

PAN-FLORIDA CHALLENGE

POWER PACK PROGRAM GUIDE



Food Distribution Partner
Meals of Hope
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Pan-Florida Challenge
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The Pan-Florida Challenge (PFC) is a Naples based 501 (c) (3) nonprofit organization on a mission to end childhood hunger one meal at a time. Through our fundraising and partnerships, we provide meals to hungry kids with PFC Power Packs.

Last year, we raised enough to feed 2,500 every week in 36 schools in seven Florida counties.

Meals of Hope is a nonprofit 501(c) 3 that has packed over 27 million meals since 2009 across the United States. Meals of Hope food packages, which is distributed by accredited Food Banks partners, including Harry Chapin, offer more than nutrition. All meals that are packed by sponsors and volunteers are provided to recipients free of charge.

Thank you for your interest in the Pan-Florida Challenge (PFC) Power Pack program. We hope you find this guide informative. Please contact PFC with any questions.

The PFC Power Pack



The purpose of the Pan-Florida Challenge Power Pack is to fill the 68 hour hunger gap from Friday afternoon to Monday morning. The PFC Power Packs was carefully constructed to include nutritional offerings to feed children over the weekend assuming there is little or no accessible, nutritional food available in the home. The PFC Power Pack contains 13 kid-friendly, nutritious, shelf-stable meals that meet or exceed the USDA recommendations for protein, calories and carbohydrates for elementary aged children. Rotating between four meals, the PFC Power Pack is paired with an additional supplemental family extender meal offering 6-8 serving of easy to prepare, fortified nutrition for the child to share with the whole family.

PFC Power Packs are hand delivered to the backpacks of children every Friday. With nutritious food, we will be providing access to education and creating ladders out of generational poverty.

PFC Power Packs come in 4 different Menu's, rotating each week			
Week 1	Week 2	Week 3	Week 4
Cornflakes	Cornflakes	Hospitality Crispy Rice	Toasted Oats
Toasted Oats	Raisin Bran	Cornflakes	Raisin Bran
Gossner Whole Chocolate milk	Gossner Whole Chocolate milk	Gossner Whole Chocolate milk	Gossner Whole Chocolate milk
Apricot Roll Up All Natural	Grape Roll Up All Natural	Strawberry Roll Up All Natural	Apple Roll Up All Natural
Mixed fruit cup	Mixed fruit cup	Festival Peaches, In syrup	Festival Peaches, In syrup
Peanut butter crackers	Peanut butter crackers	Peanut butter crackers	Peanut butter crackers
Peanut butter crackers	Peanut butter pouch	Peanut butter crackers	Peanut butter pouch
Pasta select spaghetti and meatballs	Pasta select spaghetti and meatballs	Pasta select spaghetti and meatballs	Pasta select spaghetti and meatballs
Beans and Franks	Chili	Beef Lasagna	Beans and Franks
Meals of Hope Mac & Cheese	Meals of Hope Rice & Beans	Meals of Hope Oatmeal	Meals of Hope soy Chicken & Rice

Current menus are subject to change and we invite your feedback to the items, kids' palate and consumption, or nutritional value.

Feedback: jessica@panfloridachallenge.org

SCHOOL AND PFC PARTNERSHIP

There is no cost to schools to participate in the PFC Power Pack Program. We ask that schools appoint personnel to the following roles:

The **SCHOOL LIAISON**, often the Counselor, keeps track of the number and name of the students referred into the program, send and keeps parent permission forms, and send monthly status updates with feedback, participant stories, and thank you notes. He/she will conduct inventory and check to ensure food is stored safely

The **PRINCIPAL** is asked to explain the PFC Power Pack Program to school staff and asked to help identify students who would benefit from the program. **TEACHERS** refer individual students to the **SCHOOL LIAISON** for inclusion in the program.

STUDENT ELIGIBILITY

A child is eligible when school staff, or teachers believe they are exhibiting behaviors which may indicate chronic hunger or food insecurity. Please see the list of recommended indicators as a guideline, developed in partnership with school principals experienced with student backpack programs.

We trust our partners to identify and refer eligible students. Referrals may be generated by any school personnel or through parent/guardian request. Referrals may be made at any time during the school year.

The School Liaison is responsible for approving all referrals. The School Liaison should contact the student's parent/s or guardian/s with a letter (sample Parent/Guardian Child Participation form included) explaining the Power Pack Program and inviting participation. Prior to a student receiving his/her first bag, we recommend getting a signed Parent/Guardian Participation Agreement and have it on file at the school.

