert Name of Your Program].

We encourage you to take advantage of this program for your family and your children. Questions or concerns? Please contact your school's front office. [Insert Name of Program] Opt-Out Form

Please remove my child(ren) from the [Insert Name of Program]. I understand my child(ren) will no longer receive a supply of food at the end of each week for his/her use over the weekend or school holiday. PLEASE PRINT CLEARLY.

Today's Date _____
Child's Name, Teacher and Grade _____
Child's Name, Teacher and Grade _____
Child's Name, Teacher and Grade _____
Child's Name, Teacher and Grade _____
Child's Name, Teacher and Grade _____
Parent/ Guardian Name: _____

Parent/ Guardian Signature: _____

If you would like to participate in the future, please contact your school's front office. Thank you for considering the [Insert Name of Your Program]!

WE WANT TO HEAR FROM YOU!

What do you think of the [Insert Name of Your Program]?

We want to thank you and your family for being a part of [Insert Name of Your Program]. We would love to learn more about your family and what your child(ren) like and don't like about the program. It is your hope to make this the best program for your family and your child. Please be honest and turn in this brief questionnaire to your child's home folder or the school's front desk when you are done. Thank you!

Your Name (optional):

Your Child's Name (optional):

1. What were your three favorite foods provided in the bags?

2. What was your least favorite food provided in the bags?

3. Please check any you have at home:

Oven Stove Top Microwave Toaster Toaster Oven Refrigerator

4. Who prepares the food in your home?

5. On a scale of 1-5, how much do you like this program?

1 (Do Not Like It!) 2 3 4 5 (Love the program!)

6. Do you have any additional comments or suggestions for the program?

Additional comments?

Please contact [Insert Name of School Liaison] at [Insert Contact Information for Program].

WE WANT TO HEAR FROM YOU!

What do you think of the [Insert Name of Your Program]?

We want to thank you for your continued support and help with [Insert Name of Your Program]. We would appreciate your honest opinion about how the program is running and what we can do to improve the program.

Your Name (optional):

Number of children that participate in your class: _____

1. On a scale of 1-5, how easy is it to hand out the bags?

- 1 (Confusing & disorganized)
- 2
- 3
- 4
- 5 (Very easy!)

2. On a scale of 1-5, how easy is it to keep the food stored and clean in your classroom?

- 1 (Smell or storage of food disrupts class)
- 2
- 3
- 4
- 5 (Food is easy to store and doesn't smell)

3. Have you seen any improvements in the performance or behavior of the children participating? Examples?

4. What are the kids saying about the program?

5. What has been the response from parents? Good? Bad?

6. On a scale of 1-5, how much do you like this program?

- 1 (Do not like it!)
- 2
- 3
- 4
- 5 (Love it!)

7. Do you have any additional comments or suggestions for the program?

Additional comments? Please contact [Insert Name of School Liaison] at [Insert Contact Information for Program].

Database Management. BBP has two databases:

- a. **Contact Database (online).** This database contains contact information for BBP donors, volunteers, community resource people and more. To use it, an individual must have been given permission (and the link) by the Project Coordinator (i.e., the document “owner”) via the Google document’s “Share” settings. Anybody with the link can view or edit the content. At this time, those who have access to this document are the following: Project Coordinator, Assistant for Volunteer Support, Bookkeeper (and her volunteer associate), Volunteer Coordinator, Food Coordinator, the Public Schools Liaison, and persons working on Faith-Based Outreach.

These guidelines govern the database’s management:

Those who have permission to do so may add or update data. However, they should not *delete* an entire contact (and all associated data) from the database without first checking with the Project Coordinator. Special effort should be made to doublecheck the typing of all data being entered.

The Bookkeeper (or the Assistant for Volunteer Support) is specifically responsible for adding donor information to the database. Before creating a new contact entry, the Bookkeeper must first check to see if the donor is already in the database, perhaps in another contact category (e.g., volunteer). The Assistant for Volunteer Support is specifically responsible for adding volunteer information to the database. Before creating a new contact entry, the Assistant must first check to see if the volunteer is already in the database, perhaps in another contact category (e.g., donor).

- b. **Mailchimp Database (online).** This database contains email information for all persons associated with BBP to whom urgent email alerts and monthly e-newsletters are sent. The Project Coordinator currently maintains and accesses this database.
- c. **Rule of Thumb.** If a contact with an email address is added to one database, it should be added to the other. Exceptions would be individuals or entities for whom BBP needs contact information but does not plan to send regular mailings—e.g., contacts from other backpack projects, vendors, etc. Such persons or entities would only be entered into the Contact Database.

NOTE: Mailchimp is a fee-driven newsletter email publishing service. I would suggest checking out Constant Contact instead. MLB

Addendum

attach 501(c)(3) paperwork