



District School Board of Pasco County

20430 Gator Lane • Land O' Lakes, Florida 34638 • 813/794-2221

Heather Fiorentino, Superintendent


www.pasco.k12.fl.us

Department of Purchasing
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May 3, 2011

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPO, CPPB, Purchasing Agent 

RE: Pack-A-Sack Kids Program
United Methodist Cooperative Ministries/Suncoast

The attached agreement between the United Methodist Cooperative Ministries/Suncoast and the District School Board of Pasco County is being forwarded to the Board for approval. The United Methodist Cooperative Ministries will introduce a pilot program at Gulfside Elementary School to address chronic hunger among elementary age children. This program will provide adequate food over the weekends for children that qualify for free or reduced price meals and who meet the criteria of being chronically hungry or having food insecurity. There will be no charge to the District for these services. Please reference the attached memo from Mr. Rick Kurtz, Director of Food and Nutrition Services, for further information regarding this agreement.

At this time, we respectfully request your approval to enter into this one year agreement with the above-referenced facility through May 2, 2012. This agreement has been reviewed and approved by Nancy Alfonso, School Board Attorney.

If you should have any questions regarding this matter, please contact me at your earliest convenience.

KDG/sn
Attachments

Date/Time: April 27, 2011 08:54:00



District School Board of Pasco County

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638 • 813/794-2000

Heather Fiorentino, Superintendent

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MEMO # FNS-108-11
Contact: Richard P. Kurtz
813/794-2438

DATE: April 11, 2011

TO: HONORABLE SCHOOL BOARD MEMBERS

FROM: Heather Fiorentino, Superintendent
Ruth Reilly, Assistant Superintendent for Curriculum and Instruction

SUBJECT: PACK-A-SACK 4 KIDS PROGRAM

Introduction

The United Methodist Cooperative Ministries/Suncoast would like to partner with Pasco County Schools to introduce a pilot program at Gulfside Elementary School to address chronic hunger among elementary age children in public schools by providing adequate food over the weekends during the academic year. Pack-A-Sack 4 Kids is a community outreach program supported by United Methodist Cooperative Ministries/Suncoast, Inc., area churches, and collaborative partners.

Description

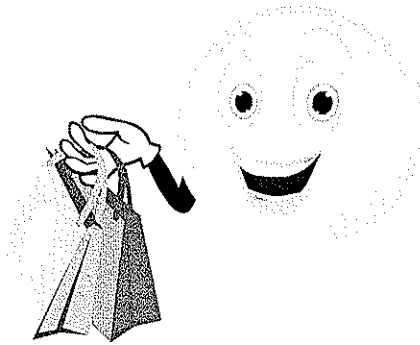
It is estimated that chronic hunger exists in 10% of students that qualify for free meals. The Pack-A-Sack 4 Kids Program is a collaborative partnership that works with selected Title I schools in identifying children who qualify for free or reduced price meals and who meet the criteria of being chronically hungry or having food insecurity. Eligible students who might not have adequate food over the weekends would be provided a nutritious bag of snacks each Friday during the academic year. Food insecurity is defined as limited or uncertain access to a nutritionally adequate diet, characterized by skipped meals, reduced food portions and/or uncertainty of being able to adequately feed all household members.

Action Requested

The staff requests the School Board's approval of the Memorandum of Understanding between the District School Board of Pasco County and United Methodist Cooperative Ministries/Suncoast, Inc., to introduce the Pack-a-Sack 4 Kids Program that will provide supplementary nutrition to Pasco County Schools students who qualify.

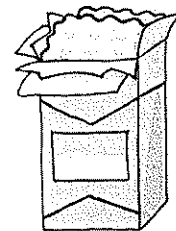
Conclusion

The staff respectfully recommends the School Board's approval of the Memorandum of Understanding between the District School Board of Pasco County and the United Methodist Cooperative Ministries/Suncoast, Inc.



PACK-A-SACK 4 KIDS

**Fighting Hunger and Food Insecurity one
kid and one school at a time!**



MEMORANDUM OF UNDERSTANDING
Between
THE DISTRICT SCHOOL BOARD OF PASCO COUNTY, FLORIDA
And
UNITED METHODIST COOPERATIVE MINISTRIES/SUNCOAST, INC.

PACK-A-SACK 4 KIDS PROGRAM

THIS MEMORANDUM OF UNDERSTANDING (hereinafter "MOU") is made and entered into this _____ day of _____; _____ by and between the District School Board of Pasco County, Florida (hereinafter "the Board"), through its Superintendent and authorized agent, and United Methodist Cooperative Ministries/Suncoast, Inc., a Florida non-for-profit corporation (hereinafter "Contractor").