PFC Program Manager Jessica Rosado will be sent the number of approved students from the School Liaison every month, with the arrival of the next month's set of meals. If additions can be accommodated, we will adjust the number of bags distributed the following month. We understand there is change in the number of kids in need and we expect to be asked for more or fewer bags monthly as need shifts. Thank you for communicating with us so we can send the proper

inventory. We may not be able to meet every child's need, but we appreciate the school advising us of actual needs over time.

Thank you for partnering with us to feed hungry children. We appreciate your time and efforts to feed students who may suffer for a lack of enough food over the 68 hours between Friday afternoon and Monday morning. We could not do this without you.

GETTING STARTED WITH PFC POWER PACKS

- Please complete the **SCHOOL AGREEMENT FORM** and send to Jessica Rosado at jessica@panfloridachallenge.org
- Appoint School Liaison. Communicate program to faculty and staff
- Use **STUDENT REFERRAL SHEET** to refer child (form is optional to use and anyone may refer a child)
- Organize **STUDENT REFERRAL SHEETS** and communicate number of Power Packs needed to PFC
- Collect and keep signed **PARENT OR GUARDIAN PARTICIPATION AGREEMENT**



DELIVERY

Through the generosity of riders in our charity bike event, as well as sponsors and grant maker, PFC Power Pack are purchased by the Pan-Florida Challenge. They pack and ship by our partner, Meals of Hope, due to arrive once a month, usually during the first three days of the month. You will be contacted by Meals of Hope each month regarding specific delivery times.

PFC Power Pack boxes must be stored per these safe storage practices:

- Storage area is clean and dry
- Food is stored on shelves or pallets six inches off the floor and two inches away from wall
- Food storage area is secure from the public
- Area is free of pest

- Trash is removed daily
- Toxic material is kept away from food
- Temperature of storage area remains higher than 80 degrees

Your organization assumes responsibility and accountability for food that you store.

PFC personnel will do an occasional check of storage area inventory, but if any problems arise, or you have any product loss between these visits, please notify us as soon as possible.

DISTRIBUTION

We trust the school staff to determine the best means for distributing the PFC Power Packs to their children on Friday afternoons. Distribution methods we've seen include door to door deliveries directly to classrooms, pick-ups at one location like the guidance office or cafeteria, or an all-call to a central location. We are happy to connect you with staff at schools enrolled in the program to learn how they distribute PFC Power Packs.

MONTHLY IMPACT REPORT

Please complete the Monthly Impact Report every week after you have finished your distribution and when complete email to jessica@panfloridachallenge.org

WHO DO I CONTACT WITH QUESTIONS?

Questions and concerns about Pan-Florida Challenge or PFC Power Packs, contact:

- Jeri Goetz, 239-298-1620, jeri@panfloridachallenge.org
- Jessica Rosado, 239-293-6521, jessica@panfloridachallenge.org

Questions or concerns about food items, food delivery schedule, and Meals of Hope packing opportunities

Steven Popper, Executive Director. 239-537-7775. steve@mealsofhope.org

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MONTHLY IMPACT REPORT

IN SUPPORT OF “CHRONICALLY HUNGRY” & “FOOD INSECURE” STUDENTS

Please update us using this form monthly. As you take receipt of the next month’s shipment, please submit this via email within 5 days of receipt of the new shipment. Please fill out this form, scan and send to your PFC Power Packs Program School Engagement Partner. This impact report is also available in an interactive PDF format on this link. To send electronic report, please open the form in Adobe reader, and in the top pane of the window, third option from left, click “*Sign, add text, or send document*.” Next type your responses, click “save as” and email electronic form to your School Engagement partner – email address on the front cover and below.

School Name: _____ Month and Year: _____

Name of Person Completing the Report: _____

<i>WEEK</i>	<i>DATE</i>	<i>NUMBER OF FOOD BAGS DISTRIBUTED</i>
Week 1	<i>10/17</i>	<i>50</i>
Week 2		
Week 3		
Week 4		
Week 5		
<i>TOTAL</i>		

NOTES: Please share stories of how this food helped one or more students this month. Kids, Faculty, Staff, Principal or Teacher feedback is appreciated. Please scan this report, attach any photos, videos or shots of artwork or thank you notes & email to your PFC School Engagement Partner.

-THANK YOU! FROM THE PFC POWER PACK CREW!

