



EVERY MEAL

DISTRIBUTION VOLUNTEER BEST PRACTICES & FAQs

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 food bag. Below are a few ways to help protect the privacy and dignity of those participating in our program.

- **Only first names & last initials on distribution sheets**
 - **No names or initials written on bags**
 - **Do not ask students to identify their backpack or another student's**
 - **Try & avoid distributing food in front of students**
 - **Answer questions from curious students politely and vaguely: "I'm just helping out!". " I am dropping off a delivery."**
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No backpack in the locker (individual locker)?

Leave a bag for the student for when they return, and make a note on the list.

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

Reinsert old bag into backpack and leave a note on the list, do not leave more than one bag.

Not sure which is the correct backpack?

Respectfully look through the backpack for name hints via papers, backpack tag, etc.

- if found, leave a bag! If not, don't leave a bag and make a note on the list.

Can additional items be added to the bags?

No items may be added without prior written approval from both Every Meal and the school.

Short on a specific bag color the day of distribution?

Supplement with another bag color, even if it isn't the correct color; we want all enrolled students to leave with a bag every week.

Backpack full with other items?

Carefully & respectfully move the items, place the bag as close to the bottom of the backpack as possible without crushing electronics, art, snacks, etc. this helps us avoid students removing bags in order to get to their items and leaving them in locker.

Food bag with damaged items or evidence of pests?

Take a photo of the box label and damaged items immediately, before discarding the boxes and contacting your Every Meal Program Coordinator.

Why can't I use a box cutter or pocket knife?

This is a safety issue, and these items are considered weapons.

Please do not bring them into schools to avoid accidentally leaving it somewhere a child might find it.

- Use scissors, keys, or a pen to cut through box tape

What if there is a drill or emergency while I am at the school?

In case of an emergency situation at the school, please connect with the nearest adult staff member and follow their instructions.