



# EVERY MEAL

## SITE COORDINATOR

### BEST PRACTICES & FAQs

---

- **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. Did they forget? Does the family want to unenroll? (Confirm with an adult before removing the student from the list), Is the bag too heavy?, etc. Your Program Coordinator can help you troubleshoot any of these areas

- **Print a new distribution list each week that is accurate, up to date, and free from the previous week's notes.**

- **Share this list with anyone who helps with the distribution process: volunteers, teachers, staff, etc.**

- **Only first names & last initials on distribution sheets (specifically if outside volunteers are distributing)**

- **No names or initials written on bags**

- **Try & avoid distributing food in front of other students**

---

#### **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:

- 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
- A space for volunteers to tally the total number of food bags distributed by color type
- Student's first name - full names should not be included
- Food bag color (Blue, Green, Orange, Purple, Yellow)
- Teacher's name and/or classroom number
- Student's locker number or cubby location
- Backpack description

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

#### **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.

#### **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.

#### **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.