



EVERY MEAL

FIGHTING CHILD HUNGER



Weekend Food Program Handbook 2021-2022

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WELCOME

Welcome to Every Meal's Weekend Food Program!

Every Meal is a 501(c)(3) nonprofit organization with a mission to fight child hunger through community and school partnerships. We strive to make a difference in children's lives by specifically focusing on food gaps – the times when children aren't at school to access meal programs. Every Meal supports families with programming over the weekends, summers, and extended school breaks.

Providing children with wholesome food is our focus, and their growth and achievement is at the heart of everything we do.

We hope you will connect with our core values of **commitment**, **thoughtful communication**, **positive impact**, and **relationships**. Your dedication to these values is crucial to the overall success of the program. We truly could not make an impact on child hunger without your support – thank you!

Introduction

This handbook is designed to make your life easier as the facilitator of Every Meal for your site or organization. It includes resources, general information, and guidelines for promoting and implementing the weekend food program.

We understand that each distribution site has its own unique layout, culture, and policies. Our hope is that the Every Meal Program Handbook will serve as a guide and provide you with tools which can be tailored for your specific needs.



GLOSSARY

The purpose of this glossary is to provide more information regarding the language and terms commonly used by Every Meal. With this shared language, we can more accurately talk about the weekend food program and fight child hunger.

Weekend Meal Bag: The 4-5 pound bag of nonperishable food provided by Every Meal to sites to distribute to children and families.

Bag Type: We offer multiple options of meal bags to best meet families' needs and preferences.

Bag types should be referred to by their corresponding color:

Blue bags, Green bags, Orange bags, Purple bags, Yellow bags

Bag Variety: Variation of food within each bag type. (Refer to page 6 of the Handbook for details.)

Delivery: When boxes of food are delivered to a site.

Distribution: When meal bags are given out to students each week.

Distribution Volunteer(s): The person or people who complete a food distribution at a site.

Program Coordinator: Your site's point person at Every Meal.

Site Coordinator: The staff person who coordinates Every Meal weekend food program at the site.

Volunteer Coordinator: The community partner who manages and schedules volunteers for the food distributions (the Site Coordinator may also fulfill this role).

Community Meal Distribution Sites: Convenient, public locations where children and families can access Every Meal bags free of charge, no questions asked or enrollment required.

Working Arrangements: Working Arrangements represent the commitment made by the school, sponsor, and Every Meal to partner to fight child hunger. The document contains all necessary pieces to execute the program well and is signed by all parties in agreement prior to the start of the partnership each year.

Decision Maker: Person(s) with authority responsible for signing the annual Working Arrangements on behalf of the partnering organization. Examples may include the principal on behalf of an individual school or superintendent on behalf of an entire school district.

Enrollment numbers: The total number of students enrolled for each bag type. These change as students opt in and out of the program, or switch bag types.

Discretion: Every Meal works hard to ensure that food will be distributed discreetly to children enrolled in the program. It is incredibly important that no student ever be singled out, or feel embarrassed for receiving a weekend meal bag. Here are some examples of what discretion means to Every Meal:

- **Never write a child's name or any other information on the outside of the meal bags.**
- **Never ask a child to come into the hallway to identify their backpack, especially in front of other students.**

SECTION 1: UNDERSTANDING EVERY MEAL

The following section provides a background of Every Meal, our food, and our impact.

Page 5 - **Every Meal Overview:** Learn more about Every Meal.

Page 6 - **Our Food:** Use this page to educate staff and families about the different food options from Every Meal.

Page 7 - **Responsibilities Snapshot:** Please see this chart to learn more about the responsibilities of each role, as found in the Working Arrangements signed by our partners.



EVERY MEAL OVERVIEW

MISSION

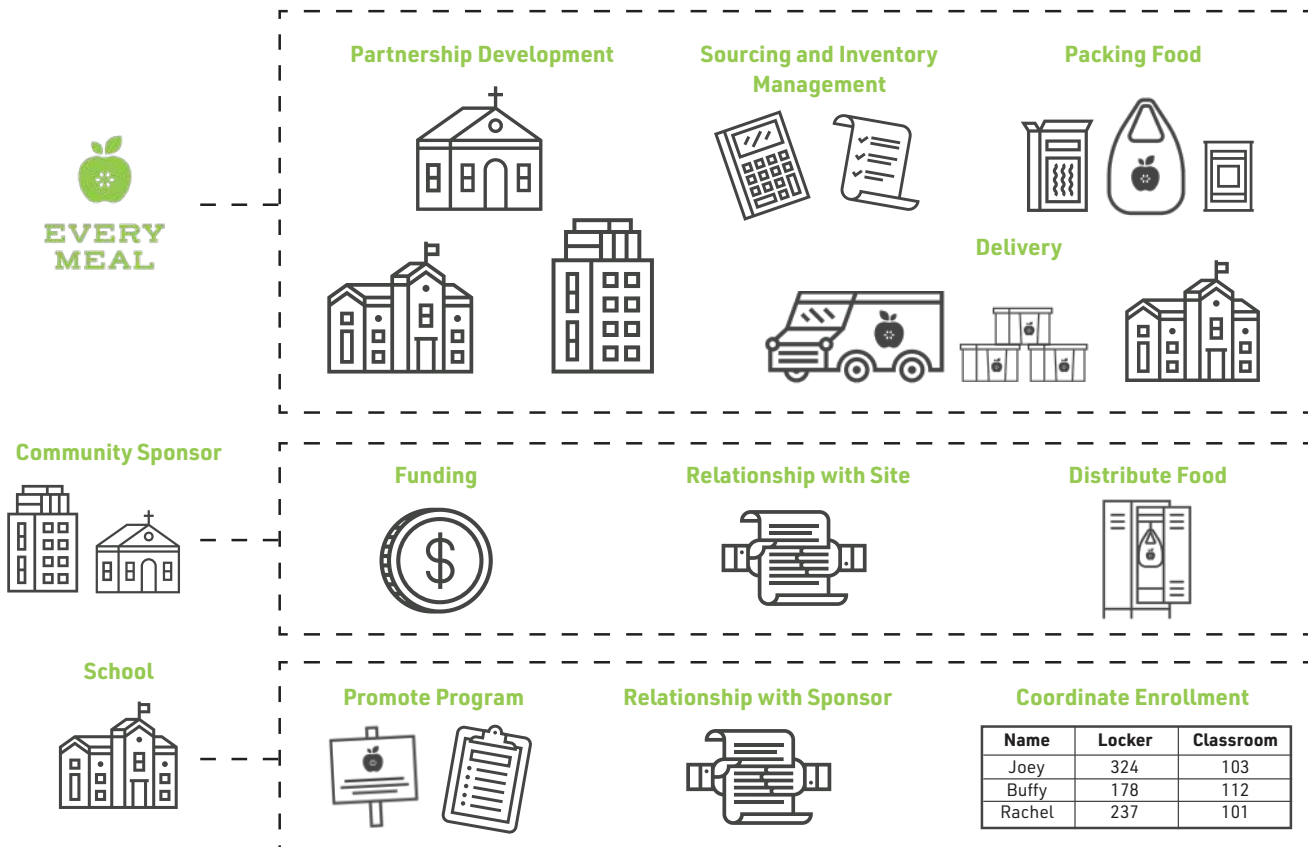
Fight child hunger through community and school partnerships.

