

October 2017

Collins Elementary

*Request for Outside Agency-Run Program*

*I am writing this letter in support to receive permission to have the Freestore Foodbank program here at Collins Elementary. The program is run through the Freestore foodbank 1250 Tennessee Avenue, Cincinnati, Ohio. The Freestore Foodbank is a human services organization and a member of Feeding America, the nation's food bank network, and provides food and services for low-income people. The power pack program is designed to provide hungry children with nutritious and easy-to prepare food to take home on weekends throughout the school year when other resources are not available.*

*Overview:*

*Focus:* *Approximately 100 students will receive a sack of food from the Freestore Foodbank to take home for the weekend. These students are low-income and food insecure.*

*Collins Elementary will provide:* *weekly to students on our list a sack of food to take home for the weekend.*

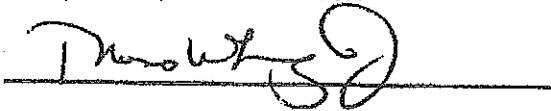
*Cost:* *Free to families who have students that are identified as food insecure.*

*Duration:* *Weekly starting Sept 1<sup>st</sup>-the end of the school year*

*Students Served:* *Any student at Collins Elementary who has been identified as food insecure.*



Kathy Oehler, FRC Coordinator



TW Loring, Principal



## POWER PACK PROGRAM AGREEMENT



THIS IS AN AGREEMENT ("Agreement") between the POWER PACK DISTRIBUTION SITE Collins Elementary and the FREESTORE FOODBANK 1250 Tennessee Avenue, Cincinnati, Ohio 45229. The terms of this Agreement have been made and entered into effect as of the 1st day of September, 2017.

### BACKGROUND

The Power Pack Distribution Site is the organization responsible for distributing the Power Packs to children that are under the care of that site. The Freestore Foodbank is a human services organization and a member of Feeding America, The Nation's Food Bank Network, and provides food and services for low-income people. The Freestore Foodbank Power Pack Program ("the Program") is part of the national Feeding America Back Pack program. The Power Pack Program is designed to provide hungry children with nutritious and easy-to-prepare food to take home on weekends throughout the school year when other resources are not available.

### ARTICLE 1

#### DUTIES AND RESPONSIBILITIES OF THE FREESTORE FOODBANK

1. The Freestore Foodbank shall appoint a primary contact person for the Power Pack Distribution Site. This contact person shall provide oversight and leadership in program research, design and development, as well as collaborative guidance in program implementation.
2. The Freestore Foodbank may make reasonable inquiry to determine that the Power Pack Distribution Site meet Power Pack Program objectives through annual monitoring and inspections and periodic visits during designated hours of operation. These visits may be unannounced. Any issues needing to be addressed shall be communicated in writing to the Power Pack Distribution Site within a reasonable amount of time after discovery.
3. The Freestore Foodbank shall identify and procure food items and supplies necessary for delivery to the Power Pack Distribution Site in connection with the operation of the Power Pack Program.
4. The Freestore Foodbank shall assist in providing or coordinating training for Power Pack Program staff and volunteers, as it deems appropriate. The training may deal with various aspects of the Program including Program administration, safe food handling and nutrition education.
5. The Freestore Foodbank agrees to indemnify, defend and hold the Power Pack Distribution Site free and harmless for any claims or lawsuits arising out of act or omissions of Freestore Foodbank, or any of its employees/agents, in violation or execution of any of its obligations under this Agreement.

### ARTICLE 2

#### DUTIES AND RESPONSIBILITIES OF THE POWER PACK DISTRIBUTION SITE

##### Delivery or Pick Up

1. **Delivery & Pick Up.** The Power Pack Distribution Site shall receive deliveries on days designated by the Freestore Foodbank. The Power Pack Distribution Site further agrees to have a designated staff member meet the Freestore Foodbank driver on the designated delivery date. Sites that do not comply with this requirement may be placed on "Product Hold" which will prevent Power Packs from being distributed to the site.
2. **Delivery Policy.** The Power Pack Distribution Site agrees that the Freestore Foodbank drivers are not able to deliver product to specific rooms or place product on shelves. The driver will deliver to drop sites or "curbside" to sites. With curbside delivery the drivers take the pallet off of the truck and an individual at the site transports the product into the building. Drop site or curbside delivery is required for sites receiving monthly deliveries. All other sites must either accept drop site or curbside deliveries or deliveries to a general receiving area such as the main entrance.
3. **Order Accuracy and Completeness.** The Power Pack Distribution Site agrees to check its order for completeness and accuracy and to sign for the receipt of the order prior to leaving the Freestore Foodbank premises or before the Freestore Foodbank delivery driver leaves the site location.

#### **Storage**

4. **Safe food Handling and Storage.** The Power Pack Distribution Site agrees to maintain food storage facilities that meet safe food handling requirements. This includes site compliance with all applicable federal and local statutes, ordinances, and regulations. Storage areas should be kept clean at all times and all Power Packs should be stored at least 6 inches off the floor. All food products must be stored in a climate-controlled building. Power Packs must be stored in a locked storage area. All site coordinators will need to be trained on safe food handling and maintain a certification of completion on file with the Freestore Foodbank.
5. **Loss of Product.** The site agrees to contact the Freestore Foodbank immediately in the event of a food loss, or theft of food product.

