



## Feeding America, Kentucky's Heartland | Backpack Program Partner Agreement

The terms of the following Agreement have been agreed upon and understood by Feeding America, Kentucky's Heartland (FAKH) and Marion County Backpack Program (Program Partner/School). By signing this agreement, both parties acknowledge their respective duties and responsibilities related to the administration and operation of the Backpack Program.

### The Backpack Program Partner (site/school) agrees to:

1. Provide Backpack bags each week during the school year to eligible children who have been identified as chronically hungry.
2. Appoint one person to be the site coordinator, who will be the primary point of contact for the Backpack site. This will be the person who places the backpack order for all of the schools. They will be responsible for ensuring backpack bags are transported to the participating schools.
3. Students participating in the backpack program **MUST** have permission forms signed by a parent or guardian to participate. The FRYSC or school staff member responsible for distribution at the school must keep copies of the form for each participating student. The coordinator responsible for ordering and distribution of the program must have copies of the form for every student at every participating school.
4. Abide by the policies, procedures, and record keeping requirements of FAKH. Records include pest control logs and permission forms. Pest control logs must be kept 3 years plus the current year, and permission forms must be kept on file for the length of time the student participates in the program. The coordinator may choose to redo forms annually. At the bare minimum, all forms must be kept for the current and previous years if a student participates for less than that amount of time.
5. All paperwork must be kept in a secure location with limited access. This is especially important for student permission forms. The identities of all participating children must be kept confidential.
6. Statistics **must** be reported monthly in PWW.
7. Check emails **weekly** at the bare minimum for important correspondence from FAKH.
8. Communicate any issues or concerns to the FAKH Backpack County Coordinator in a timely manner.
9. Place a minimum of one order per quarter. There must be a minimum of **3 full business days between the day you place your order or receive your delivery or pick up your order**. For example, if your delivery is on a Tuesday, then it would be placed on the Wednesday the week before or earlier.
10. Be available to receive deliveries on the designated date and time provided by FAKH.
11. FAKH must be notified of any donated foods that could be placed into the backpack bags. We will determine if the items are safe and meet the requirements of food used in the backpack bags.

12. Be available for at least one bi-annual monitoring visit.
13. Ensure Backpack bags are stored off of the floor and away from the walls (at least 6 inches), along with being stored in an area that can be locked. It is suggested that leftover backpack bags are stored in plastic totes with lids, or something similar. All backpack bags must be stored at an approved FAKH agency. The approved site will be determined before onboarding is finalized.
14. Report any issues with bags or food within the backs to the FAKH contact for the backpack program as quickly as possible.
15. Actively raise funds to support the program. Backpack coordinators will be responsible for collecting the funds necessary for covering the backpack program. All backpack agencies must have sufficient funds submitted to FAKH to cover the cost of an order **before** placing their order. Coordinators may call FAKH at any time to check their account balance.
16. Partner with a local non-profit 501c3 organization to manage funding for the Backpack Program; unless other fiscal arrangements have been agreed upon between site/school and FAKH.
17. Participate in annual program training and evaluation.
18. Ensure any volunteers who have contact with children get the appropriate background checks.

**Feeding America, Kentucky's Heartland agrees to:**

1. Appoint a primary contact for the Backpack Program providing oversight and leadership in program research, design and development, and collaborative guidance in program implementation.
2. Ensure that Program Partner meets national and local Backpack Program objectives through annual monitoring inspections and periodic site visits during designated hours of operation. Any issues needing to be addressed will be communicated in writing to the Program Partner within seven business days.
3. Identify and procure key supplies necessary for the operation of the Backpack Program.
4. Provide or coordinate training opportunities for Backpack Program staff annually.
5. Schedule and facilitate Backpack Program meetings to ensure communication and collaboration between Program Partners. The FAKH backpack contact is expected to provide answers to questions and concerns in a timely manner.
6. Communicate any changes or updates to the program through writing.

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.**

Upon termination of this agreement, the Program Partner will return any equipment and/or materials provided by FAKH for the Backpack Program to FAKH within 30 days of termination date.

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Site Coordinator Signature / Print

9-12-25  
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Date

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FAKH Executive Director Signature / Print

9-12-25  
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Date