VISION

Every child. Every meal.®

Through our network of community partners, we work hard to get food to children who live in food insecurity, which means they don't have consistent access to enough food for an active, healthy life. Every Meal strives to make a difference in children's lives by specifically focusing on food gaps – the times when children aren't at school to access meal programs. Every Meal supports families with programming over the weekends, summers, and extended school breaks.

Background: In 2010, Every Meal (formerly The Sheridan Story) began by providing weekend meal bags to one kindergarten classroom at Sheridan Elementary in Northeast Minneapolis. Every Meal recognized that food insecurity was happening throughout the Twin Cities, and became a nonprofit in 2013 to grow their network of community and school partners. Since the start of the global pandemic, we have provided more than 4 million meals at nearly 500 educational and community sites through our various programs.



OUR FOOD

Our commitment

Every Meal is committed to providing food that is nutritious, delicious, and relevant which retains the dignity of our children and families.

- **Nutritious:** Our staff dietitian works to ensure all of our bag types meet current nutrition standards for children and youth as outlined by the Dietary Guidelines for Americans and the National School Lunch and Breakfast Programs.
- **Delicious:** Every Meal continually gathers feedback from taste tests and program participant surveys. For each item we provide, we make sure it looks, smells, and tastes delicious.
- **Relevant:** What good is dried rice if a family doesn't have access to a kitchen to cook it? What good is macaroni and cheese to an immigrant family who is unfamiliar with how to prepare the item? What good are pork and beans if a family's religion forbids eating pork? We offer five meal bag options with a variety of menus designed to be relevant for the various dietary preferences of the children and families we serve.

Weekend meal bags

Families may choose from five options structured around the USDA MyPlate standards. All bag types contain 4-5 pounds of nutritious, nonperishable food, including a variety of fruits, vegetables, proteins, grains, and soups/entrees. Bag types are identified by different colors of the Every Meal logo. Each color has 4-5 variations to ensure families do not receive the same items every week.

Blue Bag

Tailored for East African dietary preferences. This bag is pork free and may contain items such as tuna, spaghetti, black eyed peas, corn flour, fava beans, and tomato products.



Purple Bag

Tailored for Southeast Asian dietary preferences. This bag may contain items such as rice, rice noodles, coconut milk, bamboo shoots, curry paste, green beans, and mandarin oranges.



Green Bag

This bag offers the widest variety of food items, such as chicken, tuna, pasta, rice, mac and cheese, chili/soup, and varied vegetables and fruits.



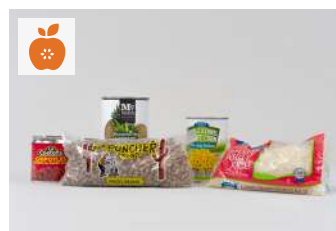
Yellow Bag

Contains all ready-to-eat items which require little or no preparation, such as dried fruit, tuna salad, chicken salad, sunflower seeds, granola, oatmeal, and soups.



Orange Bag

Tailored for Latino dietary preferences. This bag may contain items such as rice, black beans, pinto beans, corn flour, fideo pasta, enchilada sauce, chipotles in adobo, and diced chiles.



Every Meal

2723 Patton Road, Roseville, MN 55113 | www.everymeal.org | 612-568-4003

RESPONSIBILITIES SNAPSHOT

Prior to the start of the school year, decision makers from each school district and community partner sign Working Arrangements with Every Meal. The chart below provides a summary of responsibilities and roles of each party, as detailed in the Working Arrangements. Please contact your Every Meal Program Coordinator for a full copy of the annual Working Arrangements.

Every Meal (EM) Responsibilities:

Procure, package, and coordinate delivery of food to site.

Assist the site and sponsor with planning and implementation of the weekend food program.

Coordinate food inventory management with the site and sponsor.

Prepare written materials describing the weekend food program to be sent home to the parents/guardians.

