



**2020-2021
Driver Handbook**

What is Booster Pak?

Booster Pak is a non profit organization that works to lessen the consequences of chronic childhood hunger by providing a sack of food to at-risk students in the West Des Moines Community School District on weekends when they do not have access to the federal meal programs.

The elementary program, called BackPack Program (a program of Feeding American and the Food Bank of Iowa), serves 500 students each week and is available in all eight West Des Moines elementary schools.

In our secondary buildings, we provide Pak and Pantry programs to over 100 students each week.

Students participating in Booster Pak programs are identified and registered by teachers, guidance counselors, nurses and principals in each school building. All of our programs are free and confidential. The contents of the packs and items in our pantry vary each week, but generally include a variety of items such as pop-top meals, juice, cereal, fruit cups and peanut butter.

What do I need to do to volunteer?

- Complete the Volunteer Application and return it to your Volunteer Coordinator at your school or to Lisa Phillips, Booster Pak Program Coordinator at wdbmpb@gmail.com. (See Attached Volunteer Application)
- Have a valid driver's license.
- Have liability automobile insurance.
- Have a minivan, SUV or pickup truck.
- Be able to lift 30 lbs and push or pull 500 lbs with the assistance of a cart.

What will I be doing?

Drivers will:

- Drive to the Learning Resource Center (LRC), 3550 Mills Civic Parkway, West Des Moines). (See Attached Driver Instructions)
- Student volunteers will load boxes filled with packs into your vehicle.
- Drive back to school, unload the boxes, and place them in the area designated by the school.

When will I be volunteering?

Pick up is generally on Thursdays from 11:00-11:15 AM. Due to school schedules, some pick up days will be Mondays. (See Attached Driver Calendar)

What if I am unable to volunteer on my assigned day?

- Contact your school's Volunteer Coordinator and see if:
 - You can find a substitute. (See Attached Driver Contact Information)
 - You can make arrangements to pick up at a different time. Boxes can be picked up any time after 11 AM on Thursday and before Noon on Friday as long as arrangements have been made with the school and Lisa Phillips, Booster Pak Program Coordinator (wdbmpb@gmail.com or 515 360 6160).

- If you are unable to reach your school's Volunteer Coordinator:
 - Notify the school office
 - Contact Lisa Phillips, Booster Pak Program Coordinator (wdbmpb@gmail.com or 515 360 6160).

Will I have carts at the school to help me move the boxes?

Booster Pak or the school will provide you with a cart to help move the boxes from your vehicle into the school. If you cannot find the cart, contact your school's office staff for assistance.

What if the cart needs repairs?

Please contact Lisa Phillips at wdbmpb@gmail.com and arrangements will be made to repair or replace the cart.

What is a "double pick up"?

Double pick ups are generally scheduled around holidays and school breaks when students are gone from school for longer than a weekend and we're trying to get extra food to the students.

If you are scheduled to pick up packs on a date that is designated "double pick up", that means you will get twice as many boxes as a normal week. If you normally pick up 5 boxes, on a double pick up, you'll get 10 boxes. You and your school will need to make sure your vehicle has the capacity to transport the extra boxes or consider bringing a second volunteer and vehicle from your school.

Do I need to do anything different if I am picking up on a day where fruit will be included in the pack?

The boxes will look exactly the same on a day when they include fruit except for the addition of a label denoting "Fresh Fruit Inside". The only thing you might notice is an extra box or two.

What about 2 hour delays and snow days?

Booster Pak volunteers will be monitoring the weather and school cancellations. We will do our best to get packs to schools but only if it's safe. If we are changing from our normal schedule, you will be contacted through email of the change.

Generally, here's how we handle adverse weather:

- 2 hour delay on a pick up day – We'll stay on schedule or delay our schedule about 15-30 minutes.
- Snow day on a pick up day – we'll delay pick up to the next day at the same time (11:00-11:15).
- Early out on a pick up day because of snow – we'll stay on schedule but reserve the right to delay to the next day depending on the weather.

How can I serve more?

Booster Pak has a variety of volunteer opportunities that vary in frequency and length of commitment. For more information, contact Melanie Menken at boosterpak@boosterpak.org or 515 657 7852.



Volunteer Application

Thank you for your interest in volunteering with Booster Pak. To make every responsible effort to provide a safe environment for our volunteers and the students we serve, Booster Pak requires the following information:

School: _____ Date: _____

Name: _____

Address/Apartment #: _____

City/State/Zip: _____

Cell Phone: _____ Home Phone: _____ Work Phone: _____

Email Address: _____

Emergency Contact/Phone: _____

Volunteer Disclosure Statement

Other than a minor traffic violation, have you ever been convicted* or any crime, misdemeanor or felony?

Yes No

If yes, list date & description of violation: _____

*The term "convicted" includes a guilty plea, a plea of nolo contendere or no contest, a deferred judgment or adjudication and an adjudication of guilt or delinquency as a minor. Note: Convictions will not necessarily bar you from service as a volunteer. We will consider the number, nature seriousness and recency of the convictions in making our decision.

Have you ever been convicted*, or had an administrative finding, of violating any law involving child abuse, sexual abuse, physical abuse, sexual harassment or exploitation, or any other crime related to children?