WITNESSETH:

WHEREAS, the Board recognizes that students obtain greater educational benefits from instruction if they receive proper nutrition; and

WHEREAS, the Board and Contractor desire to collaborate to provide supplementary nutrition to Pasco County School's students at no cost to the Board; and

WHEREAS, the Board and Contractor desire to memorialize certain terms and conditions to govern their relationship;

NOW, THEREFORE, in consideration of the premises, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Contractor will provide, to the Board's schools that wish to participate, food products and other supplies needed to implement its "Pack-A-Sack 4 Kids Program" (hereinafter "Program"). Contractor will provide such products so long as it can and in the quantities it so determines. The Board shall have the sole discretion to determine what certain food products or other supplies offered by Contractor will be distributed to participating students. The parties agree to collaborate and share suggestions regarding what food products are distributed to participating students. Attached hereto and incorporated herein as Exhibit A is a description of the Program, in the event any provisions of Exhibit A and this MOU conflict, the provisions of the MOU will control.
2. As described in Exhibit A, written parental permission will be required prior to a student's participation in the Program. Board employees will assist in obtaining the parental permission.
3. This MOU will become effective the date ^{12/0} the latter of the two parties executes the MOU. This MOU shall expire on ~~June 30, 2014~~ ^{May 2, 2012}. Either party may terminate this MOU at any time for any reason by providing 30 days written notice to the other party. Neither party may assign this MOU without the advance written consent of the other party.
4. No compensation, monetary or otherwise, shall be provided to Contractor by Board for Contractor's services described herein.



5. Due to the potential of injury during the implementation of the Program, including but not limited to injuries incurred by reason of ingestion of the food products provided by Contractor, Contractor agrees to carry, during the term of this MOU, general liability insurance covering such damages in the coverage amount of not less than One Million Dollars per occurrence/Two Million Dollars aggregate, naming the Board as an additional insured.

Date: _____

UNITED METHODIST COOPERATIVE
MINISTRIES/SUNCOAST, INC.

By: _____

(Name), (Title)

Date: _____

Approved as to Form:

The District School Board of Pasco County, Florida

By: _____

Heather Fiorentino, Superintendent

CONTRACT REVIEWED
AND APPROVED:
Kdy 4-21-11

PACK-A-SACK 4 KIDS

GENERAL INFORMATION:

"Pack-A-Sack 4 Kids" is a community outreach program of United Methodist Cooperative Ministries/Suncoast, Inc., 1625 Union Street, Clearwater, Florida 33755 and area churches. The program is designed to help address the problem of chronic hunger among elementary age children in our public schools. This has been estimated to be approximately 10% of all children eligible for free lunch.

MISSION STATEMENT:

OUR GOALS:

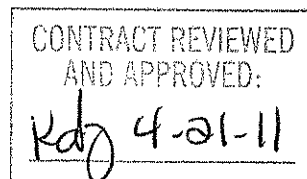
- Working with selected Title I schools to identify those children on free or reduced lunch who meet the criteria of being chronically hungry or having food insecurity.
- To provide to eligible students a nutritious group of snacks who might not have adequate food over the weekends during the academic year.

WHO IS ELIGIBLE?

- Any elementary child in a Title 1 school where teachers feel that they exhibit behaviors that may indicate chronic hunger or food insecurity.*
- Children may be referred to the program by school personnel, classroom teachers or by a child's parent.

HOW DOES ONE SIGN UP AND WITH WHOM?

- The Coordinator for the Pack-A-Sack 4 Kids Program receives a referral form from the designated schools Family & Community Relations Liaison or other designated community contact.
- Referrals to the program may be generated by any school personnel or through parental request. Referrals may be made at any time during the school year.
- The school liaison is responsible for approving all referrals and then contacts the child's parent and explains the program and invites his/her participation. This may be done either by sending a letter home to the parent or guardian with the child on school letterhead about the program and a Participation Form or by personal contact by the school liaison.
- Prior to receiving his/her first Pack-A-Sack a child must have a signed Parent/Guardian participation form on file.



WHO SUPPLIES THE FOOD?

The items in the Pack-A-Sack 4 Kids are paid for and provided by a local United Methodist Church or a collaborative partner. The church or partner has entered into an agreement with United Methodist Cooperative Ministries/Suncoast, Inc. and a particular school for an academic year.

WHEN ARE PACK-A-SACKS DISTRIBUTED AND BY WHOM?

- Orders for individual Sacks are communicated to the Pack-A-Sack 4 Kids Project Coordinator on Monday of each week. The number of packs needed is then relayed to the assigned church/partner that purchases, packs, prepares and delivers the Sacks to each school and the School Liaison by Friday morning or the last day of the academic week.
- It is the responsibility of the appointed School Liaison in consultation with their principal to determine how and when the Sacks will be distributed.
- Any Pack-A-Sack not picked up by enrolled participants must be stored in a secure, dry place and may be distributed the next week as part of their order.
- On the following Monday, the School Liaison reports to the Pack –A-Sack 4 Kids Program Coordinator the number of sacks on hand and the number needed for that week.
- If there are preschool siblings in the home who are also in need of food enrichment, the School Liaison must also approve their enrollment in the program as well.