Have sole responsibility for all costs and expenses associated with operating the weekend food program.

Site Coordinator Responsibilities:

Follow the food storage requirements and procedures provided by EM.

Promote weekend food program and collect enrollment forms from the parent(s) or guardian of each student who wishes to participate in the weekend food program.

Maintain an accurate and updated list of students enrolled in the weekend food program.

Respond to data requests, communication, and feedback in a timely manner.

Volunteer Coordinator Responsibilities:

Train employees and/or volunteers in accordance with policies provided by the school and outlined in this handbook by EM.

Organize and schedule employees and/or volunteers for weekly food distributions.

Track volunteer hours and report to Every Meal when needed.

Distribution Volunteer Responsibilities:

Distribute meal bags each week, using the procedures and schedule designated by the school.

Tally and report the number of bags distributed to the site coordinator after each distribution.

Communicate inventory levels and needs to EM on a timely basis to ensure EM's ability to provide food for distribution as needed.

Respond to data requests, communication, and feedback in a timely manner.



SECTION 2: PROMOTING THE WEEKEND FOOD PROGRAM

Promoting Every Meal at your site involves communicating to families and staff about the availability of the weekend food program. This is the first and most important step of getting started each school year.

This section highlights resources and ideas for program promotion.

Page 9 - **Weekend Food Program Flyer:** Pass this out to staff, post it, highlight the information in a staff meeting. The Weekend Food Program Flyer is designed to help staff accurately share information about Every Meal program with families.

- The task of enrolling families in Every Meal program should not fall on the Site Coordinator alone.
- Staff should be aware that Every Meal is a resource within their site and be equipped to promote the program to families who may wish to enroll.

Page 10 - **Enrollment Forms:** Send an enrollment form home with EVERY student.

Page 11 - **Sample Letter to Families:** Send this home to all parents and guardians.

- Sometimes it helps families to receive information on the school's letterhead, so they know the communication is important, relevant, and endorsed by the school.
- Feel free to use this sample language or ask your Program Coordinator to email the text.

Page 12 - **Social Media Templates:** Created by Every Meal for use on your site's social media pages.

Page 13 - **Promotional Tools for Secondary Schools:** Additional tools which can be used in conjunction with the enrollment forms to reach older students.

Page 14 - **Additional Ideas for Promotion**

WEEKEND FOOD PROGRAM FLYER



EVERY MEAL
FIGHTING CHILD HUNGER

Weekend Food Program

OUR MISSION FIGHT CHILD HUNGER THROUGH COMMUNITY AND SCHOOL PARTNERSHIPS

Every Meal is a 501(c)(3) nonprofit organization with a mission to fight child hunger through community and school partnerships. We strive to make a difference in children's lives by specifically focusing on food gaps — the times when children aren't at school to access meal programs. Every Meal supports families with programming over the weekends, summers, and extended school breaks.

Providing kids with wholesome food is our focus, and their growth and achievement is at the heart of everything we do.

- **Free for all families**
- No qualifications required for enrollment
- Every Meal does not collect information from families; privacy is protected
- Families may enroll in the program at **any time** throughout the school year
- Volunteers or school staff discreetly place food bags in students' backpacks each week, typically on Fridays

Weekend Meal Bag Options: Families may choose from five options structured around the USDA MyPlate standards. All bag types contain 4-5 pounds of nutritious, non-perishable food, including a variety of fruits, vegetables, proteins, grains, and soups/entrees. Bag types are identified by different colors of Every Meal logo.



Blue Bag

Tailored for East African dietary preferences. This bag is pork free and may contain items such as tuna, spaghetti, black eyed peas, corn flour, fava beans, and tomato products.



Green Bag

This bag offers the widest variety of food items, such as chicken, tuna, pasta, rice, mac and cheese, chili/soup, and varied vegetables and fruits.



Orange Bag

Tailored for Latino dietary preferences. This bag may contain items such as rice, black beans, pinto beans, corn flour, fideo pasta, enchilada sauce, chipotles in adobo, and diced chiles.



Purple Bag

Tailored for Southeast Asian dietary preferences. This bag may contain items such as rice, rice noodles, coconut milk, bamboo shoots, curry paste, green beans, and mandarin oranges.



Yellow Bag

Contains all ready-to-eat items which require little or no preparation, such as dried fruit, tuna salad, chicken salad, sunflower seeds, granola, oatmeal, and soups.

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ENROLLMENT FORMS



- Enrollment forms are the main way Every Meal communicates to families about the weekend food program.
- The languages included on the form are English, Spanish, Somali, and Hmong.
- Every Meal recommends that an enrollment form be sent home with EVERY child. This gives each family the opportunity to participate. Families with multiple children may receive one meal bag per child enrolled at partner site.
- Families can enroll any time throughout the year. We suggest giving families multiple opportunities to enroll in the program.
 - Ideas for giving out enrollment forms are during open houses, conferences, family events, and before/after extended breaks.
- Schools retain completed enrollment forms for their own records.
 - Every Meal will only ask for the number of students enrolled for each bag type.
- Electronic enrollment forms are also available. Contact your Every Meal Program Coordinator for more information.

SAMPLE LETTER TO FAMILIES

Contact your Every Meal Program Coordinator for an editable version of this template.

Dear Parent/Guardian,

Healthy eating is so important for children. At [SCHOOL], we work hard to ensure students receive a healthy breakfast and lunch each day to support their developing brains and bodies. Research shows that children who eat regular, nutritious meals are more likely to attend school and be engaged in learning.

We are excited to partner with Every Meal to offer a free weekend food program to all our students. A special thanks to [COMMUNITY SPONSOR] for partnering with Every Meal to help make this opportunity possible.

