



Formerly named
America's Second Harvest

**[Second Harvest Food Bank of Northwest Pa.]
BackPack Program Partner Agreement**

The terms of the following Agreement have been agreed upon and understood by

Second Harvest Food Bank of NW. PA. _____ (Feeding America Participant) and

_____ (Program Partner or "Licensee"). By signing this agreement, both parties acknowledge their respective duties and responsibilities related to the administration of the BackPack Program. The BackPack Program meets the needs of hungry children by providing them with nutritious and easy-to-prepare food to take home on weekends and school vacations when other resources are not available.

The BackPack Program Partner agrees to:

1. Distribute healthy, nutritious food to children free of charge.
2. Provide backpacks a minimum of once a month during the school year.
3. Have staff and volunteers with repetitive contact with children pass a National Background Search.
4. Ensure that the site complies with all applicable federal and local statutes, ordinances and regulations.
5. Inform the Feeding America Participant in writing of any changes in the BackPack Program personnel, days & hours of operation, and/or number of children served.
6. Provide necessary information about the school/site.
7. Identify children that meet the eligibility guidelines for your school/site.
8. Use school records to identify food allergies the child may have (peanuts, milk, etc.) and flag their name so that those items will not be distributed to them.
9. Be available for at least one annual site visit.
10. Receive deliveries on the designated day.
11. Store the food that is delivered to the school/site off of the floor and in a secure place.
12. Distribute the backpacks/carriers to the program participants in accordance with the predetermined schedule.
13. Keep accurate records and submit reports to the Feeding America Participant to assist in program evaluation.
14. Communicate problems and requests to the Feeding America Participant in a timely manner.

The Feeding America Participant agrees to:

1. Appoint a primary contact for the BackPack Program providing oversight and leadership in program research, design and development, and collaborative guidance in program implementation.
2. Ensure that program partner meets national and local BackPack Program objectives through annual monitoring inspections and periodic site visits during designated hours of operation. Any issues needing to be addressed will be communicated in writing to the program partner within seven business days.
3. Identify and procure staple food items and/or supplies necessary for the operation of the BackPack Program.
4. Provide or coordinate training opportunities for BackPack Program staff and volunteers as appropriate such as program administration, safe food handling and nutrition education.



5. Schedule Backpack Program meetings to facilitate communication and information sharing between program partners.

This Agreement may be terminated at will by either party with written notice delivered to either party not less than 30 days prior to the desired date.

Upon termination of this agreement, the Program Partner will return any equipment and/or materials provided by the Feeding America Participant for the Backpack Program to the FA Participant within 30 days of termination date.

Program Partner Executive Director/Principal Signature

Date

Feeding America Participant Representative Signature

Date