Yes No

Do you currently have charges pending relating to child abuse, sexual abuse, physical abuse, sexual harassment or exploitation, or any other crime related to children?

Yes No

Are you now, or have you ever been, listed on the sexual offender registry, child abuse registry or adult abuse registry?

Yes No

Any "yes" answer requires a more in-depth interview with a Booster Pak Administrator and may also require the applicant to sign a waiver giving Booster Pak permission to conduct an Iowa criminal history record check.

Booster Pak reserves the right to conduct random background investigations of volunteers who have not answered "yes" to any of these questions. If a volunteer is selected for a random background investigation, the volunteer will be required to sign a waiver giving Booster Pak permission to conduct the investigation.

The information provided above is accurate and complete.

Signature of Volunteer: _____ Date: _____

Printed Name of Volunteer: _____

Driver & Liability Statement

Volunteer drivers using their own personal vehicle for an authorized assignment must:

- ___ be at least 21 years old,
- ___ have a current valid Iowa driver's license, and
- ___ proof of automobile liability insurance coverage

Volunteers must also comply with the following Iowa laws and district requirements:

___ No more than three (3) people 13 years old or older can be seated in the front seat. No passenger shall ride in such a position as to obstruct the driver's view or interfere with the driver's control of the vehicle.

___ The driver and all vehicle passengers, regardless of whether they are seated in the front or back seats, are required to wear safety belts, unless a person is otherwise exempted by law from wearing a seatbelt.

If a volunteer is acting within the scope of his/her duties for Booster Pak, Booster Pak's automobile insurance policy will provide coverage for negligence for bodily injury and property damage caused by the volunteer's negligence.

Under no circumstances will Booster Pak's automobile insurance policy provide coverage for the physical damage to the vehicle owned and/or operated by the volunteer.

I have read the above information concerning safety laws and Booster Pak's requirements for volunteer drivers. I certify by my signature below that I meet and shall comply with all state safety laws and Booster Pak's requirements for volunteer drivers.

Signature of Volunteer: _____ Date: _____

Printed Name of Volunteer: _____

Confidentiality Statement

Volunteers are expected to maintain the confidentiality of students and program participant's information. This expectation is crucial to the safety and well being of every person in our program. If you have a concern or suggestion regarding a child, please discuss it with Melanie Menken (515 657 7582 or boosterpak@boosterpak.org).

Signature of Volunteer: _____ Date: _____

Printed Name of Volunteer: _____

Please submit this completed form to boosterpak@boosterpak.org
Or mail to Booster Pak, PO Box 71221, Clive IA 50325

Thank you for volunteering!



Driver Instructions

Volunteer Coordinator:

Name: _____

Phone: _____

Email: _____

Building Coordinator:

Name: _____

Phone: _____

Email: _____

Other Contacts:

Lisa Phillips, Booster Pak Program Coordinator

Phone: 515 360 6160

Email: wmbpb@gmail.com

Melanie Menken, Booster Pak President

Phone: 515 657 7852

Email: boosterpak@boosterpak.org

Location of Cart at my school:

LRC Pick Up Time: Thursdays, 11:00-11:15 AM

Directions to the LRC: 3550 Mills Civic Parkway, WDM

- ▶ From the entrance to the Library/LRC parking lot at S. 41st St.:
 - Go south into the parking area.
 - Take the first left as you enter the lot. This will be the rows of parking farthest from the LRC building.
 - Head east toward the edge of the lot.
 - Turn right to head toward the building and wait your turn.
 - When it is your turn, drive slightly past the loading area at the northeast corner of the building, and back into the loading bay. Alternatively, you may back into the loading zone space near the fire hydrant.
 - Volunteers will load the boxes for your school into your vehicle.
 - To exit, proceed westward along the front of the building. Turn right to return to Mills Civic Parkway.





2020-21 Driver Calendar

Pick Up Time: 11:00-11:15 AM

All dates are Thursdays unless otherwise noted.

Pick Up Date (11:00-11:15)	Distribution Date
Booster Pak Ops Team staff as needed	August 28
Booster Pak Ops Team as needed	September 3
September 10 – Parent Coordinators	September 11
September 17 Driver Training 10:00 – 11:00	September 18
September 24	September 25
October 1	October 2
October 8	October 9
October 15	October 16
October 22	October 23
October 29	October 30
November 5	November 6
November 12	November 13
November 19 (Double pick up)	November 20 & November 23 (Monday)
December 3 (Gift Card)	December 4
December 10 (Double pick up)	December 11 (Friday) & December 14 (Monday)
December 17 (Double pick up)	December 18 (Friday) & December 21 (Monday)
January 7	January 8
January 14	January 15
January 21	January 22
January 28	January 29
February 4	February 5
February 11	February 12
February 18	February 19
February 22 (Monday Pick Up)	February 24
March 4 (Gift Card)	March 5
March 8 (Monday, Double pick up)	March 9 (Tuesday) & March 11 (Thursday)
March 25	March 26
April 1	April 2
April 8	April 9
April 15	April 16
April 19 (Monday)	April 22 (Thursday)
April 29	April 30
May 6	May 7
May 13 (Gift Card & Summer Flyers)	May 14
May 20	May 21
May 27 (Double pick up)	May 28 & June 1 (Tuesday)

- Fruit for all schools