Every Meal is a 501(c)(3) nonprofit organization with a mission to fight child hunger through community and school partnerships. They strive to make a difference in children's lives by focusing on food gaps like weekends, school breaks, and summer when they can't receive food in school.

- Free for all families
- No qualifications required for enrollment
- Students enrolled in the program will receive a 4-5 pound bag of nutritious, nonperishable food each week
- Every Meal does not collect information from families; privacy is protected
- Families may enroll in the program anytime throughout the school year
- Families may choose from a variety of different weekend meal bag options
- Please complete the enrollment form or contact [NAME OF CONTACT] to enroll your child.

Sincerely,



SIGNATURE OF PRINCIPAL & SCHOOL CONTACT

SOCIAL MEDIA TEMPLATES

Every Meal has developed social media templates for use on your school's social media accounts (Facebook, Instagram, Twitter, etc.) to further promote the Weekend Food Program. The social media captions are in both English and Spanish. Contact your Every Meal Program Coordinator for editable versions of these templates.



We will be offering Every Meal (bags of food). If you are interested in having your child bring home a FREE bag of nonperishable food on the last day of every week, please let your child's teacher know, or email our school (insert social worker/counselor), First & Last name at (insert school contact email).

#EveryMeal #WeekendMealBags
#MNHungerfighters

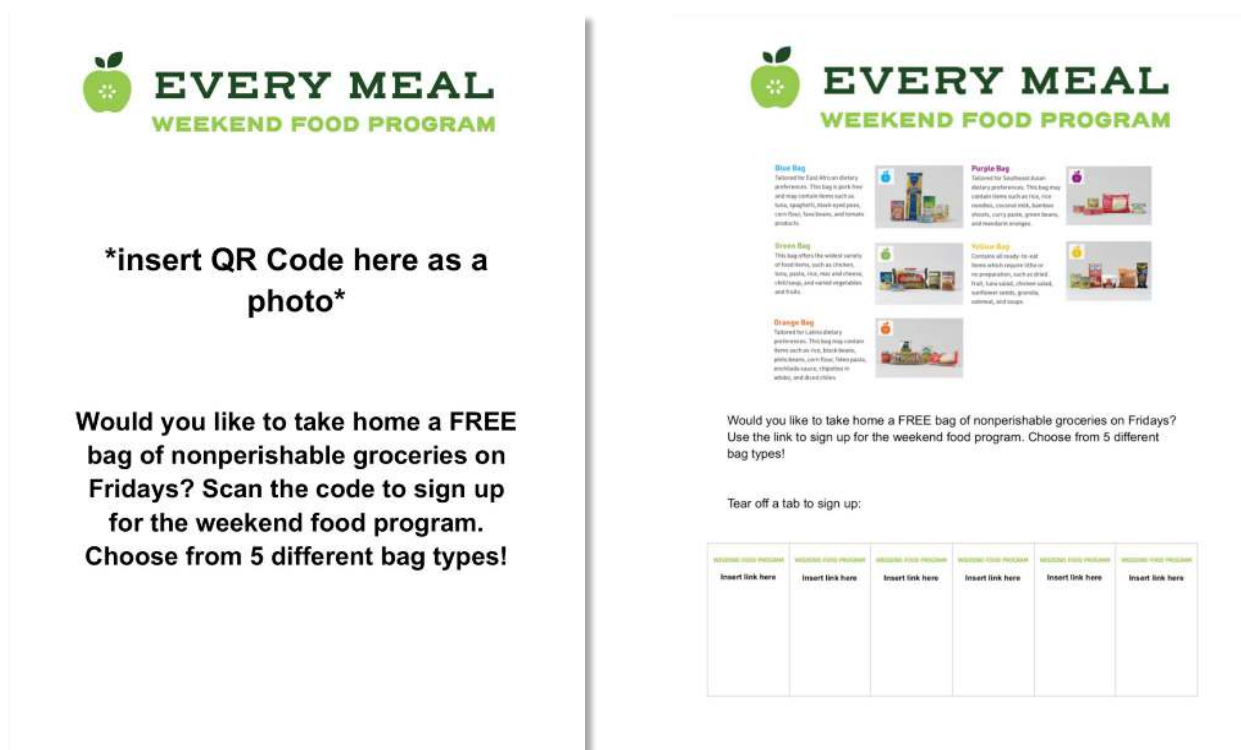


¿Sabía que puede inscribirse para recibir semanalmente bolsas de comida de fin de semana de Every Meal? Familias pueden elegir entre cinco opciones estructuradas en torno a los estándares de USDA MyPlate. Todos los tipos de bolsas contienen 4-5 libras de alimentos nutritivos y no perecederos, que incluyen una variedad de frutas, verduras, proteínas, cereales y sopas / platos principales. Haga clic en este enlace para obtener más información sobre cómo inscribirse.

#EveryMeal #WeekendMealBags

PROMOTIONAL TOOLS FOR SECONDARY SCHOOLS

Older students, such as those in middle and high school, are not free from food insecurity. They may be more acutely aware of their peers and require different and more discreet approaches to the weekend food program. In addition to tailoring distribution methods Every Meal has created promotional tools specifically designed to be displayed in areas where students can access them with more privacy.



- **QR code flyer:** This flyer allows students to scan the code from their mobile device to enroll in the program.
- **Pull-tab flyer:** This flyer allows students to pull off a tab with information about the program.
- Contact your Every Meal Program Coordinator for more information about these resources.

ADDITIONAL IDEAS FOR PROMOTION



Blurb for school website, social media, or newsletter:

- Be sure to include the Site Coordinator's contact information, so it's easy for families to contact the school and sign up.

