

Toolkit for Privately-Funded Summer Meal Programs



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A project of the San Angelo Regional Office of the Texas Hunger Initiative, affiliated
with Baylor University.

Visit www.texashunger.org

INTRODUCTION

The Need:

During the school year, many children in need have the availability of the federally funded school breakfast and lunch program, which goes a long way to provide good nutrition for their bodies, but what are they going to do after school is out in the summer? For some children, they are facing a span of two or three months when their nutrition is going to be lacking. Not only do these children in need face food insecurity, but they often experience weight gain and learning loss, which puts them at a real disadvantage when school resumes in the fall.

Providing nutritious food in the summer helps to counteract the effects of eating the less-than-nutritious foods that fit into the budget of many families. Unfortunately, some of the lower priced foods are also the highest in calories from fat or sugar, have the least nutritional value, and contribute to weight gain in the summer. By providing nutritious food through these privately funded meal sites, we can also make a significant impact on the health of the children.

Additionally, by providing educational and enrichment activities, these meal sites can truly make a difference in the academic future of the students. These activities can stimulate learning and help to minimize the “summer slide,” which results when children are no longer participating in learning activities as they did during the school year. Research shows that the subjects of math and reading are the most affected by a lack of learning opportunities in the summer. This gap in learning puts the children at greater risk when the school year begins again in the fall. Children who have the opportunity to attend activities – whether it be activities at a regular summer meal site, camp, the library or other educational activities, will have an advantage when school starts again.

How can we help?

Privately funded summer meal programs can step in to fill the summer gap in food security for many children during the summer months when school meals are not provided. School meals may not be available because schools either do not have the capacity or opt out of providing a summer meal program. This will be the opportunity when churches or other community-based organizations can organize a summer meal program to provide nutritious meals for children in need.



TEXASHUNGER INITIATIVE

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The Texas Hunger Initiative (THI) is a collaborative, capacity building project housed at Baylor University and focused on the goal of ensuring that every Texan has access to three nutritious meals a day, seven days a week. THI is dedicated to developing and implementing strategies to end hunger through research, policy, education, community organizing and community development. THI convenes federal, state, and local government stakeholders with nonprofits, faith communities, and business leaders to create an efficient system of accountability that increases food security in Texas. THI has seven regional offices across the state in: Austin, Dallas, Houston, Lubbock, McAllen, San Angelo, and Waco. To learn more, visit www.texashunger.org.



About the Toolkit

This toolkit will show you the steps necessary to create a successful privately funded summer meal program. It is not a one size fit all packet but rather a guide that provides important strategies and considerations for starting the program. This guide includes examples for each of the steps as a way to get you started as you brainstorm and let your creativity shape the program that best fits the needs of the children you will serve in your community.



Information in this toolkit is provided by the Texas Hunger Initiative San Angelo Regional office that coordinates the Kids Eat FREE Summer Meal Program, part of the Tom Green County Hunger Coalition. The KEF program is funded and operated by churches in San Angelo, Texas, that collaborate to offer meal sites in the community during July and August when school is not in session.

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INFORMATION ABOUT FOOD INSECURITY

Food insecurity refers to a household's ability to meet its food needs without resorting to coping strategies like skipping meals, buying less, or choosing between food and other necessities.

