

Food Pantry

General Information & Resources

General Considerations

- **Summer/winter breaks:**
 - Will you offer services when the school is on a break?
 - Are facilities available?
 - Will you offer premade food boxes that can last for the duration of the break?

- **Important relationships to build:**
 - Social services director
 - Counselors
 - Principal
 - Custodian
 - Teachers and others referring students to the pantry
 - Office staff

- **Distribution:**
 - Who gets food? This can largely be determined by the quantity you have available and the limits the school may have. Here are some ideas:
 - Any student can come a certain number of times a year
 - A teacher or staff member can refer any student
 - Any student on the free or reduced lunch program
 - Any student
 - Any family with school-age children in the district
 - When can food be distributed? This is largely determined by your volunteer availability, food availability and school rules. Here are some ideas:
 - During school hours
 - After or before school
 - Certain days a week or month

- **Deciding open hours:**
 - Determine student need:
 - Are students receiving free or reduced lunch? Is that program adequate for their needs? (Older students and athletes may require additional calories.)
 - Are there students who are undernourished for breakfast or after school? Are there other programs filling those needs?
 - Are there students whose families are in a situation of food insecurity?
 - Determine school needs:

- Does the school have rules on when students can receive food? Do they have requests about how food be made available to students? This is a question your school contact can answer.
 - Determine volunteer availability:
 - When can you mobilize volunteers? This will determine if you can have availability before, during or after school.
- **Making adjustments for school rules, desires and requests:**
 - As the school sees the potential in what you are offering, they may request more options. It's important to manage that relationship by saying "yes" when you can and knowing your limitations. Every school is different, and every expression of a church–school partnership is different. Keep focused on your mission while being flexible on how to get there, and keep communication flowing.
 - As you implement new strategies, the school may see new liabilities. Treat all school input with respect, and allow it to inform planning.
- **Communicating to students:** How will the students know that you are there? Here are some ideas to talk through with your school contact:
 - School-wide announcements
 - Teacher/staff referral
 - Counselor referral
 - Letter home to parents (all parents or free/reduced lunch program participants)
 - Word of mouth

Mistakes to Avoid

- **Only stocking non-nutritious items:** *Make sure there are plenty of healthy options for growing kids.*
- **Not locating good community sources of fresh fruits and vegetables:** *Local co-ops, urban farms, farmers markets and grocery stores are all potential sources of produce donations.*
- **Leaving expired goods on the shelves of the Food Pantry:** *A weekly inventory system can be helpful.*
- **Going it alone:** *A partnership can help ensure the success of a school-based Food Pantry, and ease the burden on all parties supporting it.*

Resources Below

Sample Donation Receipt

Roosevelt High School

**Thank you for your generous donation
in support of Roosevelt High School!**
No goods or services were received in exchange for this donation.
Donated items were not reimbursed.

NAME OF DONOR: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TYPE OF CONTRIBUTION: _____

DONOR ESTIMATION OF THE FAIR MARKET VALUE OF GOODS:

DESCRIPTION OF GOODS:

ESTIMATED VALUE:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL VALUE: \$ _____

Roosevelt High School Tax ID #: [REDACTED]

For further information, please contact [REDACTED] at (503) [REDACTED]