



FOODBANK
OF IOWA

in conjunction with



2020-2021
WDMCS Building Coordinator
Handbook

What is Booster Pak and the Backpack and Pak Programs?

Booster Pak is a non-profit organization that works to lessen the consequences of chronic childhood hunger by providing a sack of food to low-income school children on weekends when they do not have access to the federal meal programs.

The elementary program, called Backpack Program (a program of the Food Bank of Iowa), serves 500 students each week and is available in all eight West Des Moines elementary schools. Our Pak Program typically serves over 50 7th-9th graders each week and is available at Stilwell, Indian Hills and Valley Southwoods.

Children who participate in the Backpack and Pak Programs are identified by teachers, guidance counselors, nurses and principals. It is both free and confidential. The contents of the packs vary each week, but contain a variety of items such as pop-top meals, juice, cereal, fruit cups and peanut butter.

What are my responsibilities as the Building Coordinator?

As the building coordinator for your school, you will:

- * Educate staff and parents about childhood hunger and the Backpack/Pak Program.
- * Identify and register students and families for the Backpack/Pak Program.
- * Be the primary contact for all information related to the Backpack/Pak Program.
- * Be responsible for distributing or coordinating the distribution of packs each week.
- * Assist with the completion and collection of student and parent surveys.
- * Attend meetings as necessary.
- * Complete a Site Coordinator evaluation and provide feedback about the program as requested.

How do I educate the staff and parents about childhood hunger in our school?

Booster Pak and Food Bank of Iowa representatives are available to attend staff meetings and parent group meetings to help you educate your staff and parents about childhood hunger and its impact on learning. We can also provide you with an example of a food pack that students participating in the program receive and handouts about the Backpack and Pak Programs. Contact Melanie Menken at boosterpak@boosterpak.org for more information.

At the beginning of each school year, we encourage our building coordinators to share the handouts regarding Identifying Chronically Hungry Children (see attached) and the Booster Pak Program – Referral Form (see attached) with all staff. This will remind them of the program's availability and encourage them to refer children they feel meet the program guidelines.

How do I identify students for the Backpack and Pak Programs?

Each year, you will identify the students in your school that are chronically hungry. The chronically hungry child is a child who is not getting sufficient food outside of school on a regular basis. Statistics show that 30% of low-income families are chronically hungry.

To identify these students, you can:

- * Review the guidelines for Identifying Chronically Hungry Children with staff and provide them with the Booster Pak Program – Referral Form. (See attached Identifying Chronically Hungry Children and attached Booster Pak Program – Referral Form)

- * Review the list of participants from the prior school year. (Note: Prior year participation does not guarantee participation in the program for the current school year. Students may be removed from the program if the family financial situation improves, family circumstances change, student transfers to another school or district, student was not taking the food home regularly the previous year, student was observed throwing the food away or sharing it with friends instead of taking it home, etc.)
- * Talk to staff who have completed referral forms for students who are exhibiting signs of chronic hunger. (See attached Booster Pak Program – Referral Form)
- * Review the lists for reduced bus and book fees to identify students who may qualify.
- * Ask the lunch administrator who handles the free and reduced meal program applications if any of the families have asked for their information to be shared with Booster Pak.
- * Review applications for new students to determine if any may be at risk.

After completing these steps, you should have a comprehensive list of the at-risk students in your school.

This list should be reviewed throughout the year and students should be added and removed from the program as circumstances change.

Can I use the list of the federal free and reduced meal participants to identify students for the Backpack or Pak Programs?

Federal law prohibits the use of the list of free and reduced meal program participants for anything other than that program. This list may only be used if the family has consented to having their information shared with Booster Pak.

How do I register students for the program?

Once a student has been identified, we recommend that a registration form (See attached registration) be sent to the parent regarding the program. If the parent wants to enroll their student in the program, they will need to complete the registration form and return it to the school office. (See attached Registration Form – English, Spanish, and Hakha)

Can I provide a pack to student that is not enrolled?

No. You must have a completed registration form before the student can begin receiving packs.