Jeri Goetz, jeri@panfloridachallenge.org

Jessica Rosado, jessica@panfloridachallenge.org

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SCHOOL PROGRAM PARTICIPATION AGREEMENT

IN SUPPORT OF OUR “CHRONICALLY HUNGRY” & “FOOD INSECURE” STUDENTS

Name of School: _____

Address of School:

As a participating school in the PFC Power Pack Program the school agrees to:

1. Designate a person to be the School Liaison with the Program (School Liaison).
2. Identify, refer, and track the students to receive the PFC Power Packs in the quantity agreed to by the school. NOTE: This is an internal process within each school. The PFC Power Pack team does not request any information on referrals out of respect for the dignity and privacy of the children we serve.
3. Report increases or decreases in the number of students in need being referred to the PFC Power Pack Program to your School Engagement Partner each month. We may be able to adjust the following month to accommodate increases in need.
4. Store the containers with food bags per the safe storage guidelines.
5. Distribute the food bags each Friday or, where applicable, before a school holiday.
6. Prepare the Monthly Child Impact Report after 4 weeks inventory is depleted, and as the next month's inventory arrives. Please scan and email the report by the 5th of the month for the previous month to your School Engagement Partner
7. Please report any concerns or feedback, testimonials, quotes or reviews from parents, students, teachers and staff to your School Engagement Partner at any time of the month.

The school partner understands that it will receive the food in the bags from Pan-Florida Challenge and affiliated partner Meals of Hope at no cost to the school, to help provide food to identified eligible children. Thank you for partnering with us.

The school further understands that the food in the bags: (i) can only be used for distribution to students referred and allocated a Power Pack as part of the PFC Program, (ii) cannot be sold, traded or used for other school programs, (iii) cannot be used for fundraisers or given to school staff, and (iv) access to Power Packs by eligible, previously referred students may not be withheld as a disciplinary measure, nor used as enticements or rewards for positive behaviors. Unused Power Packs can be returned and diverted to another school partner with eligible students referred to the program where the need exceeds demand.

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School Agreement Form

IN SUPPORT OF OUR “CHRONICALLY HUNGRY” & “FOOD INSECURE” STUDENTS

The school hereby applies to participate in the distribution of food to identified eligible students in the school.

Name of School:		
Street Address:		
City:	State:	Zip:
Mailing Address (if different from street address) :		
City:	State:	Zip:
Phone Number:		FAX Number:
Principal's Name:	Principal's E-Mail Address:	
School Liaison's Name (designated school staff person to administer the Program for the school):		
School Liaison's E-Mail Address:		
School Liaison's Phone Number:		
What is the school's average enrollment?		
What are the grade levels of the school?		
How many students could be considered eligible in the school, due to chronic hunger or food insecurity?		
I certify that the above information is correct and complete. Signature of Principal:		Date:

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PARENT/GUARDIAN CHILD PARTICIPATION AGREEMENT

Dear Parents/Guardians:

We are delighted to let you know that your school has joined a weekend food program called PFC Power Packs, and your child is eligible to receive a free PFC Power Pack every Friday. The Power Pack is a bag of food provided to your child at NO cost. The bag holds the equivalent of 13 nutritious meal offerings for your child and your family.

- BREAKFAST AND LUNCH OFFERINGS INCLUDE SUCH ITEMS AS CEREALS, MILK, FRUIT, JUICE, PEANUT BUTTER CRACKERS, AND CANNED MEALS. THE SUPPLEMENTAL BAGGED MEAL CAN BE SHARED WITH THE WHOLE FAMILY.

If you agree to enroll your child, he/she will receive a food bag every Friday to eat over the weekend. All of the foods in the bag are nutritional, non-perishable meal items. Menu items vary each week, rotating four menus per month. Items in the photo are examples, and not the exact items your child will receive.



This PFC Power Pack program is offered through our community partner, the Pan-Florida Challenge, a group of cyclists who rode bikes 180 miles across Florida to raise funds for these weekend food bags. Bags are packed and distributed by our local partner, Meals of Hope. Thank you for allowing us the opportunity to support you and your child with this weekend bag of meals.

___ **I want my child to join the PFC Power Pack Program.**

___ **I do NOT want my child to join the PFC Power Pack Program.**

Also, if you are participating in the Program, please let us know, from time to time, how the Program is working for you and your child. If you have any questions or concerns about this Program, please feel free to contact our School Counselor Liaison.

Printed Name of Child

Printed Name of Parent/s or Guardian/s

Signature of Parent/s or Guardian/s

Date