WHAT TYPES OF ITEMS MAKE UP A PACK-A-SACK?

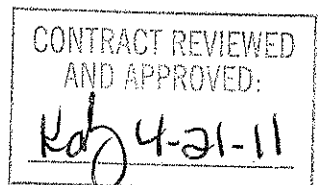
- A nutritionist has reviewed all of the items in the weekly Sacks. Items are individually wrapped and sealed at point of purchase.
- No flyers, notes or promotional materials are permitted in the Sack. Except those that may be approved and placed by school personnel.
- Each Sack contains child-friendly shelf stable food items for an average of two days (weekends) or enough for a holiday period.
- Each Sack will contain a combination of 6-10 items:
Fruit Cup, Apple Sauce Cup, Pudding Cup, Individual Beanie Weenies, Stew, Vienna Sausages, Raisins, Cereal Bar, Trail Mix, Cheese Crackers, Crackers, Peanut Butter, individual fruit juice, White/Chocolate Milk (no refrigeration needed), Cereal Bowl, or other items that may be approved as suitable.
- We will make every effort to see that each week there are a different variety of items.
- Each individual assigned church/partner is responsible for seeing that a variety is maintained as much as possible.

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AND APPROVED:
Kay 4-21-11

- Items for each child will be placed in an individual tied plastic bag and the assigned church will deliver the number of Sacks requested to the school plus clearly marking any Sack that is noted for a child with allergies.
- Each child will be given a nylon drawstring Pack-A-Sack Bag in which to carry his/her food home.

IMPACT OF SERVICE ON OUR CHILDREN:

It is our hope, the School Liaison in charge of distribution will on a regular basis, relate either verbally or in writing comments from parents, teachers or students on the impact of the program to the Pack-A-Sack Program Coordinator so we can share these with the local churches and others.



Program Outline

IDENTIFYING STUDENTS:

Students are eligible to receive food by school staff by filling out a Child Referral Form. The school liaison keeps each form in their Pack-A-Sack 4 Kids notebook. All children must have a referral form approved and a parent agreement form on file before receiving any food.

New referrals may be added at any time during the school year.

SCHOOL STAFF AWARENESS:

The school principal is asked to explain the Pack-A-Sack 4 Kids Program to all school staff and ask for their help in identifying children that would benefit from the program. Please make the Pack-A-Sack 4 Kids referral form available to all of the school staff. There is no limit to the number of children that may be referred. The referral form is an internal document only for staff and is not given to parents. Give a deadline for the initial referral forms to be handed in, there after they can make referrals at any time the need arises.

Discuss plans on how and when the food will be distributed. Get input from staff.

LOGISTICS:

Food Storage: You will need an approved location in the school where the Pack-A-Sacks and draw string bags can be safely stored in a dry, clean locked area.

- All food sacks should be stored at least 6 inches off the ground
- Storage area must be clean, dry and free of all pests
- The storage area should be locked when not in use
- Keep the food storage area clean by wiping down shelves and keeping floor swept

Distribution Method: All Pack-A-Sacks upon delivery to the school should be placed into a labeled drawstring bag provided by the program. The drawstring bag should have each child's name upon it that will be receiving a Sack that week.

Children should be instructed to return their empty drawstring bag to the School Liaison on Monday (preferable) and indicate if they would like a Sack that Friday. If a Sack is returned torn, worn, or dirty the School Liaison should request from the Program Coordinator a new bag for that child.

If a child fails to return their drawstring bag but indicates they would like food that week, they may put their Pack-A-Sack in their own backpack to carry home.

Who Will Distribute the Pack-A-Sacks on Friday? The designated School Liaison and/or a school volunteer who has completed a background check by the school and has been trained in the program-distribution and record keeping by the school coordinator may distribute the Sacks. There should always be a substitute back- up person in case the Liaison is unavailable.



Record Keeping: (Where would we be without it?)

Forms to be completed:

1. School Participation Agreement with program-sent to UMCM Program Coordinator and kept on file.
2. Referral of Child Form (kept on file by school liaison)
3. Parent Participation Form (kept on file by school liaison)
4. Weekly Distribution Form (kept on file by school liaison)-please place a check by each child's name that is handed a Pack-A-Sack of Food.
5. Monthly Report Form-to be sent to UMCM Program Coordinator

Contacts With:

Parent: Each school can determine whether or not parental permission is necessary before a child receives any food. We encourage trying to get parental permission prior to distribution. You can use the sample letter provided by the program on your school letterhead or you can create your own. If you are concerned about the response of a parent, we encourage you to contact them directly to explain the program.