How do the packs get to my school each week?

Once you have identified and registered the students who will participate in the program at your school, you will report these numbers to Lisa Phillips, the Booster Pak Program Coordinator.

Each week, Lisa will email you and ask you how many packs you had left over from the previous week, how many students you have registered for the program, and if any students have withdrawn from the program.

Volunteers will assemble the number of packs that you need into boxes or bags and deliver them to your school.

Am I responsible for recruiting the volunteer drivers?

No. Booster Pak will work with your parent group to recruit, train and schedule your volunteers. You will want to contact your PTA/parent group to find out who your Backpack Program Volunteer Coordinator is so that you can inform them on where to find the cart and where to store the boxes/bags when they are delivered to your school.

If your parent group is unable to provide volunteers, we recommend that the school consider contacting your business partner to see if they are able to help.

If the school is unable to find volunteers, Booster Pak will work with businesses, community groups and faith-based organizations to find volunteers for your school. We cannot guarantee that we will be able to find volunteers.

When will the packs be delivered to my school?

Generally packs will be picked up from the West Des Moines Community Learning Resource Center on Thursdays between 11:00-11:15 AM. They should arrive at your school shortly thereafter. (See Attached Calendar)

Where do I store the packs until they are distributed?

The packs should be stored in a secure, dry location until they are distributed. The packs should be stored off the floor on a shelf, cart or on 2X4 pieces of wood. The location will vary from building to building.

When do I distribute packs to the students?

The packs are intended to provide food for the students on the weekend. We recommend that the packs be given to the students on Friday or the last day of the school week.

How do I distribute the packs?

How you distribute packs will vary from building to building. Your building may decide to:

- * Have teachers pick up the packs for their students and put them in the students' backpack.
- * Have a staff person or a volunteer deliver the packs to the classroom and have the teacher put them in the students' backpack.
- * Give a staff person a list of locker numbers and a master key and have them put the pack in the students' locker.
- * Have the students come to a central location to pick up their pack.

We encourage you to enlist teachers, and/or retired teachers, to help with distribution.

What if a student is absent at the end of the week?

If a student is absent on the day packs are distributed, you may send it home the next school day or include it as "leftover" when you report your numbers to Lisa Phillips the next week.

What about 2 hour delays and snow days?

These days always challenge the schedule. 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 and your volunteer driver(s) 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 generally stay on schedule or delay our schedule about 15 minutes.
- * Snow day on a pick-up day – we'll generally delay pick up to the next day at the same time.
- * Early out on a pick-up day because of snow – we'll generally stay on schedule but reserve the right to delay to the next day depending on the weather.
- * Snow day on a distribution day – you may distribute on Thursday afternoon if you think Friday may be a snow day. If we get caught off guard, we can distribute packs on Monday or keep them for the next week's distribution.

What do I need to do regarding evaluations?

The West Des Moines Schools and the students and families that participate in the Backpack and Pak Programs are required to complete annual evaluations of the program. The Food Bank of Iowa will provide the evaluations. Copies will be delivered to your school by Booster Pak in March or April. You will be asked to:

- * Distribute and/or assist students in completing the evaluations.
- * Distribute and collect the parent evaluations.
- * Complete an online site coordinator evaluation.

Survey results will be sent to you as soon as they are available.

Who do I contact if I have other questions?

We are happy to help you. Please don't hesitate to contact either Lisa or Melanie.

Lisa Phillips, Booster Pak – Booster Pak Program Coordinator
wmbpb@gmail.com or 515 360 6160

Melanie Menken, Booster Pak – President
boosterpak@boosterpak.org or 515 657 7852



Identifying Chronically Hungry Children

BackPack Program is for students who are food insecure and who are not getting sufficient food outside of school *on a regular basis*. The following information is provided to help define a “chronically hungry” child.

