Recommended Timeline:
Communicating with your Partner Agency

AUGUST - SEPTEMBER

The school year is starting! Meet to discuss reflections from last year and goals for this year. Address and resolve any feedback that your PA may have given in the PA survey—contact FRN National if you’re unsure whether your PA gave personalized feedback.

- Use the Strong Relationship Indicators as a guide.
- Ask yourself whether your chapter has completed the Partner Agency Agreement with all of your partner agencies. FRN National needs this in order to know which PAs you work with and share resources with them. If you don’t recognize the form, be sure to fill it out with each PA.

OCTOBER

Consider whether or not your chapter wants to take action for Hunger & Homelessness Awareness Week, which happens in mid-November. Do you want to partner with your PA to host a drive or awareness event? Start planning early.

NOVEMBER

Celebrate Hunger & Homelessness Awareness Week, even if you’re not able to plan an event this year. You could celebrate by attending an event with your chapter, or having a meal with your PA. Thanksgiving is also a great opportunity to show appreciation and share a meal.

DECEMBER

The holidays can be a particularly lonely time for people who are hungry or low-income, as they may feel more aware of society’s celebration of material accumulation. How can you share the love in your community? Consider hosting a drive, a meal, or an event.
JANUARY - FEBRUARY

Meet to check in about how the semester went and discuss any changes to make moving forward. Use the Strong Relationship Indicators as a guide.

- As a team, meet to discuss if you want to hold any events, shared meals, or educational campaigns this semester
- If you have built relationships with new PAs, ensure that you have completed the Partner Agency Agreement with them. Let FRN National know if any of your PA relationships have been discontinued.

MARCH

Start planning for summer recoveries. Consider whether your food donors will continue serving food during the summer, whether any of your team members will be around to facilitate recoveries, and whether additional community members could be involved. Ask your PA if they would be able to pick up food from your donor if you do not have students or community members to transport the food.

- If summer recoveries will not be possible, ensure that this has been communicated with your PA so that they do not expect food year-round.

APRIL

Confirm that your PA knows about the PA survey being distributed by FRN National. PAs who complete the survey will be part of influencing FRN’s programming and resource creation. This is also a great opportunity for them to share constructive feedback for students, which is a benefit for chapters!

MAY

Finish the year strong! Ensure that any new FRN leaders have been introduced to PA representatives and have all the information they need to sustain, and build, the relationship without losing momentum in the transition period.