

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.

Every Meal

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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.

Every Meal