Hint: Some programs send home the Parent Participation Form along with the food the first time. This allows the parent to see what their child is receiving.

Some parents appreciate being asked first about their child receiving food and be given the option on whether they wish their child to participate. This often helps defer any issues of parents feeling offended.

Child: It is important to respect the confidentiality of the child at all times especially in front of their peers. It is suggested that discussion of a child's participation in the program be done individually.

Explain that they will be receiving each Friday or the last day of the academic week a sack of food that will be placed in a Pack-A-Sack 4 Kids or their own backpack. If they would like to have food for the next weekend, they need to return their empty Pack-A-Sack, to the school liaison on Monday. Please clarify that if they do not bring back their Pack-A-Sack by Tuesday this means they do not need food the next weekend. Of course, the Liaison can always make exceptions. If a child wants to use their own backpack to carry the food rather than the drawstring bag provided, then they need to contact the Liaison by Monday that they would like a food pack for the weekend.

- Tell the child that the food is for them to eat when they get hungry over the weekend. Although they can share if need be, the food is for them. If a child reports that another family member is taking all of their food, please contact the parent to try and resolve the situation. This might also be a good time to share with the parent where Food Pantries are close by for them.
- Caution the child not to open the Sack until they get home and not to share the food with friends. This will cut down on problems with other kids who may want a Sack but are not eligible.
- Explain if they no longer need the food they need to let the Liaison know and return their drawstring bag so another child may join the program.
- If on some rare occasion you have an issue of a child selling the food, giving it all away to friends or taking advantage of the program, you do have the authority to discontinue services to the child.



***Definition of Chronically Hungry or Food Insecure**

What to Look For In Behavior

- Rush food lines due to extreme hunger
- Appears hungry on Monday mornings
- Quickly eats all food served and asks for more
- Asking when the next meal or snack will be served
- Regularly asking teacher for food
- Saving/hoarding/stealing food to take home for self or siblings
- Linger around for or asking for seconds
- Comments about not having enough food at home
- Asking classmates for food they do not want
- Other information regarding the child's home situation that requires the need for food *Please be as thorough as possible in your explanation.*

Physical Appearance: Extreme thinness, Puffy/swollen skin, Chronically dry/cracked lips, Chronically dry and itchy eyes

School Performance: Excessive absences and/or tardiness, Repetition of a grade, Chronic sickness, Short attention span/inability to concentrate, Chronic behavior problems (hyperactive, irritable, anxious, withdrawn etc.)

Home Environment: Often cooks own meal, or has another sibling who does
Moves frequently, Loss of household income, Family crisis

CONTRACT REVIEWED
AND APPROVED:

Kdy 4-21-11

LOCAL CHURCH INFORMATION

On behalf of United Methodist Cooperative Ministries/Suncoast, Inc. (UMCM), we wish to thank you for your willingness to help fight hunger in our schools by your participation in our ~~PACK-A-SACK 4 KIDS~~ Program. The Pack-A-Sack 4 KIDS Program is an outreach ministry of UMCM with local churches. The program is designed to help address hunger and food insecurity among children in Elementary Schools who are currently eligible for free or reduced lunch AND whose families do not have the resources to provide them with food on weekends and holidays.*

UMCM is seeking three partnering churches-one north county, one mid county and one south county who will be assigned a school in their area as their target school for the 2008-09 Academic year. Each church will recruit a Pack-A-Sack Team, THE TEAM is responsible for the purchase of food items, filling requested food sacks for their school and delivering the sacks to their assigned school on Friday mornings or the last day of the academic week.

While the program is simple it does require a willingness of the church to financially underwrite the cost for food items contained in the Sacks, a willingness to recruit a local church coordinator and a team of 3-5 people who on a weekly basis assist in purchasing food items and filling Sacks and deliver the ordered Sacks to their assigned school.

WHAT IS HUNGER AND FOOD INSECURITY?

- HUNGER-chronically inadequate nutritional intake or the uneasy and uncomfortable sensation caused by involuntary lack of food.
- Food Insecurity-limited or uncertain access to a nutritionally adequate diet, characterized by skipped meals, reduced food portions and/or uncertainty of being able to adequately feed all household members. America's Second Harvest Food Bank in the Tampa Bay Area, currently estimates that 8% of all households are Food Insecure. *Food is Life!*
- *The national average for food insecurity is 11.3%. Hunger is an income issue.*

WHAT IS NEEDED?