Food Insecure: If a child does not get enough food outside of school he/she is considered “food insecure.” The U.S. Department of Agriculture defines food insecurity as *households that are uncertain of having, or unable to acquire, enough food to meet basic needs of all their members because of insufficient money or other resources*. When the guardian of a child has to choose between food and other necessities, e.g., having electricity shut off because they don’t have enough money, it is an indicator of food insecurity.

A child will not necessarily tell you that he doesn’t have enough food at home, but through observation you can begin to see patterns and/or behavior that will set them apart. How do you identify a hungry child? Here are some examples:

A chronically hungry child will be anxious for a meal to be served. Perhaps they rush the cafeteria line or they are showing up early for breakfast. During the meal they will eat all of the food, not being picky in what they have placed before them. One indicator of hunger is that a child cleans his plate and will not carelessly throw portions of it away. They will also linger around for second helpings or even ask for more.

- Rushing food lines
- Extreme hunger on Monday morning
- Eating all of the food served
- Linger around for seconds

How to respond to a child who says he is hungry:

A child who complains about being hungry is not necessarily a child who automatically qualifies for BackPack Program. Generally speaking, growing children have an appetite and will say they are hungry at periods throughout the day. However, in the case of a chronically hungry child, certain questions can be asked to assess need. In the morning a child may say they are hungry. Ask them if they ate breakfast. If they are eligible for free or reduced price breakfast then make sure they are taking advantage of this program. If they say they skipped breakfast find out why. Ask if they had enough food in their house or if it was just the case that they woke up late and didn’t have time for breakfast. If they did eat breakfast, ask what they ate and if it was enough to make them full. You may also ask if they ate dinner the previous night. Once again ask what they had for dinner and if it was enough to fill them up.

By asking a few questions you should be able to assess whether or not this is just a case of normal hunger (where your stomach growls in anticipation for food – not because of a series of involuntary missed meals) or whether this seems to be a frequent incident that results because of food insecurity (the inability to afford enough food). Obviously, a child who says there is never enough food in the house or that all they had for dinner were some potato chips is the child who is considered chronically hungry. Even if a child worries that there will not be enough food at home, this is a cause for concern. Food insecurity is the main reason for the BackPack Program. Any child who exhibits this behavior should be considered a candidate for receiving a backpack.

- Assess hunger through further questioning

- Determine reason for not eating
- Ask what they ate

Apart from recognizing food insecurity, physical appearance, school performance and home situation are secondary indicators that help confirm chronic hunger.

Physical Appearance: Certain physical features are indicators of vitamin and/or food deficiencies. If the skin of a child appears to be puffy and swollen it can be due to a protein deficiency. A child who is very thin and whose bones are starting to protrude may have a lack of protein and calories. Another thing to watch for is redness around the lips and/or cracked lips. Finally, dry and itchy eyes can be a sign of a vitamin A deficiency. Please keep in mind that the weight of a child isn't always a sure indication of food insecurity. Some obesity is caused from poor nutrition in the diet of the child. Any of these physical signs should bring a concern and prompt further questions.

- Extreme thinness or puffy, swollen skin
- Chronically dry, cracked lips
- Chronically dry, itchy eyes

School Performance/Behavior: Sometimes the behavior of a child indicates problems at home, with food insufficiency being one of the problems. By observing some of the following it may help in identifying chronic hunger:

- Excessive absences – due to sickness or unexcused
- Hyperactive, aggressive, irritable, anxious, withdrawn, distressed, passive/aggressive – any display of these mentioned which leads to disciplinary action
- Repetition of a grade
- Difficulty in forming friendships, getting along with others
- Sickness – sore throat, common cold, stomach ache, ear infection, fatigue
- Short attention span, inability to concentrate

Home Environment: Sometimes children will be very open about what is going on at home. For example, a child may say that her dad has lost a job and that the mother doesn't work. By listening to your students and by being in contact with parents the needs of the family can be assessed, which in turn can help determine whether or not the child needs to be receiving a backpack weekly. A single parent family where the parent works on the weekend is probably a situation in which Backpack Program can help a child who may be responsible for fixing their own meal. If the parent is able to fix meals for the child, but may be limited on the amount of food available, it may be more beneficial to refer the family to a food pantry. Backpack Program is designed for children who are not able to get sufficient food at home due to neglect or other circumstances that prevent them from having regular access to food.

