



**School Year 2018- 2019
Emma E Booker
Attachment A**

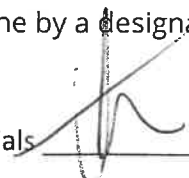
<p>All Faiths Contact: Rebekah Enoch Phone: (941) 549-8128 Email: renoch@allfaithsfoodbank.org</p>	<p>School Pantry Dates: 9/11, 9/25, 10/9, 10/23, 11/13, 11/27, 12/11, 1/8, 1/22, 2/12, 2/26, 3/12, 3/26, 4/9, 4/23, 5/14</p>
<p>Partner Address: 2350 Dr Martin Luther King Way; Sarasota, FL 34234 Partner Contact: Steve Stegall Phone: (941) 361-6480 Email: sstegall@stegallbenton.com</p>	<p>Schedule: 2nd and 4th Tuesday Pantry Time: 2:30-3:30pm Delivery time: Tuesday 1:15pm</p>

School Pantry Program Overview

AFFB School Pantry Program helps to alleviate child hunger in our community through the provision of food to children and their families at their school. School Pantries are located on the grounds of a school and are intended to provide a more readily accessible source of food assistance to students and their families in need. A School Pantry will have a set distribution schedule and offer ongoing food assistance services in an organized format managed either by volunteers and/or school staff. The School Pantry will consist of a variety of food products with an emphasis on perishable products such as fresh produce, bread, and fresh/frozen protein foods as well as cereals, pastas or other items that may be available at the AFFB distribution center.

School Pantry Guidelines

- A School Pantry will be held at Emma E Booker on the dates and time indicated above.
- The School Pantry will be open to school families and school staff as needed.
- A minimum of 6-8 volunteers are needed and will be provided by Emma E Booker in conjunction with All Faiths.
- All Faiths All Faiths will provide flyers marketing the pantry for distribution to students and their families. The school will also market the pantry via Connect Ed and/or marquee announcements.
- All Faiths will deliver within a 30-minute window of the set time. The driver will communicate via phone if running late. Please have the storage area available and staff or volunteers ready to assist if needed.
- Leftover inventory is reported to All Faiths' staff after every pantry. This can be done by a lead volunteer or school staff member.
- Temperature and cleaning logs are completed weekly. This can be done by a designated volunteers or custodial staff as designated by the school.

Initials 



- All Faiths determines the items and quantities provided for each pantry distribution. A list detailing the quantities is sent prior to each distribution. These quantities should be adhered to unless extenuating circumstances present.
- Ensure a location at Host Site that can easily and safely accommodate an AFFB truck with adequate room for clients to park, gather and receive food.
- Any host site media communication regarding the food distribution program must be approved in advance by AFFB.
- Any host site signage or marketing regarding the food distribution program must be approved in advance by AFFB.
- School Pantry Site must hold food distribution at set day and time and be open to only the school community, at least once a month. (For faith-based schools, distributions must not be tied to any religious service nor can any religious information be presented to or included in any bags or boxes used in the distribution).
- Donated products will not be transferred in exchange for money, property or services or to other agencies or programs.
- Donated products will be used only in a manner related to the exempt purposes of AFFB under Section 501(c) 3 of the Internal Revenue Service Code.
- School Pantry Program food in a secure, sanitary and temperature controlled place away from cleaning materials and toxic chemicals.
- All food must be stored 4 inches off the floor, away from the wall and 6 inches below the ceiling.
- School Pantry staff and/or volunteers with direct repetitive contact with children must pass a national background check.
- No outside food items may be brought to the Pantry unless prior approval is provided by AFFB.
- Temperatures must be taken in all areas where AFFB food is stored (even if it is only for one day). Temperatures must be recorded on the Temperature Log at least once per week.

Initials