- A commitment by the local church to be a Pack-A-Sack 4 Kids partnering church with UMCM for the ~~2008-09~~ ²⁰¹¹⁻¹² academic year.
- A financial commitment by the church to purchase approved food items for the Sacks.
- A willingness to recruit a Pack-A-Sack 4 Kids team for your church of 3-5 people.
- Selection of a local church Pack-A-Sack 4 Kids Church Coordinator who is responsible for your program.
- Provide a secure, dry storage area for food supplies in your church and an area to fill bags.
- Transportation to deliver your Pack-A-Sacks to your assigned school.
- A willingness to work with UMCM's Pack-A-Sack 4 Kids Program Coordinator and communicate on a regular weekly basis any needs and/or concerns.



WHAT WILL IT COST OUR CHURCH FINANCIALLY?

Due to the rising cost of transportation and food, it is hard to estimate what the actual financial cost will be to a church. Previously, we estimated that each Pack-A-Sack would cost around \$5.00. This will vary depending on the items each week in your SACKS.

WHAT ARE THE ITEMS WE WILL NEED TO MAKE UP PACK-A-SACKS?

- UCMC will provide Pack-A-Sack 4 Kids drawstring bags for each eligible/referred child in each school.
- Your church will need to obtain plastic grocery bags (double bag) to pack your food items for each week. You can get these usually free at any grocery store.
- You will need to have a secure, locked, dry off the floor place to store your monthly food supplies and filled sacks waiting for delivery to your assigned school.
- You will need to have on your Team, 1-2 people whose responsibility it is to purchase items that make up the Pack-A-Sack 4 Kids. There are 2 different food bags and the items are rotated weekly so the children receive a different bag each week. Bags should be delivered to your school in boxes for easy handling.
- You will need a Team of 3 or more volunteers willing to pack the food sacks on Wednesday or Thursday for delivery by your Coordinator to your school on Friday morning for the weekend or the last day of the academic week or on the last day of school prior to a Holiday.

WHAT DO OUR ASSEMBLED FOOD SACKS CONTAIN?

- 8-10 DIFFERENT FOODS DESIGNED TO PROVIDE NUTRITION AND CALORIES FOR CHRONICALLY HUNGRY KIDS ON THE WEEKEND.
- Kid friendly foods that require little or no preparation. Kids can just "open and eat."
- Food for Pack-A-Sacks include such approved individually wrapped items as:
 - Peanut Butter (12-18 oz. Jar) and a sleeve of crackers
 - Cereal (1 oz. Box)
 - Fruit Cups (mixed fruit, peaches, applesauce, etc)
 - Raisins (snack size boxes)
 - Pudding Cups
 - Juice boxes or individual pouches
 - Cereal bars or granola bars
 - Milk (aseptic pack boxes (Parmalat) that do not require refrigeration) Chocolate or White 2%
 - Cheese or Peanut Butter Cracker Sandwiches
 - Ritz Cheese and Cracker Bits (Individual packages)
 - Vienna Sausages
 - Other approved items that are individually wrapped and provide nutrition

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Koby 4-21-11

WHAT IF A CHILD WHO RECEIVES A SACK IS ALLERGIC TO AN ITEM?

Each local school Pack-A-Sack 4 Kids Liaison will communicate weekly with UMCM's Pack-A-Sack Coordinator as to number of Sacks needed and if any sack needs to have a certain item(s) omitted. This information is then relayed from our Program Coordinator to the Local Church Coordinator so a special sack may be produced and clearly labeled.

FOOD SAFETY:

- Dates on food purchased can be the date the food is packaged, freshness date, or expiration date. It is the local Coordinator's responsibility to be sure and check the dates on all food purchased especially if you purchase enough food supplies for a month or more.
- Do not place in the food Sack any item that is damaged (leaking or punctured, etc.).
- Call the UMCM Pack-A-Sack 4 Kids Program Coordinator if you have any questions about a food item.
- If a child has a food allergy to any item(s) normally placed in the sack, DO NOT create a sack with that item(s). Clearly mark the sack as Food Allergy Compliant no Peanut or Soy etc. items.

FOOD STORAGE:

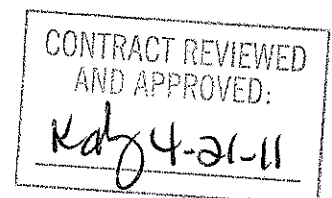
- Store the food safely- After you purchase needed food items (weekly or monthly) please properly store the food at least 6 inches off the ground in a clean, dry, locked area. Rotate your inventory and use the oldest items purchased first. Keep your storage area clean (wipe off shelves in between purchases) to assure pests and rodents stay away from the food. Discard any items found damaged or leaking.

WHERE CAN WE PURCHASE ITEMS NEEDED FOR OUR PROGRAM?

- We have found that the best buys in quantity can be found at Sam's Club, COSTCO, Wal-Mart, GFS Marketplace, at some bulk stores or local grocer. If you seek items through a Food Bank you need to double check expiration dates and packaging. If your church has a regular kitchen and chef and purchases items from a food supplier, many times you can get good deals on items needed through them. Some times you can find bargains at your local food store.