- Lack of food resources
- Parent unable to prepare meals

Any child with multiple risk factors as listed above should be considered for Backpack Program.

Student Name: _____

Age: _____ **Grade:** _____

Behavior that demonstrates Food Insecurity (Referral MUST include at least one item in this category)

- Rushing food lines
- Extreme hunger on Monday morning
- Eating all of the food served
- Lingered around for or asking for seconds
- Comments about not having enough food at home
- Other _____

Check any other factors that apply to this participant:

Physical Appearance

- Extreme thinness
- Puffy, swollen skin
- Chronically dry, cracked lips
- Chronically dry, itchy eyes
- Brittle, spoon-shaped nails
- Other _____

School Performance

- Excessive absences and/or tardiness
- Repetition of a grade
- Chronic sickness
- Short attention span/inability to concentrate
- Chronic behavior that leads to disciplinary action (hyperactive, aggressive, irritable, anxious, withdrawn, distressed, passive/aggressive)
- Other _____

Home Environment

- Often cooks own meal, or has another sibling who does
- Moves frequently
- Often spends the night away from home (primary residence)
- Loss of income
- Family crisis
- Other _____

If this participant needs to receive extra food, please explain why:

Name/title of person referring the student: _____

Date of referral: _____ Date Approved: _____ Approved by _____

NOTE: This information is confidential and should be used by the staff at your agency only.

Dear Parent/Guardian,

The West Des Moines Community School District is partnering with the Food Bank of Iowa and Booster Pak to provide food programs in our district. These programs are designed to increase a student's access to food on the weekends and school breaks when school breakfast and lunch are not available. The food is provided through Pack or Pantry programs in each building. These programs provide students with the nutrition they need to learn, grow, play and live healthier lives.

West Des Moines Community School District would like to invite your student(s) to participate in this exciting program! Here's how it works:

1. At the end of each week, your student(s) will:
 - a. receive a sack filled with easy-to-prepare foods or
 - b. choose foods from a school pantry (Valley High School and Walnut Creek).
2. There is no fee for participating in the program. Families are only asked to provide feedback on the program by filling out surveys sent home with their student(s).
3. The programs operate 8/26/20 through 9/30/21.

Parents and guardians concerned with food allergies need to be aware that the programs food items may include ingredients such as tree nuts, legumes (including peanuts), soy, wheat, gluten, eggs, milk and other potential allergens. It is the responsibility of parents and guardians to ensure the food items are suitable for their student(s). The Food Bank of Iowa, West Des Moines Community School District and Booster Pak do not assume any liability for adverse reactions to food handled and/or consumed.

To enroll your student(s) in the program, please fill out the enclosed registration form and return it to your school office.

Please feel free to contact your school office at any time with questions or concerns.

Pack and Pantry Programs

2020-2021

Please list student(s) participating in the program.

Name	Grade	Teacher's Name (Preschool & Elementary Only)

By signing this form, I agree to allow my student(s) to participate in the Pack or Pantry Programs.

I understand that food items may include ingredients such as tree nuts, legumes (including peanuts), soy, wheat, gluten, eggs, milk, and other potential allergens. Parents and guardians concerned with food allergies need to be aware of this risk. **It is the responsibility of parents and guardians to ensure the food items are suitable for their student(s).** The Food Bank of Iowa, West Des Moines Community School District and Booster Pak do not assume any liability for adverse reactions to food handled and/or consumed.

By signing this form, I agree to assume any and all risks and release the Food Bank of Iowa, West Des Moines Community School District and Booster Pak from any and all liability associated with my student's participation in the Pack or Pantry programs, including any adverse reaction my student(s) may have to foods handled and/or consumed.

I agree that this form is to be construed under the laws of the State of Iowa and that if any portion hereof is held invalid the balance hereof shall, notwithstanding, continue in full legal force and effect.