"Our school is excited to partner with Every Meal to offer their free weekend food program to all students. Every Meal is a nonprofit organization which strives to make a difference in children's lives by focusing on food gaps like weekends, summers, and extended school breaks. Each Friday, your student will receive a 4-5 pound bag of nutritious, nonperishable food items. We hope this is a helpful resource for your family to enjoy! To sign up, contact ..."

Speaking to families:

Sometimes we hear from site partners that it's intimidating to speak with families about the weekend food program, because they do not want to embarrass the parent or guardian. Another way to think about educating families is that knowledge is power. If families know about the program, they can access it any time. If we adopt a strategy of telling everyone that free food is available, we can begin to break the stigma of food insecurity, which is not always visible.

Events like open houses and conferences are a great way to ensure families know about the weekend food program. Here are some lines to help get the conversation started:

"Have you heard about Every Meal?

Every Meal offers a weekend food program.

Each week, volunteers place bags of nonperishable food right into students backpacks.

It's completely free and anyone can sign up."

Other Ideas:

- Be sure the front desk staff know the basics about the program, so they can assist anyone who sees information about the weekend food program in a newsletter or on the website.
- Another venue to educate about Every Meal's weekend food program is your school's Parent Teacher Organization/Association and/or volunteer services coordinator.

SECTION 3: DISTRIBUTING FOOD TO CHILDREN

After the school has promoted the weekend food program and enrolled students, it's time to begin distributing the meal bags. Each site has its own preferences and procedures for getting meal bags to students, but Every Meal has a few key guidelines.

This section goes over preparing for and completing a distribution, and addresses commonly asked questions.

Page 16 - **Distribution Volunteer Recruitment Flyer**

Page 17 - **Distribution List Template**

Page 18 - **Distribution Best Practices**

Page 19 - **Food Storage Space**

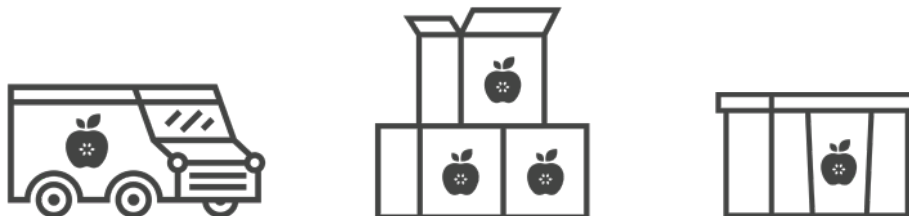
Page 20 - **Food Safety Guidelines**

Page 21 - **Bag Types and Labels**

Page 22 - **Every Meal Program Calendar**

Page 23 - **Distribution FAQs**

Page 27 - **Weekend Food Distribution Checklist**



DISTRIBUTION VOLUNTEER RECRUITMENT FLYER

What is Every Meal?

Every Meal's mission is to fight child hunger through school and community partnerships.

We work hard to provide food for children who live in food insecurity, which means they don't have consistent access to enough food for an active, healthy life. Every Meal strives to make a difference in children's lives by focusing on food gaps – the times when children aren't at school to access meal programs. Every Meal supports families with programming over the weekends, summers, and extended school breaks.

Is food insecurity a reality in my community?

Yes. Food insecurity is often an invisible and hidden issue. Research shows that over 75 percent of US workers live paycheck to paycheck¹ and an estimated 1 in 9 Minnesotans including 1 in 6 children is food insecure as of 2020². Being food insecure causes families to be stressed and worried that they might run out of food before being able to buy more. Additionally, some families may eat less balanced meals and even skip meals because there isn't enough money to buy food.

How can I help?

We cannot feed children without the help of volunteers. Distribution volunteers are a key component of Every Meal's weekend food program and make it possible for us to get food directly to students. While distributing food, volunteers also build positive rapport with their school partners.

Essential Duties and Responsibilities:

- Distribute the meal bags each week, using the designated schedule and procedures.
- Volunteers use a distribution list provided by the school to identify which lockers or classrooms should receive meal bags.
- Maintain an accurate count of the number of bags distributed.
- Volunteers may need to lift boxes weighing up to 30 pounds, or partner with someone who can assist.
- Pass a background check (Varies as a requirement by each school district).
- Distributions take two volunteers approximately one hour for every 50 students enrolled in the program. Total time will vary depending on the number of students enrolled and number of volunteers.

Additional Opportunities:

For additional ways to get involved with Every Meal or to financially help sponsor a child, please visit our website at: www.everymeal.org/get-involved

JOIN US IN THE FIGHT AGAINST CHILD HUNGER!

¹ <http://press.careerbuilder.com/2017-08-24-Living-Paycheck-to-Paycheck-is-a-Way-of-Life-for-Majority-of-U-S-Workers-According-to-New-CareerBuilder-Survey>

² https://www.2harvest.org/who--how-we-help/the-face-of-hunger-today/the-coming-hunger-surge.html#.YK1cUZNKg_U

DISTRIBUTION LIST TEMPLATE

Reference the Distribution List Template as an example of a well-crafted distribution list. This template is available in an editable version in Microsoft Word, Microsoft Excel, and Google Sheets. Contact your Every Meal Program Coordinator for the version which best meets your needs.



