Maryland Food Bank
School Pantry Program
Maryland Food Bank Mission:
To Lead the Movement and Nurture the Belief that Together We Can Improve the Lives of Marylanders by Ending Hunger.
School Pantry Program Goal

✓ The School Pantry Program is an innovative partnership between the Maryland Food Bank and Baltimore City Public Schools. The goal of the program is to minimize the issues of hunger and malnutrition for many low-income and/or food insecure household, while increasing the parental involvement amongst parents who might not otherwise take an active role in their children’s education. This year, the Maryland Food Bank will sponsor 100 school pantries at no cost.
Best Practices

- Parent Involvement
- Emergency Services
- Community Partnerships
Methods of Delivery

- Incentives
- Emergency Needs
- Mobile Pantry Drop
- Week End Survival Kit
New Initiatives

✓ TEFAP

✓ Homeless Children
Types of Food Available

- **Donated Products** include items received from manufacturers in full pallet quantities that are then listed onto the menu and cleaned and sorted. Salvage food items from many different sources can be in any number of quantities but are not uniform items or quantities.

- **Purchased Products** include items purchased by the Maryland Food Bank to supplement donated products, usually coming in uniform lots.

- **Produce Program** provides fresh fruits and vegetables. Produce is delivered free of charge and provides between 3,000 and 7,000 pounds of produce.
Responsibilities of the Site Coordinator:

- Fully understand all program rules, standard operating procedures, expectations and reporting requirements and agree to operate the school pantry in accordance with these guidelines:
  - Accurately maintain all program records
- Place food orders and track all food invoices
- Record and track all volunteer time
- Oversee Emergency Food distribution
- Ensure that all monthly reporting is completed accurately and submitted on time
- Collaborate with the local community
Allocation of Grant Funds

- For the 2013-2014 school year, grant funds will be available for use on October 1st.

- At least one order must be placed per quarter while your school has funds available in their MFB account (Oct-Dec, Jan-Mar, Apr-June).

- Funds designated for your school pantry which are not used within an allotment quarter will be forfeit to the School Pantry general fund.

- If one allotment quarter passes without activity, ordering or monthly reports, the school’s remaining funds are forfeited for the year.
Reporting Requirements

Reports are due on the 5th of every month and are extremely important if the MFB is able to continue to receive funding for the school pantry program. Please note that if three monthly reports are missed, 1/3 of the allocation is forfeited and your school will be blocked from shopping until the reports are filed.

Please submit your completed: Emergency Distribution Form and Monthly School Pantry Form

- Please see the link below for the electronic School Pantry Program Monthly Reporting Form.
On Line Ordering Procedures
Authorized Shoppers

- Only shopper’s authorized in writing, on your site agreements, can place or pick-up orders at the Food Bank.

- Each pantry site should have at least two (2) authorized shoppers.

- ALL Changes to authorized shopper lists must be sent to the food bank in writing, on letterhead, and signed by your school’s Principal.
Menus & Hours

• Check the menu daily at our website: www.mdfoodbank.org.

• Kizzy Dawkins’s Office Hours:
  9:00am – 5:00pm

• Distribution Hours:
  8:00am - 2:30pm, Mon-Thurs.

  8:00am – 12:00 noon, Friday

• Closed on most Federal holidays

• Additional openings/closings will be posted on the website
  www.mdfoodbank.org

In case of inclement weather, call (410) 737-8282
Pick Up & Loading Your Order

- Depending on the size of your order, you may need to bring additional people to assist with loading.

- When you arrive to pick-up your order, please bring an appropriate-sized vehicle to ensure proper and complete loading.

- You must take all of your order. There is a $25 restocking fee for leaving all or part of your order.

- If you’re going to be late, please call; your pick-up will be scheduled at the next available time.

- Failure to pick up your order will result in a $25 restocking fee.
Shop Thru Area

- Agencies have the opportunity to select items in addition to their menu ordered items in the Shop Through Area. Items may include fresh produce, dairy products, meats, bakery items, cleaning products and assorted specialty and seasonal items.

- Agencies may shop in the Shop Through area without ordering from the menu, but you must make an appointment at least 24 hours in advance.
Order Accountability

• Authorized shoppers for each School Program should understand that they are shopping for an organization – not for themselves. The MFB does not provide food to individuals, only to organizations.

• Please confirm your order and raise any questions or concerns with the checkout clerk prior to signing your invoice. Once the invoice has been signed no credit will be issued for any items, unless an item received is unfit for human consumption.

• In the unlikely event that an agency receives food unfit for human consumption, MFB must be informed within one business day of receipt in order to receive a credit.

• Please check your order before signing the invoice.
Delivery Process

• Deliveries are made to the Program’s door or dock only. The driver CANNOT unload or carry items into your facility. PLEASE have staff or volunteers on hand to unload and check your order at the time of delivery.

• The MFB will call to confirm the date and time of delivery.

• If no one there, still get charged a delivery fee, if they need it delivered again they will be charged again.

• The agency will be notified of date and time of the delivery.

• To confirm your food delivery or for questions related to delivery services, contact Gary Melvin, Procurement Manager, at 410.737.8282 ext. 203.
The Maryland Food Bank is committed to the success and effectiveness of the School Pantry program to meet the goals of increasing parental involvement in schools and ensuring that children and families do not go hungry.

Program contact:
Kizzy Dawkins, Youth Program Coordinator, Maryland Food Bank, 2200 Halethorpe Farms Road, Baltimore, MD 21227, 410-737-8282 x218 or dawkins@mdfoodbank.org

Your comments, questions, and input are always welcome.

We look forward to working with you and your school to make sure that children and their families in our state do not go hungry.
Time for the Tour!

We will now go for a short tour of the Network Service Center and Warehouse areas and you will learn more about:

- Food ordering
- The shop through area
- Picking up and checking orders
- Loading your order
- Any questions you may need answered

PLEASE give us feedback on how we are doing. Comments, questions, compliments and complaints are taken seriously and appreciated. If we do not hear from you we cannot create new outreach programs, food related policies or improve our customer service. Please direct your feedback to Kizzy Dawkins 410-737-8282 ext. 218

Everyone here at the MD Food Bank looks forward to working with you and your organization to help end hunger in Maryland.