

TOTES OF HOPE® PROGRAM APPLICATION

A PROGRAMS APPLICATION MUST ALSO BE COMPLETED AND SUBMITTED WITH A NEW TOTES OF HOPE APPLICATION. ALL SECTIONS MUST BE COMPLETED.

Totes consist of 7 to 9 pounds of shelf-stable food items intended for weekend use, providing food to at-risk children and their family, when they are not in school. Pick up of the Totes food is at Food Bank of the Rockies each Friday between 9:00 a.m. to 3:00 p.m.

Participation Requirements:

- FBR prefers to work with partners who serve children in a geographic area where 50% or more of the children residing in the area are eligible for free or reduced-price school meals.
- Food must be distributed directly to schools and to the students receiving the tote
- **Distribute a minimum of 20 totes per week**
- Commitment to pick up weekly. Missed pickups without notification two weeks in advance may result in removal of partner from the program.
- Schedule a weekly pick up time on Acuity
- Record number of Totes distributed weekly in Link2Feed
- Notify FBR of changes in number of Totes picking two weeks in advance
- Each site is responsible for providing the bag, tote or backpack that the food is packed in at their site
- Completion of annual Food Safety and Civil Rights certification, provided online and at no charge by FBR
- Ensure proper storage of food after it is picked up and before distribution to kids

Totes of Hope® is available year-round, including summer. Please let us know your distribution schedule:

Months of Distribution	Month – From	Month - To
School Year Only		
Summer Only		
Year Round		

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1. SITE INFORMATION

Site Name:	
Street Address:	
City:	
County:	
Zip Code: + 4	
Site Open Hours:	
Phone Number	

2. SITE CONTACT INFORMATION *(though duties may be delegated, this listing should be the person(s) responsible for the site and all program paperwork)*

Primary Contact		Secondary Contact	
First Name:		First Name:	
Last Name:		Last Name:	
Phone Number:		Phone Number:	
Alternate Phone:		Alternate Phone:	
Email:		Email:	
Position:		Position:	
Background Check - Food Bank of the Rockies and Feeding America require that individuals who participate in Totes of Hope who have <u>direct repetitive contact</u> with children undergo and pass a National Background search. Please review the pages following this application – ACTION REQUIRED.			

3. DESCRIPTION OF PROGRAM - Provide a description of the children’s program offered by your organization and the eligibility process for children receiving a tote: *Example: We are a daycare center providing daily or weekly care for children 1 – 10 years old. Families who receive state subsidies to cover program costs will be invited to participate in the totes program.*

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4. SITE ELIGIBILITY INFORMATION

Public School District: _____

School Name: _____

Percent Eligible for Free or Reduced Lunches: _____

Distance to nearest School: _____

5. ANTICIPATED # OF CHILDREN TO BE SERVED WITH TOTES WEEKLY _____

6. AGE RANGE OF PARTICIPATING CHILDREN _____ Years to _____ Years

7. LIST ANY DATES THE SITES WILL BE CLOSED (May attach a school calendar with closures indicated)

8. DAY AND TIME OF THE WEEKLY TOTES DISTRIBUTION _____

9. FOOD STORAGE LOCATION (If different than site address listed on page 1) Street Address:

City:

County:

Zip Code: + 4

10. FOOD STORAGE: What type of storage capacity does your site have?

Dry Storage

Refrigeration

11. FRESH PRODUCE BAGS: If your site has refrigeration storage capacity, you are eligible for an additional bag of fresh produce, pre-packed at FBR, to distribute with each Tote. Will you pick up produce bags?

Yes

Number of produce bags per distribution: _____

Frequency of produce bag pick up (ex: weekly, bi-weekly, etc.): _____

No

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12. LOCATION(S) WHERE TOTES ARE DISTRIBUTED - if your organization distributes totes to multiple school locations, please list the name, address and number of Totes per school:

RETURN THIS FORM WITH ALL AREAS COMPLETED TO:

Eva Knezic at eknezic@foodbankrockies.org

Mail (please keep a copy):

Food Bank of the Rockies Food For Kids Department

10700 E. 45th Avenue Denver CO 80239

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National Background Check – Policy and Procedure

PURPOSE

The purpose of this policy is to ensure the safety of all children that participate in Totes of Hope® program of Food Bank of the Rockies. Further, careful screening of staff and volunteers who work with children is an important risk management precaution.

POLICY

Program Site leadership must ensure that all staff and volunteers at Totes of Hope® sites who have “**direct repetitive contact with children**” undergo a *National Background Check*.

Some examples of **who is required to have** a background search performed:

- ✓ Staff who work directly with the kids in the program daily
- ✓ Volunteers who work directly with the kids in the program daily
- ✓ Anyone who has ongoing, frequent or recurring interactions with or around the kids who participate in the program (e.g. once each week or several times over the course of the school year)

Participants must limit the volunteer involvement of any one-time or non-regular volunteer who has not been subject to a national background check strictly to open and supervised activities. A child should never be alone with a single staff member or volunteer.

Fingerprint checks are also a volunteer screening best practice. Some states require youth-serving organizations to inform all potential volunteers that they may be required to be fingerprinted, whether or not the organization intends to conduct a fingerprint check.

PROCEDURE

It is the responsibility of the Program Site to perform and verify that a national background check has been passed by any and all staff or volunteers with direct repetitive contact with children.

Feeding America negotiated discounted rates on national identity checks and criminal background checks from two major companies. These rates are available to Food Bank of the Rockies and to our Program partners. To learn more, please contact Eva Knezic at 303-375-58862 or eknezic@foodbankrockies.org

Food Bank of the Rockies reserves the right to see proof of the completed background search or searches on Totes of Hope® staff and volunteers during routine site inspections. FBR will perform all necessary background checks on staff and volunteers of FBR sent to Totes of Hope® sites.

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BACKGROUND CHECK VERIFICATION

By signing this form the Partner Agency acknowledges that it understands and agrees to the National Background Check Policy of FBR.

Further, [name of program site] verifies that all individuals who participate in Totes of Hope® who have direct repetitive contact with the children they serve are listed below, and have undergone, and passed, a National Background check as described on page one.

[Name of program site] is required to submit this form when becoming a partner of FBR and each time a new staff or volunteer with direct repetitive contact with children joins the program or a minimum of once every year.

Program Site Name

Program Site Representative Name (Print)

Program Site Representative Signature

Date

Site Program Participant Name (Print)	Staff	Volunteer

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Last Modified 12/15/2021