Distribution List Template

| |
|--------------------------|
| Today's Date: |
| Site Coordinator: |

[illegible]

Total Number of Bags Distributed: Blue _0_ | Green _1_ | Orange _0_ | Purple _1_ | Yellow _1_

| Every Meal | 612-568-4003 | info@everymeal.org |

***For an editable version, email your Every Meal Program Coordinator**

DISTRIBUTION BEST PRACTICES

Best Practices for Creating a Weekly Distribution List:

To help ensure a smooth and successful distribution, the weekly distribution list should include the following column headers:

- Student's first name and last initial. Full names should not be included
- Meal bag color (Blue, Green, Orange, Purple, Yellow.)
- Teacher's name and/or classroom number
- Student's locker number or cubby location
- Backpack description
- A "Yes/No" column for volunteers to indicate if the meal bag was distributed
- A "Notes" column for volunteers to leave a brief comment relevant to the distribution
- A space for volunteers to tally the total number of meal bags distributed by color type

***Each site is different and can adjust the various column headers to best meet their needs.*

Best Practices for Site Coordinators:

- Share this list with anyone who helps with the distribution process: volunteers, teachers, staff, etc.
- Update the distribution list weekly to reflect changes in enrollment. Throughout the school year, families may opt in or out of the program or may simply wish to receive a new bag color.
- **Print a new list each week that is accurate, up to date, and clean from the previous week's notes.**
- Check the distribution list after every distribution. Follow up with staff, students, or families as needed. For example, if a student leaves the meal bag in their locker, check in with that student to determine why the bag didn't make it home.

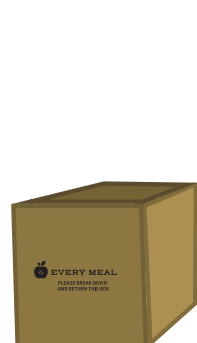
Best Practices for Distribution Volunteers:

Every Meal works hard to ensure that food will be distributed discreetly to children enrolled in the program. It is incredibly important that no student ever be singled out, or feel embarrassed for receiving a weekend meal bag. Below are a few ways to help protect the privacy and dignity of those participating in our program:

- **Never write a child's name or identifying information on the outside of the meal bags.**
- **Never ask a child to come into the hallway to identify their backpack, especially in front of other students.**
- Teachers who distribute meal bags within their classrooms should do so while the classroom is empty such as lunch time or recess.
- If students are in the hallway during a food distribution, volunteers should wait off to the side until students return to their classrooms. Volunteers can also continue with the distribution in another area of the school and return when things have quieted down.
- Questions about the bags from students who aren't in our program should be politely and vaguely answered: "We are sending something home to parents" or "We are working on a special project."

FOOD STORAGE SPACE

Every Meal provides a variety of delivery methods to accommodate various building entrances and storage spaces. Below are examples and images of our different options. Please work with your Every Meal Program Coordinator to find the best fit for your location.



W
10.75 in

H
10.25 in

L
13.9 in

Standard Box

- Single box (6 bags of food)
- Approx. L: 13.9in x W: 10.75in x H: 10.25in



W
28 in

H
4 ft

L
28 in

Metal Cart

- Holds up to 16 boxes (96 bags of food)
- 4 layers of 4 boxes per layer
- Approx. L: 28in x W: 28in x H: 4ft



W
30 in

H
5 ft

L
4 ft

Medium Pallet

- Holds up to 40 boxes (240 bags of food)
- 5 layers of 8 boxes per layer
- Approx. L: 4ft x W: 30in x H: 5ft



W
48 in

H
5 ft

L
4 ft

Full Pallet

- Holds up to 55 boxes (330 bags of food)
- 5 layers of 11 boxes per layer
- Approx. L: 4ft x W: 48in x H: 5ft

FOOD SAFETY GUIDELINES






Food is one of our most precious resources at Every Meal. Please help Every Meal ensure that it is stored safely so we can feed as many children as possible. All partner organizations with Every Meal signed Working Arrangements for this school year and have agreed to comply with the following storage guidelines.

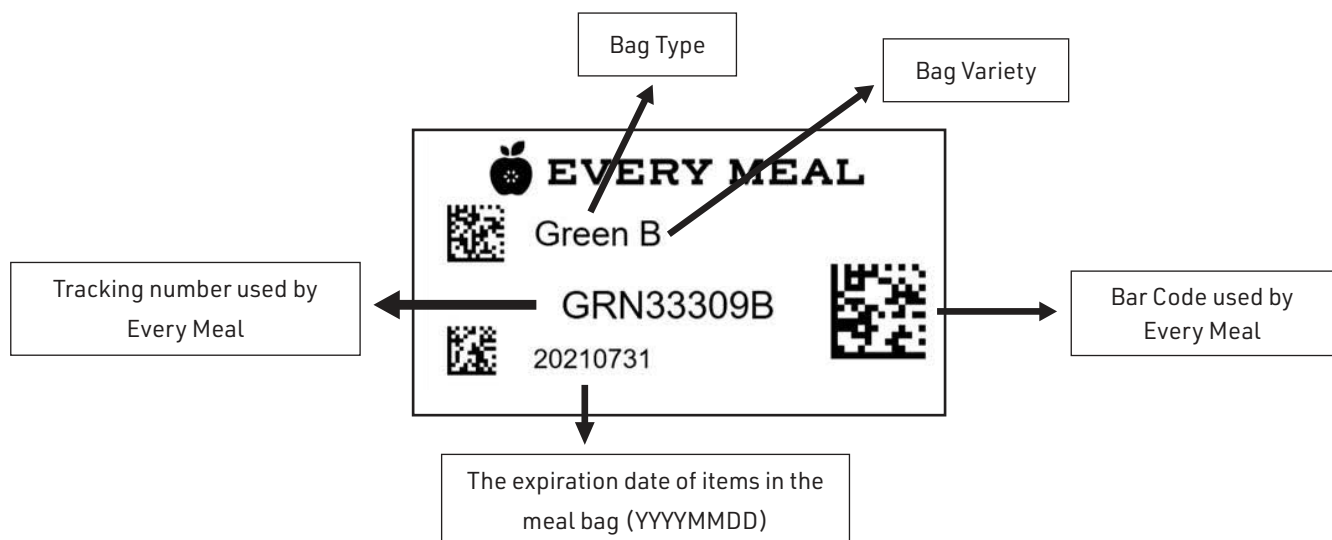
1. When food is delivered, if you see or notice any obvious damage to the boxes, contact Every Meal.
2. Food should be stored in a temperate environment that is well ventilated and generally between 41° F - 70° F.
3. Boxes and Totes should never be stored on the ground. Please ensure they are:
 - 6 inches off the ground. Every Meal pallets and carts work well for this.
 - 4 inches away from the wall (for airflow, and to prevent mildew)
 - 2 feet from the ceiling
4. Boxes should not be stored:
 - Directly under pipes
 - Under stairwells
 - In bathrooms
 - Near chemicals
 - In a spot where students can tamper with the food
5. Following a distribution, any remaining bags should be sorted according to the bag colors and returned to the corresponding boxes.
6. If you see evidence of pest contamination inside any food items, meal bags, boxes, or totes please do the following:
 - Contact your Every Meal Coordinator immediately.
 - Take a photo of the box label, meal bag, and food item to include in an email to your Every Meal Program Coordinator.
 - Please do not throw food away.
 - Return all food items to the boxes they came from, tape up the box and set aside.
 - Every Meal will pick up the compromised product and take it away for analysis.
7. If you see a bag containing food that has been compromised (e.g. a pierced can or punctured package) please do the following:
 - Dispose of the damaged product(s).
 - Remaining bag contents can be set aside with a note "Return to Every Meal." Every Meal staff will collect the items at the earliest convenience.
8. We recommend that you not try to determine if any of the food in the bag is still sanitary and safe to be distributed to the students. When in doubt – send it back.