#### **Implementation**

6. **Site On-Boarding.** The site agrees to present the Power Pack program to all faculty/staff at the site before beginning the program.
7. **Testimonials.** The site agrees to submit testimonials relative to the Power Pack Program when requested by the Freestore Foodbank. The site also agrees to work with the Power Pack recipients to provide anonymous feedback from the children about the Power Pack Program when requested by the Freestore Foodbank.
8. **Power Pack Training Session.** The site agrees to attend the training session as required by the Freestore Foodbank.
9. **Media Coverage.** The Freestore Foodbank recognizes the need to keep the public informed of the work of both organizations (the Freestore Foodbank and the Power Pack Distribution Site) as we strive to meet the

needs of our community. The site will make every effort to ensure that the messages communicated to the media are consistent with the goals of both organizations. The site agrees to inform the Freestore Foodbank before the Freestore Foodbank's name is mentioned in a media context at all times.

10. **Problems and Requests.** Any problems or requests shall be submitted by the Power Pack Distribution Site to the Freestore Foodbank in writing and in a timely manner.
11. **Background Checks.** The Power Pack Distribution Site shall have the staff and volunteers that have repetitive contact with the children, in connection with the Program, undergo an FBI/BCI Background Check. Adults who are at the site more than once or twice and directly interact with children must have an FBI/BCI Background Check. Any fees associated with Background Checks are the responsibility of the site. Each site will be asked to submit a background check verification form to be kept on file with the Freestore Foodbank.
12. **Civil Rights.** Site staff and volunteers will not engage in discrimination, in the provision of service, against any person because of race, color, citizenship, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, including gender identity, unfavorable discharge from the military or status as a protected veteran, and politics. Site staff and volunteers may not require, suggest or imply that clients need to accept the position of the site or its representative on social, moral, religious, or political issues.

#### Identification

13. **Identification of Participants.** It is the site's responsibility to identify the children that meet the eligibility requirements for their site. All Power Packs must be distributed to children at risk of hunger.
14. **Allergy Identification.** The Power Pack Distribution Site shall use school records to identify food allergies that any child may have and take all necessary steps to ensure that those items are not distributed to any such child.

#### Distribution

15. **Scheduled Distribution.** The Power Pack Distribution Site shall distribute food packs to program participants in accordance with a predetermined schedule free of charge. The food packs shall be distributed once a week during the regular school year once the program starts. The total number of Power Packs assigned to your site will be distributed each week the program is in operation.
16. **Record Keeping.** The Power Pack Distribution site shall keep accurate records and submit monthly reports to the Freestore Foodbank on the first business day, and no later than the fifth business day, following the end of the month.
17. **Use of Product.** The Power Pack Distribution site agrees that no product received from the Freestore Foodbank will be sold, offered for sale, transferred out of the Freestore Foodbank's service area, or bartered for money, or other properties, or services.

#### Monitoring and Requalification

18. **Data Collection and Documentation.** The site agrees to participate in the collection of data when requested via the Power Pack Program evaluation, interviews, etc. The school also agrees to keep any participation list containing the names of Power Pack participants confidential and should not be disclosed to anyone outside of the site.
19. **Monitoring.** The Power Pack Distribution Site shall make the site available for at least one annual visit by Freestore Foodbank.
20. **Notification of Changes.** The Power Pack Distribution Site shall inform the Freestore Foodbank at least one week in advance of any changes in (i) the Power Pack Program personnel; (ii) the days and hours of operation of the site and (iii) the number of children served.
21. **Site Annual Requalification.** The site is required to undergo requalification every three years in order to participate in the Power Pack Program through a Request for Proposal ("RFP") process.

**Endorsement from the School's Principal or the Executive Director**

22. **Endorsement.** The Power Pack Program is supported by the site's administration. The site agrees to abide by the Power Pack Program guidelines provided by the Freestore Foodbank. The site will ensure that appropriate faculty and staff are available to accommodate the program.
23. **Legal Protection.** The Power Pack Distribution Site agrees to indemnify, defend and hold Freestore Foodbank free and harmless for any claims or lawsuits arising out of act or omissions of the Power Pack Distribution Site, or any of its employees/agents, in violation of any of its obligations under this Agreement.

**ARTICLE 3  
TERMINATION**

1. This Agreement may be terminated at will by either party with written notice delivered to either party not less than 30 days prior to the desired date of termination.
2. The Agreement expires at the mutually agreed upon close of the Power Pack Program at the Power Pack Distribution Site.
3. Upon termination of this Agreement, the Power Pack Distribution Site will return any equipment and/or materials provided to it by the Freestore Foodbank for the Power Pack Program to the Freestore Foodbank within 30 days of the termination date.

\_\_\_\_\_  
Signature of School Principal/Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Freestore Foodbank Representative

\_\_\_\_\_  
Date