What are some Current Approved/Recommended Food items for our Sacks and cost as of July -08?

- Kellogg Nutri -Grain Bars: 48 @ \$10.35 or \$.22 each
- Delmonte Mixed Fruit & Peaches 16 @ \$7.13 or \$.45 each
- Hunts Sack Pack Pudding 18@ \$7.24 or \$.40
- Motts Apple Sauce 36 @ \$7.36 or \$.20
- Hindi Sacks Ritz Cheese & Crackers 30@\$7.58 or \$.25 each

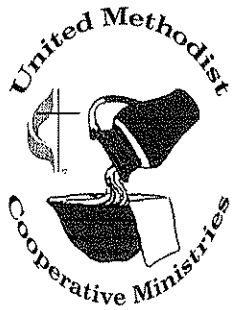


- *Apple & Eve Individual Juice Box 36 @\$ 10.38 or \$.29 each*
- *Ritz Bits Cheese Sandwiches 30 @ \$10.38 or \$.35 each*
- *Quaker Granola Bars 48@\$7.19 or \$.15 each*
- *Lance Variety Pack Cheese/Peanut Butter Crackers 40@4.88 or \$.12 each*
- *18Oz. Peanut Butter (plastic jar) @ \$1.59*
- *Kellogg Fun Pack Cereal 8 @ \$3.29 or \$.41 each*
- *2% Reduced Fat Free Milk-Parmalat Individual Boxes 3@ \$2.49 or 1 qt. Of 1% @ \$2.29*
- *Armour Vienna Sausage (5 oz. Can) 18@ \$6.25 or \$.35 each*
- *Raisins (Individual Boxes snack size)*
- *Bumble Bee Tuna Salad, Ham Salad and Chicken Salad with Crackers Ready to Eat (prices vary by store)*

WHAT OTHER ITEMS SHOULD WE OR SHOULD WE NOT PUT IN THE BAGS?

We ask that you please DO NOT put any notes or religious literature, gum, candy or toys in the Pack-A-Sack 4 Kids. The sack must have only food items approved by the Program Coordinator.

CONTRACT REVIEWED
AND APPROVED:
Katy 4-21-11



UNITED METHODIST COOPERATIVE MINISTRIES/SUNCOAST CONSUMER/PARTICIPANT RIGHTS AND RESPONSIBILITIES

You have the right to:

- Receive quality and respectful care and services without discrimination
- Know the qualifications of staff who provide you with direct care and service
- Receive information, requirements and instructions in order to receive service
- Consent to or refuse service before provided
- Know the nature and purpose of the service provided
- Be informed of any reason service may be denied or restricted
- Be informed prior to any discharge or transfer from service
- Expect confidentiality of information and protection of your records or personal information
- Receive timely response to your needs along with coordination of service
- Know about charges for services or fees prior to delivery
- Know how to voice any grievance about the service you receive

You have the responsibility to:

- Give accurate information as required on all service forms or applications
- Notify the agency of any change in information that may affect service
- Work with the staff in planning, reviewing or changing services needed
- Treat all staff and property with respect
- Inform staff immediately if you have any concerns or problems with the service you are receiving
- Assist by making and helping us keep a safe environment
- Assist the agency as requested in evaluating the services provided to you through an evaluation process

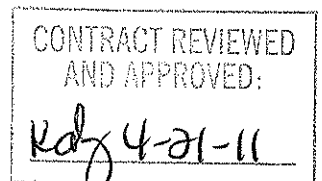
I have reviewed and understand my rights and responsibilities and have been informed and understand the services that I will be/or may be provided. I understand that I may be contacted for follow-up information as part of the agency program evaluation and quality assurance. This usually constitutes consumer surveys. If I refuse to be included this will not impact services.

Yes include me in the survey

No, please do not include me in the surveys

Consumer/Participant Signature

Date



Pack-A-Sack 4 Kids School Application Form

 Yes, we would like to apply as a school to participate in the Pack-A-Sack 4 Kids Program and distribute such to chronically hungry students in our school.

Name of school:		County
Street Address:		
City:	State:	Zip:
Mailing Address (if different from street address)		
City:	State:	Zip
Phone Number:		FAX Number:
Principal Name:		Principal E-Mail Address:
School Liaisons Name (designated school person to administer the program):		
School Liaison's E-Mail Address:		
Liaison's Direct Phone Number:		
What is your average enrollment?		
What are the grade levels of your school?		
How many kids would you consider chronically hungry?		
I Certify That This Information is True and Complete		Date:
Signature of Principal:		

Please Return Application to: United Methodist cooperative Ministries/Suncoast Inc., 1625 Union Street, Clearwater, Florida 33755 or Fax (727) 442-6881 Attention: Pack-A-Sack 4 Kids Coordinator