BAG TYPES AND LABELS

Every Meal currently has five different meal bag options. Each meal bag type is distinguished and referred to by color. Every Meal apple logo on the meal bag will correspond to the same color label on the box it came from. For example, an orange apple on the bag will correspond to the box with an orange label.

Bag Type Overview:

| BOX LABEL COLOR | LOGO COLOR | BAG CONTENTS |
|-----------------|---|--|
| Blue |  | This bag is pork free and may contain items such as tuna, spaghetti, black eyed peas, corn flour, fava beans, and tomato products. |
| Green |  | This bag offers the widest variety of food items, such as chicken, tuna, pasta, rice, mac and cheese, chili/soup, and varied vegetables and fruits. |
| Orange |  | This bag may contain items such as rice, black beans, pinto beans, corn flour, fideo pasta, enchilada sauce, chipotles in adobo, and diced chiles. |
| Purple |  | This bag may contain items such as rice, rice noodles, coconut milk, bamboo shoots, curry paste, green beans, and mandarin oranges. |
| Yellow |  | This bag contains all ready-to-eat items which require little or no preparation, such as dried fruit, tuna salad, chicken salad, sunflower seeds, granola, oatmeal, and soups. |



EVERY MEAL PROGRAM CALENDAR

Every Meal Program Calendar is a school and district-specific calendar created to help sites and volunteers coordinate distribution logistics. Program calendars are emailed out at the beginning of each school year to both Site and Volunteer Coordinators.

Items to note:

Green Apple: Indicates recommended distribution day(s) each week.

Extended Breaks: Every Meal provides extra meal bags to be sent home prior to MEA, Thanksgiving, Winter, and Spring breaks. We recommend two separate distributions so that students do not have to carry two bags home at one time. If your site has additional extended breaks, please contact your Every Meal Program Coordinator to ensure you have enough meal bags on hand for those dates.

Program Start Date: The first apple on the calendar is simply a recommended start date from Every Meal. The Site and Volunteer Coordinators should discuss the best start date for both parties and communicate the confirmed date to your Every Meal Program Coordinator if different from the calendar.

Program End Date: The final distribution for the 21-22 school year will be the last friday of the school year. Every Meal will ensure that there is enough food at each site to complete this distribution.

Need help finding volunteers?

Please contact your Every Meal Program Coordinator if you ever need help at a distribution. We can either help to find additional volunteers or help out ourselves!

EXAMPLE CALENDAR

2021-2022

PROGRAM CALENDAR



| September 2021 | | | | |
|----------------|----|----|----|----|
| M | T | W | TH | F |
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | |

| October 2021 | | | | |
|--------------|----|----|----|----|
| M | T | W | TH | F |
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

| November 2021 | | | | |
|---------------|----|----|----|----|
| M | T | W | TH | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | | | |

| | | | | |

| December 2021 | | | | |
|---------------|----|----|----|----|
| M | T | W | TH | F |
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |

| January 2022 | | | | |
|--------------|----|----|----|----|
| M | T | W | TH | F |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |

| February 2022 | | | | |
|---------------|----|----|----|----|
| M | T | W | TH | F |
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | | | | |

| | | | | |

| March 2022 | | | | |
|------------|----|----|----|----|
| M | T | W | TH | F |
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | 31 | |

| April 2022 | | | | |
|------------|----|----|----|----|
| M | T | W | TH | F |
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

| May 2022 | | | | |
|----------|----|----|----|----|
| M | T | W | TH | F |
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |

| | | | | |

| June 2022 | | | | |
|-----------|----|----|----|----|
| M | T | W | TH | F |
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | |

Questions? Contact Every Meal | info@everymeal.org | 612-568-4003

DISTRIBUTION FAQs

Can additional items be added to the bags?

