

Community Food Bank of Eastern Oklahoma
Food for Kids Backpack Program Agreement
2021 - 2022

Name of School or Site _____ Broken Arrow Public Schools _____

This agreement is made between the Community Food Bank of Eastern Oklahoma (hereafter referred to as CFBEO) and the above-mentioned school or site (hereafter referred to as program). By signing this agreement, both parties acknowledge their respective duties and responsibilities related to the administration of the Food for Kids Backpack Program.

The above program agrees to:

1. Identify a school/site coordinator who will be the primary contact for the backpack program.
2. Identify students that meet the eligibility guidelines provided.
3. The safe and proper handling of food, conforming to all local, state and federal regulations.
4. Willingness to abide by the policies, procedures and record keeping requirements of CFBEO.
5. All food provided by CFBEO will be used only for this program. The food cannot be sold, given to staff, or used for any purpose other than to provide food to chronically hungry students on weekends during the school year.
6. Ensure that all staff and volunteers with direct repetitive contact with children pass a national background check.
7. Distribute the provided sacks of food to at risk students free of charge and at least once per month.
8. Store the provided sacks of food in a secure, sanitary and temperature-controlled area away from cleaning materials and toxic chemicals. All food must be stored 6 inches off the floor, 2" – 4" away from the wall and 6 inches below the ceiling.
9. Be available for a pre-arranged biennial site visit from a CFBEO staff or volunteer.
10. Distribute the backpack sacks to identified students in accordance with the pre-determined schedule.
11. Keep accurate records, submit reports and provide necessary information as requested by CFBEO.
12. Maintain accurate and up-to-date copies of your school year records and reports.
13. Inform CFBEO in writing of any changes in program personnel and number of children being served.
14. Communicate requests and concerns in a timely manner to the Children's Program Manager.
15. Ensure the names of students participating in the program are kept confidential. CFBEO has no need of this information.
16. Staff or volunteers of the school/site will not engage in discrimination, in the provision of service, against any student because of race, color, citizenship, religion, gender, national origin, ancestry, disability, or sexual orientation including gender identity or expression.
17. Encourage students, families and staff to complete coloring sheets, feedback and evaluation forms as requested by CFBEO.

CFBEO agrees to:

1. Identify and procure staple food items and/or supplies for the operation of the program.
2. Provide for the on-going distribution of backpack sacks to the program.



BACKPACK
PROGRAM

FEEDING
AMERICA

