

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:

- Teacher's name and/or classroom number
- Student's locker number or cubby location
- Student's first name - full names should not be included
- Food bag color (Blue, Green, Orange, Purple, Yellow)
- Grade
- Backpack description
- A "Yes/No" column for volunteers to indicate if the food bag was distributed
- A "Notes" column for volunteers to leave a brief comment relevant to the distribution
- Make sure to start fresh with a new list each year

** A template is provided, but schools can always adjust it or create their own 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 food 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 food 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 food bags.**
- **Never ask a child to come into the hallway to identify their backpack, especially in front of other students.**
- Teachers who distribute food 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.