

School Pantry Things to Consider

1. Identify adults who will be responsible for the overall effort (gathering donations, ordering from Dare to Care Food Bank, coordinating delivery to the school, safe storage, distribution, recordkeeping, etc.)
2. Secure school administration's support for the project. The Food Bank requires an agreement signed by the school principal.
3. Identify location in the school where non-perishable/perishable foods will be stored and/or distributed from:
 - Is it secure from theft? Tampering? Contamination from chemicals, water, etc.?
 - Appropriately stored – clean, dry, cool, off ground, away from wall at least six inches
 - Is shelving needed? Cart to move food? Scale?
 - What types of food can be stored? (produce, frozen, shelf-stable)
 - What foods do you want in the pantry? (meat, bread, produce, shelf-stable, etc.)
4. Devise a plan and schedule for distribution – what days? What times? How?
 - Families and students or just students
 - Consider requiring family/student to bring referral from a counselor, teacher or administrative staff to get food
 - Protect their identities from other students/families
 - Protect their privacy in seeking emergency food assistance, in carrying food home, riding the bus, etc.
 - How will it be distributed? Food box or Choice System (student can choose a certain number of items based on family size and/or need)
 - How to meet minimum distribution requirements (20 families per month, 2x per month?)
5. Develop a plan to notify families/students and the school community about emergency food assistance now available at school.
 - When/how often?
 - Flyers? Posters? Articles in newsletter?
 - Staff meeting item to familiarize school staff so they can refer students they think may need food assistance
 - Healthy School Pantry Kick-Off event
6. Consider enlisting student groups (clubs/classes) to work on the project
 - Organize food drives to refill shelves in the pantry
 - Students can sort and shelve foods, go through periodically to discard expired products
7. Recordkeeping – monthly data requested: simple intake form from each student, number of instances of service to student, pounds distributed at each instance of service
8. Refer for further food assistance – pantry workers should provide other food assistance information.