- No additional item(s) (e.g., additional food, flyers, etc.) may be distributed in **conjunction with weekend food program bags unless prior written approval** has been obtained from both Every Meal and the site. Contact your Every Meal Program Coordinator for more details.

Can't find the correct locker?

- Please continue distribution until all other bags have been passed out. The volunteer can then go to the main office and ask for assistance from school staff in finding the correct location.

No backpack in the locker?

- If students share lockers or use open cubbies/hooks, please make a note on the distribution list of "no backpack." The designated school contact can then follow up to determine whether the student is absent, doesn't have a backpack, moved lockers, etc.
- In schools where teachers are responsible for placing the food into the backpacks, the teacher may keep the bag of food and give to the student when they return to school.
- If there is only one student using the locker, one meal bag may be left in the locker for the student to take when they return to school.

Already a bag of food in the student's locker?

- Please do not give the student a second bag of food (2 bags can be too heavy for many students to carry!) and make a note on the distribution list. The designated Site Coordinator should then follow up with the student to ensure the food is brought home. Conversations with the parents/ guardians may need to take place if this is a recurring issue.

Not sure which is the correct backpack?

- If after a brief search you cannot identify the correct backpack, please skip that child and make a note on the distribution list so that the Site Coordinator is aware of the situation. The Site Coordinator will follow-up with that student separately. We always want to ensure the food is going home with the correct student.

Short on food?

- If you are short on food on the day of distribution, call Every Meal office at 612-568-4003. We will do our best to get food to the school ASAP!
- Please call or email your Every Meal Program Coordinator after a distribution if you do not think there will be enough food for the following week or if you are running short on a particular bag type. More than likely we will already have a delivery scheduled, but it's always better to be on the safe side.

Ran out of a specific bag type?

- If you run out of a specific bag type, please supplement with other bag types on-site. We would prefer students take home a different bag type versus no bag at all. This change should be reflected in the final count at the end of the distribution and recorded as a comment on the distribution list.
- Inform your Every Meal Program Coordinator of the shortage so that we can send another delivery.

Partial bags or leftover food items found in the hallways or sitting around the school?

- Leave the remaining items with other Every Meal food stored at the school. Label these items "Return to Every Meal" to ensure that they are not accidentally distributed again and contact Every Meal. Your Program Coordinator will arrange to have the items picked up during the next scheduled food delivery.

DISTRIBUTION FAQs

Meal bags that have been compromised by pests?

- Contact your Every Meal Program Coordinator immediately.
- Take a photo of the box label, meal bag, and food items to include in an email to your Every Meal Program Coordinator.
- Please do not throw food away.
- Return all food items to the boxes they came from, tape up the box, and set aside.
- Every Meal will pick up the contaminated product and take it away for analysis.

Meal bags that have damaged items? (e.g. pierced can, punctured bag of rice, etc.)?

- Dispose of the damaged product(s).
- Remaining bag contents can be set aside with a note "Return to Every Meal."
- Every Meal staff will collect the items at the next scheduled meal bag delivery.
- Inform your Every Meal Program Coordinator of the shortage so that we can send another delivery.

Empty Boxes?

- Once boxes have been emptied, please break down the boxes and keep them in an organized stack near the food storage location, if possible. Every Meal staff will pick these up with the next scheduled food delivery. Typically we can reuse the boxes at least three times – a huge cost savings which means more food to children!

How do I protect student privacy while distributing meal bags?

It is incredibly important to Every Meal that no student ever be singled out, or feel embarrassed for receiving a weekend meal bag. Here are a few things to keep in mind to help protect the privacy and dignity of those participating in our program:

- **Never write a child's name or any other information on the outside of the meal bags.**
- **Never ask a child to come into the hallway to identify their backpack, especially in front of other students.**
- Lockers and backpacks should have name tags or descriptions on the distribution list so that students don't need to point them out to volunteers.
- If students are in the hallway during a food distribution, volunteers should wait off to the side until students return to their classrooms. Volunteers can also continue with distribution in another area of the school and return when things have quieted down.
- Teachers who distribute meal bags should do so while the classroom is empty (lunch time, specialist, recess, etc.). Teachers who distribute should also include directions in their sub notes if they are out on a Friday.
- Questions about the bags from students who aren't in our program should be politely and vaguely answered:
"We are just delivering something that was ordered."
"We are sending something home to parents."
"We are working on a special project."

Additional comments, questions, concerns?

- Please contact Every Meal Program Coordinator for your site.
- Not sure who that is?
- > Contact our main office at **612-568-4003**. Be ready to share your **site/school name** and **city/district** and we will get you in touch with the correct person.

NOTES

**THANK
YOU!**

WEEKEND FOOD DISTRIBUTION CHECKLIST

Use weekly to ensure all steps are completed for a successful distribution.

Distribution Volunteers – Weekly

- ☐ Distribute weekend meal bags to participating students
- ☐ Make notes on distribution list (unable to identify a backpack, student already has meal bag in locker, etc.)
- ☐ Record accurate tally of the number of each bag type distributed
- ☐ Return distribution list to Site Coordinator
- ☐ Ensure food is stored at least 4" from the wall and 6" off the floor in the Every Meal box

Site Coordinator – Weekly

- ☐ Communicate any enrollment changes to your Every Meal Program Coordinator.
- ☐ Maintain an accurate and updated distribution list
- ☐ Review volunteer notes on distribution list and follow up with students, families, and staff as needed

Every Meal Staff – Frequency Varies

- ☐ Deliver weekend meal bags to site
- ☐ Pick up broken-down boxes
- ☐ Pick up any damaged food items as needed



Every Meal

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