



BackPack Weekend Food Program

PARTNER BOOKLET

2020-21

BackPack Weekend Food Program, Inc.

P.O. Box 551030 | Gastonia, NC 28055 | www.bwfp.org



BACKPACK WEEKEND FOOD PROGRAM

PARTNER INFORMATION

Thank you for making the Backpack Weekend Food Program, Inc. (BWFP) successful. Your continued support is critical to the program's sustainability, especially at unusual times that we are facing now. There are still many unknowns with the pandemic, but what we know is that **students need food to eat on the weekends**.

We have updated the content of this booklet that includes important information for the 2020-21 school year. Please take time to familiarize yourself with the information and schedules.

Food Order Pick-up

- Food orders will be available for pick-up at the BWFP warehouse at **514 Linwood Rd., Gastonia** on one Wednesday each month. You will receive an email reminder at least one week in advance with your scheduled pick-up time. If you need to change this time, please email Suzanne Jones immediately at suzanne@bwfpgc.com or call us at 704-689-3363. We will do our best to accommodate your request. Please respond to the email with the name of the pick-up person and a cell phone number so they can be reached for any reason on pick-up day. We will be asking for this information each month.
- We have included a list of distribution dates for the year.
- The first food order will be available for distribution on **Wednesday, September 30**. The first food bags will be delivered to the schools on **Monday, October 12**. **With the planned split schedule for students, students will be taking food bags home on Tuesdays and Fridays.**

Student Enrollment

- If your school partner notifies you they would like to increase the number of students for food bags, please notify us immediately so we can communicate with the school to verify and check for allergies. Student numbers are in constant flux, so it is important to be able to communicate changes to all parties so we can address the need as soon as possible.

Invoicing

- If applicable, each month your church or organization will receive an invoice by email for your monthly food order. If your contact has changed and/or you do not receive an invoice, please notify Suzanne Jones.
- Invoices reflect the number of students and menu cost for each month. Because food items vary on the menus, the cost per menu is slightly different and the monthly cost may vary.

School Contacts

- Each school has two contacts in the event of an absence. If food bags are found remaining in bins, please email or call to notify us. We will communicate with the school contact to inquire about leftover food.

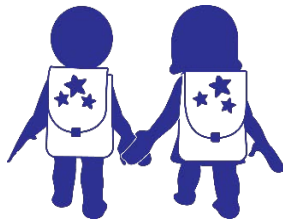
Additional Information

- Health tips will be provided and should be inserted into food bags the first of the month. This project is part of our commitment to health and wellness education for the students in partnership with CaroMont Health.
- Dental kits will be available for the cold and flu season this year December through March.
- The Gaston County School System has stated rules about no other materials outside of food and information about the BWFP should go into food bags. It prohibits the distribution of religious material, notes, seasonal information, etc. Please be mindful of and respect these guidelines on behalf of the BWFP.
- Please let us know if you have inventory remaining due to a drop in student numbers after receiving your monthly food.

Address:
BackPack Weekend Food Program, Inc.
P.O. Box 551030
Gastonia, NC 28055

Email Addresses:
Dallas@bwfpgc.com
Suzanne@bwfpgc.com

Phone: 704-689-3363
Website: www.bwfpgc.com
Facebook/Instagram:
BackPack Weekend Food Program, Inc.



Partner Coordinator Guidelines

Food Storage

- Identify a place where you can safely and securely store your food order for the month.
Food should not be stored on the floor.

Food Pickup

- Food order should be picked up at the BWFP warehouse at **514 Linwood Rd., Gastonia.**
- You will be notified of your monthly pick-up date and time by email at least 1 week in advance.
- Please respond to the email with the name of the pickup person in case we need to reach them.

Food Inventory

- Once you have received your food order, **count the inventory.** Please email suzanne@bwfpgc.com to confirm your order is OK or incorrect as soon as possible. Incorrect orders will be corrected the week following your order. If items get damaged at your facility, please replace them.

Food Packing

- Set up a packing schedule for food bags and encourage different groups within your church or organization to get involved with the packing. The more the merrier!

Food Allergy

- You will be notified if a student has a food allergy and the substitute food item(s). For example, peanut substitutes will be in red on your food order if you are packing for a student with a peanut allergy. Please be sure those who pack an allergy food bag label that food bag with the word **ALLERGY and the type of allergy (Ex. ALLERGY/PEANUT).** Also mark the food bin the bag is placed in. Marking the food bin helps the school coordinator find the bag easily and set it aside for that student.
- Please do not include items in the food bags other than what is provided by the BWFP.

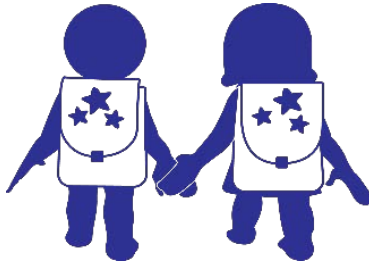
Food Delivery

- Food bags should be delivered to the school in storage bins. Set up a delivery time with your school partner.
- **Plan for inclement weather and early school closings.** Inclement Weather Guidelines are included in this booklet

BWFP Invoices

- Food invoices will be emailed to your designated church or organization treasurer monthly and are due within 14 days. **Payment should be remitted to:**

**BackPack Weekend Food Program, Inc.
P.O. Box 551030
Gastonia, NC 28055**



BACKPACK WEEKEND FOOD PROGRAM

Annual Cost Per Student

2020-2021 (28 Weekends)

Elementary

\$240.00

Middle – High

\$279.00

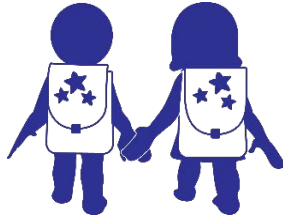
The cost per year is based on three menus used in the program. Each menu has a slightly different price.

Please note, due to changes in the school calendar due to COVID, and at the request of the schools, we will be providing food bags for 28 weekends this year rather than the 34 we provided last year. This is why the cost per student is lower than in the previous few years.

Food Delivery Schedule 2020

PLEASE NOTE: Food bags should be delivered to schools on Mondays. This schedule is only through the end of 2020 in the event school operations change in 2021.

<u>DELIVERY DATE TO SCHOOL</u>	<u>MENU #</u>	
Monday, October 12	1	
Monday, October 19	2	
Monday, October 26	1	
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Monday, November 2	2	
Monday, November 9	1	
Monday, November 16	3	
 <u>There will be no food bag deliveries the week of Thanksgiving.</u>		
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Monday, November 30	1	
Monday, December 7	2	
Monday, December 14	3	(last delivery for 2020)



Inclement Weather Guidelines

- Delivery dates are subject to change due to inclement weather school closings.
- If schools are closed for several days and the delivery date is missed, partners are asked to please take the food bags the first day the students return to school.
- School coordinators should distribute food bags to students on the first day they return to school.