CONTRACT REVIEWED
AND APPROVED:

Kdy 4-21-11

**Pack-A-Sack 4 KIDS
PROGRAM AGREEMENT**

Name of School: _____

Address of School: _____, _____, _____

As a participating school in the Pack-A-Sack 4 Kids Program, the school agrees to:

1. Store the food Packs and bags off the floor in a secure place.
2. Identify children that are chronically hungry in the school.
3. Add each child's name and grade to the monthly distribution report that is to be kept at the school. Check next to their name each week that the child receives a pack as well as number of packs needed if siblings are included.
4. Use school records to identify food allergies the child may have (peanuts, milk, etc.) and flag their name so that those items will not be distributed to them.
5. Distribute Pack-A-Sacks in draw string bag provided each Friday (or before school holiday)
6. Tell the child to return the drawstring bag each Monday to the school coordinator to receive more food if they need it.
7. Have a back-up person available to help distribute food at designated time and place in case of the coordinator's absence.
8. Prepare the Pack-A-Sack 4 Kids monthly reports at the end of each month and fax this to United Methodist Cooperative Ministries by the 5th of the month for previous month.
9. Notify the Pack-A-Sack 4 Kids agency Coordinator by Monday afternoon as to the number of Sacks you will need for the weeks distribution.

We understand that we will receive food and bags from United Methodist Cooperative Ministries and affiliated churches at no cost to the school to help us provide food to chronically hungry children. We understand that the food we receive can only be used for that purpose.

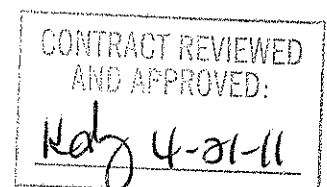
We understand that the food and string bags cannot be sold, traded or used for other school programs, used for fundraisers, given to staff, or used for any other purpose than to provide food to chronically hungry or food insecure children.

Signature of Principal

Date _____

Signature of Pack-A-Sack 4 Kids School Liaison

Date: _____



PACK-A-SACK 4 KIDS REFERRAL FORM

Child's Name: _____

Age: _____ Grade: _____ Teacher: _____

The Pack-A-Sack 4 Kids Program is only for children who you feel are chronically hungry. The program provides drawstring bags with food on Fridays to children who might otherwise not have food over the weekend. To refer a child to Pack-A-Sack 4 Kids, please circle one or more of the following behaviors that the child displays on a regular basis. At least one item on this list MUST be circled to refer the child to Pack-A-Sack 4 Kids.

1. Rushing food lines due to extreme hunger
2. Extreme hunger on Monday morning
3. Quickly eating all of the food served and asking for more
4. Asking when the next meal/snack will be served
5. Asking others for food
6. Saving/hoarding/stealing food to take home for themselves and/or siblings
7. Lingering around and asking for seconds
8. Asking classmates for food they do not want
9. Other information regarding the child's home situation that requires the need for food. *Please be as thorough as possible in your explanation.*

Please circle other factors that may be present and help identify as chronically hungry child:

Physical Appearance: Extreme thinness, Puffy/swollen skin, Chronically dry/cracked lips, Chronically dry and itchy eyes

School Performance: Excessive absences and/or tardiness, Repetition of a grade, Chronic sickness, Short attention span/inability to concentrate, Chronic behavior problems

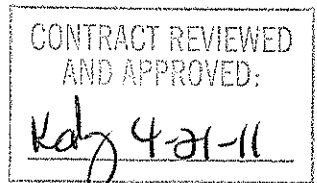
Home Environment: Often cooks own meal or have another sibling who does, Moves frequently, Loss of household income, Family crisis

Does this child have a preschool sibling that should also receive food? Yes ___
___NO.

Signature of person referring the student

Date _____

Printed Name



(SAMPLE ONLY)

PACK-A-SACK 4 KIDS PROGRAM

Dear Parents/Guardians:

We are happy to tell you that _____ Elementary School is a part of a new program called Pack-A-Sack 4 KIDS. This program is offered through one of our community partners, United Methodist Cooperative Ministries, Inc. Your child is eligible to receive a sack with some food in it every Friday. The food and the drawstring bag are provided to you at NO cost. If you choose to enroll your child, he/she will receive a sack with some food every Friday for the weekend. All of the foods in the bag are nutritional snacks and non-perishable. If your child eats all the food and if more food is needed for the next weekend, then your child must return the empty Pack-A-Sack 4 KIDS Drawstring Bag to school on Monday. If the drawstring bag is not returned then your child will not receive food for the next week.

If you have any questions or concerns about this program please feel free to contact our Pack-A-Sack 4 KIDS School Liaison, _____ at _____.

Also, please let us know how the program is working for you and your child from time to time.