In signing this form, I hereby acknowledge that I have read this entire document, that I understand its terms and that I sign it knowingly and voluntarily.

Parent/Guardian Signature

Date

Estimado Padre/Tutor,

El Distrito Escolar de la Comunidad West Des Moines está colaborando con El Almacén de Alimentos de Iowa y Booster Pak para proporcionar programas de alimentos en nuestro distrito. Estos programas están diseñados para aumentar el acceso que los estudiantes tienen a alimentos durante los fines de semana y vacaciones cuando el desayuno y el almuerzo escolar no están disponibles. Los alimentos son proporcionados por medio de bolsas de alimentos o almacenes en cada escuela. Estos programas les proporcionan a los estudiantes la nutrición que necesitan para aprender, crecer, jugar y vivir vidas más saludables.

¡El Distrito Escolar de las Escuelas de West Des Moines quiere invitar a su niño/a a participar en este programa excitante! He aquí cómo funciona:

4. Al final de la semana, su/s niño/a/s va/n a:
 - a) recibir una bolsa llena de alimentos fáciles para preparar o
 - b) escoger alimentos de un almacén en la escuela (Valley High School y Walnut Creek).
5. No hay costo para participar en el programa. Lo único que se les pide a las familias es que llenen encuestas enviadas al hogar con su/s niño/a/s para evaluar el programa.
6. Los programas proporcionan servicios desde el 8/26/20 hasta el 9/30/21.

Los padres y tutores que tienen preocupaciones sobre las alergias de comida necesitan estar conscientes que puede que la comida de los programas incluya ingredientes como frutos secos, legumbres (incluyendo cacahuate), soya, trigo, gluten, huevos, leche, y otros alérgenos posibles. Es la responsabilidad de los padres y tutores asegurar que la comida sea adecuada para sus niños. El Banco de Alimentos de Iowa, el Distrito Escolar de la Comunidad de West Des Moines y Booster Pak no asumen ninguna responsabilidad por reacciones adversas a la comida tocada y/o consumida.

Para inscribir a su niño/a en el programa, por favor llene el formulario de inscripción incluido y devuélvalo a la oficina de su escuela.

Por favor siéntase en libertad de ponerse en contacto con el personal de la oficina de la escuela de su niño/a si tiene preguntas o preocupaciones.

Programas de Bolsas y Almacenes

2020-2021

Por favor escriba los nombres de los estudiantes que van a participar en el programa.

Nombre	Grado	Nombre del/la Maestro/a (Solo Preescolar y Primaria)

Con mi firma en este formulario, permito que mi/s niño/a/s participen en los Programas de Bolsas y Almacenes.

Comprendo que puede que los alimentos incluyan ingredientes como frutos secos, legumbres (incluyendo cacahuate), soya, trigo, gluten, huevos, leche, y otros alérgenos posibles. Padres y tutores quienes estén preocupados sobre las alergias de comida necesitan estar conscientes de este riesgo. Es la responsabilidad de los padres y tutores asegurar que la comida sea adecuada para sus niños. El Banco de Alimentos de Iowa, el Distrito Escolar de la Comunidad de West Des Moines y Booster Pak no asumen ninguna responsabilidad por reacciones adversas a la comida tocada y/o consumida.

Con mi firma en este formulario acepto todo y cada riesgo y eximo al Banco de Alimentos de Iowa, al Distrito Escolar de la Comunidad de West Des Moines y a Booster Pak de toda y cada responsabilidad relacionada con la participación de mi niño/a en los Programas de Bolsas y Almacenes, incluyendo cualquier reacción adversa que pueda que tenga mi niño/a a la comida tocada y/o consumida.

Estoy de acuerdo que éste se registrará e interpretará según las leyes del Estado de Iowa y que si cualquier parte del presente no es válida, se ha acordado que el resto, no obstante, continuará en pleno vigor y efecto legal.

Con mi firma, confirmo que he leído este documento completo, que comprendo los términos y condiciones y que he firmado con entendimiento y voluntariamente.

