



Backpack Buddy Program Agreement

_____ (Name of organization – AKA “Site”) agrees to and will comply with the following criteria required of all Backpack Buddy program sites of Dare to Care, Inc (“DTC”). The applying organization verifies the following to be true:

- Site is an organization that serves a “needy” area where at least 50% of children are eligible for free or reduced school meals, and it does so regardless 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.
- Site will determine which children are eligible for the program, gaining permission from parents to provide the food.
- Site will maintain a waiting list of children, in the event that a child opts out of the program/withdraws from school, there will be a alternative child that can receive the food as soon as permission is received from the parents.
- Site will provide food from DTC to children free of charge. No exchange may be made for Food Bank product by monies, barter or compensation to its staff, volunteers or clients.
- Site will not add any food or non-food items to the Backpack Buddy program bags without prior permission from DTC staff.
- Site will have adequate, clean and securable storage space for product received and will ensure the safe and proper handling of the product, which conforms to all local, state and Federal guidelines.
- Site will abide by all the policies, procedures and record keeping requirements of DTC.
- Site will provide adequate supervision during food distribution, coordinated volunteers as needed.
- Site will have a current letter from the IRS stating that the organization qualifies as a non-profit organization under section 501(c)(3) of the United States Tax Code.
- Site will agree to scheduled and/or unscheduled monitoring by DTC staff.
- Site will notify DTC of any changes in organization personnel who correspond with Food Bank or of any temporary closures both foreseen and unseen.
- Site will distribute all food to children every week that food is delivered. Food distribution will take place on the last day of school during each week. In case of snow closure, Site should have a plan for distributing food upon return to school.

- Site will conduct a national background check on staff and volunteers with direct repetitive contact with children.
- Site staff will attend yearly training/meeting hosted by DTC.
- Site will maintain a file of all food bank delivery sheets for seven years.
- Site will allow DTC staff to photograph all children that have a signed photo release form on file.

Dare to Care Food Bank (“DTC”) agrees to and will comply with the following criteria to

Partner with _____ (“Site”):

- DTC will purchase/procure all food and non-food items needed for the Backpack Buddy program.
- DTC nutrition staff will review the nutritional mix of all items considered for purchase to ensure a balanced mix of food.
- DTC will coordinate volunteers to pack the bags for the Backpack Buddy program.
- DTC will deliver weekly/monthly to Site. Delivery will include packed bags and fresh fruit.
- DTC will review food contents each year to ensure that children are interested in what is provided and to ensure good variety.
- DTC staff will regularly communicate any changes with Site through email and phone.
- DTC staff will make random visits to Site to ensure that program is running smooth and that DTC staff answers all questions of Site staff.
- DTC staff will not promote Site to media, unless given permission by Site.
- DTC staff will clearly communicate expectations for documentation and deadlines.

I have read and agree to comply with all policies and responsibilities outlined in the above Backpack Buddy Program Agreement. I understand that failure to comply may result in a withdrawal of Dare to Care Food Bank’s food from this site.

Upon termination of this agreement, the Site will return any food and/or equipment provided by DTC within 30 days of termination date.

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.

If this contract expires before it has been terminated or a new contract has been executed, the term of this contract shall continue and both parties shall be bound by its terms, obligations and conditions until it is terminated as described above or another contract supersedes it.

Site Director Signature Date

Dare to Care Director Signature Date