



## School Pantry Program Agreement

This document is an agreement made between Dare to Care Food Bank (hereinafter referred to as "DTC") located at 5803 Fern Valley Road, Louisville, KY 40228 and Parkview Middle School Pantry located at 1600 Brigman Ave, Jeffersonville, IN 47130 (hereinafter referred to as "Program"). By signing this agreement, both parties acknowledge their respective duties and responsibilities related to the administration of the School Pantry Program

### Program Partner AGREES TO:

- The safe and proper handling of food, which conforms to all local, state and federal regulations.
- Willingness to abide by the policies, procedures, and record keeping requirements of DTC.
- Staff or volunteers of the program will not engage in discrimination, in the provision of service, against any person because of race, color, citizenship, religion, gender, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity or expression, unfavorable discharge from the military or status as a protected veteran.

### SCHOOL PANTRY PROGRAM PARTNER AGREES TO:

The mission of the School Pantry Program is to help solve child hunger by providing nutritious food to children and their families in convenient, familiar and safe locations. School Pantries are typically located at a school, but may also operate in locations such as a library, park or youth organization site. Sites may have a permanent set up or may operate through a mobile distribution rotation where food is brought to the site. Sites are consistently in the same location, have set distribution schedules, and offer ongoing food assistance services.

- Distribute healthy, nutritious food to children free of charge.
- Provide food a minimum of once a month while the program is in operation.
- Ensure the school and/or program complies with all applicable federal and local statutes, ordinances and regulations.
- Ensure staff and volunteers with direct repetitive contact with children pass a national background check.
- At least one representative must receive some form of food safety training, such as ServSafe Food Handler for Food Banking developed by Feeding America and the National Restaurant Association, or an equivalent training.
- Be available for an on-site monitoring visit at least once every two years from DTC.
- Store School Pantry Program food in a secure, sanitary and temperature controlled place away from cleaning materials and toxic chemicals. All food must be stored 4 inches off the floor, away from the wall and 6 inches below the ceiling.
- Distribute School Pantry food to program participants in accordance with the pre-determined schedule.
- Keep accurate records, submit reports and provide necessary information as requested.
- Identify a School Pantry coordinator to be the primary contact for the School Pantry Program.
- Pickup food on the designated day and time.
- Inform DTC in writing of any changes in School Pantry Program personnel, days/hours of operation and/or number of children being served.
- Communicate problems and requests to DTC in a timely manner.

**DARE TO CARE AGREES TO:**

- Appoint a primary contact for the Program to provide administrative oversight and leadership.
- Identify and procure staple food items and/or supplies necessary for the operation of the Program.
- Provide or coordinate training opportunities for Program staff and volunteers as appropriate, such as program administration, safe food handling and nutrition education.
- Ensure that Program partners meet national and local Program objectives through monitoring and periodic site visits during designated hours of operation. Any issues will be communicated in writing to the Program partner within seven business days.

**GENERAL PROVISIONS**

This Agreement may be terminated at will by either party with written notice delivered to either. Upon termination of this agreement, the Program Partner will return any equipment, materials and/or food provided by DTC for the Program to DTC within 30 days of termination date.

**SIGNATURES**

**The Program’s authorized representative’s signature below confirms that the Program site is accepting and agrees to abide by all terms of this agreement.**

**Program Partner Signature:**

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Program Partner Signature (Principal or Executive Director)

\_\_\_\_\_

Date

\_\_\_\_\_

Print Name of representative who signed this agreement

**Food Bank Signature:**

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Food Bank Signature (Director of Agency and Program Services)

\_\_\_\_\_

Date

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Print Name of representative who signed this agreement