Firma de Padre/Tutor

Fecha

Pack and Pantry Programs

ဝေးကွင်းရပ်ကွက် ဤအစီအစဉ်ကြောင့် ကျွန်းတန်းများကို ထောက်ပံ့ပေးရန် ရည်ရွယ်ပါသည်။

နာမည်	အတန်း	ဆရာဆရာမနာမည် (မူပိုင်ခွင့် မှုလတန်းများအတွက်)

Pack or Pantry အစီအစဉ် ကြံ့ခိုင်မှုပေးကမ်းခြင်းများကို အားပေးပေးရန် သဘောတူညီချက်ပေးစာများ ဤလွှာကို ဖြည့်စွက်ပေးရမည်။

အစားအစာထဲသို့ ပံ့ပိုးပေးခြင်း (ပေးပို့ခြင်း)၊ ပံ့ပိုးပေးခြင်း၊ ကိုယ်ပိုင်ကုန်ပစ္စည်းများ၊ ငွေကြေး၊ ဝန်ဆောင်မှုများ၊ အချစ်အတွေးတို့ဖြင့် ပံ့ပိုးပေးခြင်း အရမ်းပိုမိုပေးကမ်းခြင်း ကြံ့ခိုင်မှုပေးခြင်းများလည်းကောင်းပါသည်။ မတည့်သောအစားအစာပေးခြင်း မိဘအပူပိုင်းသွေးများပေးခြင်းဖြင့် ပံ့ပိုးပေးခြင်းများကို အားပေးပေးခြင်းအားလုံးကို အစားအစာ ဟုတွင်သတ်ခြင်းဖြစ်ပြီး စီမံခန့်ခွဲမှု မိဘအပူပိုင်းသွေးများပေးခြင်းဖြစ်ပါသည်။ အစားအစာ စားသုံးပေးခြင်းများဖြင့် ပံ့ပိုးပေးခြင်း ဝေးကွင်းရပ်ကွက်များကို Food Bank of Iowa West Des Moines Community ကျွန်းတန်း ဝန်ဆောင်မှုပေးခြင်းမှ ပံ့ပိုးပေးခြင်း ဖြစ်ပါသည်။

Pack or Pantry အစီအစဉ် ကြံ့ခိုင်မှုပေးကမ်းခြင်းများပေးခြင်းပေးခြင်းများဖြင့် ပံ့ပိုးပေးခြင်းများ၊ စားသုံးကုန်ပစ္စည်းများ ပေးခြင်းများဖြင့် မတည့်သောအစားအစာပေးခြင်း ဝေးကွင်းရပ်ကွက်များ မှုပေးခြင်းများမှာလည်းကောင်း Food Bank of Iowa West Des Moines Community ကျွန်းတန်း ဝန်ဆောင်မှုပေးခြင်းမှ ပံ့ပိုးပေးခြင်း ဖြစ်ပါသည်။

ကျွန်းတန်းတို့သည် Iowa ဂျပန်အား ဖုန်းဆက်ဆံခြင်းဖြင့် ပံ့ပိုးပေးခြင်းအား ခံယူရခြင်းဖြင့် စားသုံးပေးခြင်းများ အရမ်းအားပေးခြင်းကို သိရှိနားလည်ပေးခြင်း ဖုန်းဆက်ဆံခြင်းအား ဆက်ကူးဆောင်ရွက်ရန် သဘောတူပါသည်။

ကျွန်းတန်းအား အစွမ်းထက်စွာ ပံ့ပိုးပေးခြင်းဖြင့် ကြံ့ခိုင်မှုပေးခြင်းများလည်းကောင်း မိမိသဘောဆန္ဒရှိသည့်အတိုင်း လက်ထောက်ပေးခြင်းဖြစ်ပါသည်။



2020-21 Calendar

Pick Up Date (11:00-11:15)	Distribution Date
Delivery by Booster Pak Ops Team as needed	August 28
Delivery by Booster Pak Ops Team as needed	September 3
September 10	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