



MEMORANDUM OF UNDERSTANDING

The Food Bank of Contra Costa & Solano and Mt. Diablo High School in the Mt. Diablo Unified School District are creating a partnership in order to pilot an on-site school pantry that will provide food packages to children in need or in certain situations that put them at risk of hunger. This program will be provided at no cost to the school or the children it serves.

The Food Bank will deliver an assortment of donated, nutritious food items selected by the Food Bank to Mt. Diablo High School beginning Wednesday, January 18, 2012.

Mt. Diablo High School will provide secured storage space for the food. Mt. Diablo High School will follow standard food storage practices, including First In, First Out, pest control and storage at least 6" off the floor and away from the wall. Food will only be distributed to children who fit the criteria in the first paragraph of this MOU. Should Mt. Diablo High School need additional shipments of food, they agree to communicate with the Food Bank regarding their need for additional food no later than seven days before the date they are requesting a supplemental shipment.

Food shall be given to any student that states they are in need of food assistance. Teachers and staff should be made aware of eligibility rules for the pantry, how to refer people to the pantry and the fact that the Food Bank is part of the partnership. Pantry reports must accurately reflect the number of people in the households receiving food, as well as the number of different children from the school that receive service. Food Bank staff is available to provide technical assistance to aid in outreach, administration, and logistics for the pantry.

Schools should strive to serve a minimum of 10-15 families a month, in order to distribute the nonperishable items in a timely way. It is recommended that the school form a pantry committee of 3-5 people, so that the pantry operates in an open manner and is not an undue burden on one staff member. Additionally, this will make the pantry services available even if the responsible staff member is absent.

Mt. Diablo High School will track participation in this program and provide regular reports to the Food Bank regarding the number of different children served, the number of households and the number of people living in those households. This report is due monthly, by the 10th of the month following service.

Mt. Diablo High School will assist the Food Bank in evaluating this pilot. Evaluation tools may include brief customer satisfaction surveys, brief written descriptions of sample situations resulting in the use of the pantry, and/or an evaluation meeting before the end of the school year.

This project may be extended to the following school year, however, no food should be stored at the school over the summer. This agreement may be terminated within 30 days by either party.

Larry Sly, Executive Director Date
Food Bank of Contra Costa & Solano

Irene Keenan, Principal Date
Mt. Diablo High School, Richmond