I want my child to join the Pack-A-Sack 4 Kids Program

I do not want my child to join the Pack-A-Sack 4 Kids Program

I would like to talk with you about my child's preschool siblings joining the program

Printed Name of Parent/Guardian

Printed Name of Child

Signature of Parent/Guardian

Date _____

Please see that your child returns this form to the school office by Monday, thank You!

(Form in English/Spanish)



Programa "Pack-A-Sack" Para Niños

Estimados Padres/Guardianes:

Estamos muy contentos en informarles que la Escuela Elemental _____ es parte de un Nuevo programa llamado Pack-A-Sack Para Niños. Este programa es ofrecido a través de uno de nuestro socios de la comunidad, la United Methodist Cooperative Ministries, Inc. Su niño/a es elegible para recibir una bolsa con alimento todos lo Viernes para disfrutar durante todo el fin de semana. Los alimentos y la bolsa se le provee sin costo alguno. Su usted escoje matricular a su niño/a recibirá meriendas nutritivas y alimentos enlatados. Si su niño/a a se come todos los alimentos y necesita más para el próximo fin de semana entonces su niño/a a debe devolverla bolsa el Lunes a la escuela. Si no devuelva la bolsa su niño/a no recibirá alimentos el próximo fin de semana.

Si tiene preguntas acerca de este programa, puede llamar a _____ aliado de "Pack-A-Sack" Pará Niños al _____.
Ademas déjenos saber de vez en cuando si el programa está funcionando para usted y su niño/a.

_____ Deseo que mi niño/a participe del programa "Pack-A-Sack" para niños.

_____ No deseo que mi niño/a participe del programa "Pack-A-Sack" para niños.

_____ Deseo hablar con usted para saber si el hermano/a de mi niño/a que asiste a la pre-escolar puede participar de este programa.

Nombre de Padre/Guardian

Nombre del Niño/a

Firma del Padre/Guardian

Fecha

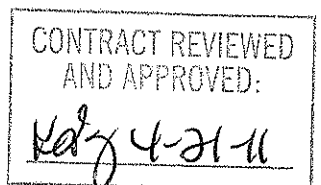
Por Favor asegúrese que su niño/a devuelva esat hoja el Lunes a su escuela, Gracias!

CONTRACT REVIEWED
AND APPROVED:
Kdy 4-21-11

PACK-A-SACK 4 KIDS MONTHLY REPORT INFORMATION

Your Monthly Report can be either faxed or mailed. If you fax your report, please make additional copies of the Form in your notebook to assure you have enough reports to last you the whole school year. You may fax your report to: United Methodist Cooperative Ministries/Suncoast, Inc, @ 727-442-6881 or mail to UMCM at 1625 Union Street, Clearwater, FL 33755. Thank You!

- Reports are due **by the 5th of the month for the prior month.** If the 5th falls on a non-workday then please submit your final monthly report for that month on the final workday. It is best practice if you send your report the last distribution day of the month.
- Please do not combine months when reporting. If you have only one Friday in a month where you distribute, then submit a report for that one distribution date-do not add it on to another month's report.



PACK-A-SACK 4 KIDS -MONTHLY REPORT FORM

School Name: _____ Month and Year: _____

Name of person Completing Report: _____

DATE	# Sacks Distributed

Total Sacks Received for Month: _____ Sacks Left on Hand at end of month? _____
of damaged sacks? _____

For my next delivery, please send enough food sacks to serve _____ children per week. I also need _____ number of sacks for preschool siblings extra.

Please share stories of how this food helped one or more children this month:

Please send _____ more drawstring bags with our next delivery.

Comments or Concerns: _____

FAX or MAIL REPORTS BY THE 5TH OF EACH MONTH FOR PRIOR MONTH TO UNITED METHODIST COOPERATIVE MINISTRIES/SUNCOAST, INC: 727-442-6881. THANK YOU!

Questions? Call Lewis Hill- Pack-A-Sack 4 KIDS Program Coordinator at (Office) 727-446-5955.

CONTRACT REVIEWED
AND APPROVED:
Katy 4-21-11

Certificate of Status

I certify from the records of this office that UNITED METHODIST COOPERATIVE MINISTRIES/SUNCOAST, INC. is a corporation organized under the laws of the State of Florida, filed on July 21, 1975.

The document number of this corporation is 733342.

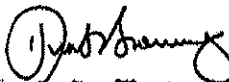
I further certify that said corporation has paid all fees due this office through December 31, 2009, that its most recent annual report/uniform business report was filed on January 21, 2009, and its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

I further certify that this is an electronically transmitted certificate authorized by section 15.16, Florida Statutes, and authenticated by this code, 090121235209-600141638146#1.

Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this the
Twenty First day of January, 2009




Kurt S. Browning
Secretary of State

CONTRACT REVIEWED
AND APPROVED:

10/21/09