⇒ **4.2 million** Texans battle hunger

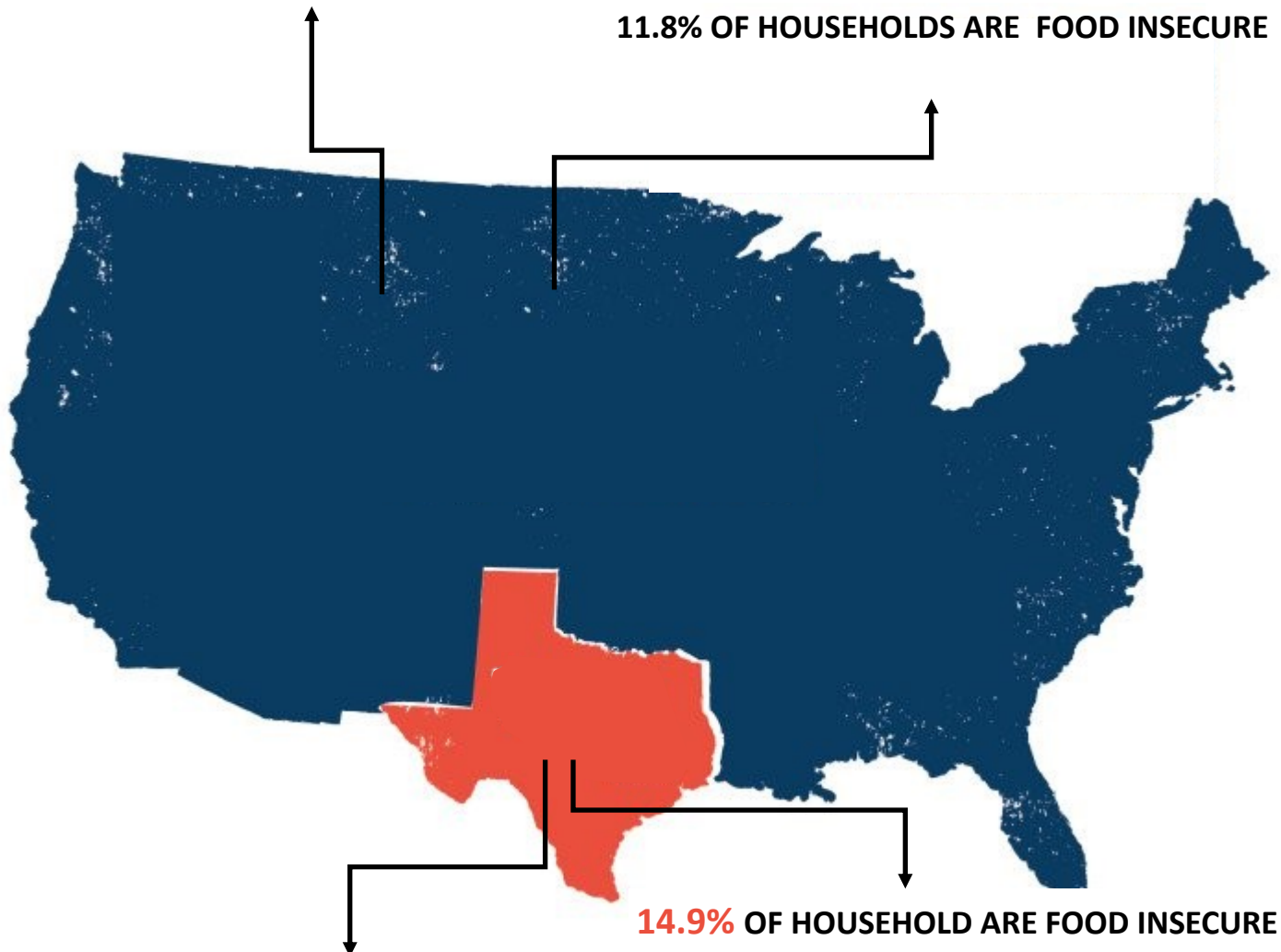
⇒ **1 in 5** children are food insecure

In a nation as wealthy as ours, no one should have to face hunger. However, a lack of collaboration, inefficient support programs, and ineffective policies become road blocks for the people who need food resources.

Although, this issue is complicated, working together in our communities can be one momentous step toward ending food insecurity.

17% OF CHILDREN ARE FOOD INSECURE

11.8% OF HOUSEHOLDS ARE FOOD INSECURE



22.5% OF CHILDREN ARE FOOD INSECURE

14.9% OF HOUSEHOLD ARE FOOD INSECURE

Reference: feedingamerica.org

Starting a Program

“Recent research shows that many children who do not have enough to eat wind up with diminished capacity to understand and learn. Children don’t have to be starving for this to happen. Even mild undernutrition – the kind most common among poor people in America – can do it.”

Carl Sagan

PROGRAM LEADERSHIP

IDENTIFYING YOUR PROGRAM COORDINATORS AND VOLUNTEERS?

Program coordinators can be identified through different methods. Here are a few:

- Brainstorm— Get a group together who are already involved and have an interest in helping to start the program.
- Relationships— Ask your contacts for the names of other people who might be beneficial for the group.
- Contact— reach out to people, organizations and agencies who are concerned with child hunger or food insecurity in general. This includes contacting people who would utilize the program. By having them involved, you have a connection to others in the group.
- Check with leadership of churches or other hunger-related organizations for suggestions.

ESTABLISHING THE CORE GROUP/LEADERSHIP

It is important to have a group of four to six individuals who are passionate and committed and will take ownership of the program. Not all of the those identified have to be part of this main group. These are individuals who are willing to go a little above and beyond.

CALLING THE INITIAL MEETING

- Before the initial meeting, try to have a one-on-one meeting with any individuals, churches, or organizations that you would like to attend in order to share the vision and dream for the program and try to get their commitment for participation.
- Invite as many groups as you can that have something to do with feeding people, adults or children—these are the people who already have a passion for making sure no one goes hungry.
- Consider having your conveners be leaders in the community, i.e. mayor, president of the school board, and/or food bank director.
- Have a well-planned agenda complete with a handout of the basics about the proposed summer meal program. Include facts and figures about the number of children who might go hungry without the meal program. Allow input from the attendees.



- ◆ Be sure to visit with the school district and learn about the relationships they already have with people or organizations.
- ◆ Check with Food Banks to see how they can help.

FUNDING

Funding is a key factor in program development. Spread the word to let people know about the program and that it will help to make sure that no child has to go hungry in the summer time. No one wants to see a child be hungry. The more people who know, the better because this will raise awareness and lead people to want to help, either financially or as a volunteer.

WHAT WILL YOUR FUNDING NEED TO COVER?

- Food
- Extra utilities for additional hours of building use
- Paper good supplies
- Supplies for activities
- Signage for the meal sites
- Possible marketing costs

WHAT ARE SOME KEY SOURCES FOR FUNDING?

- Church budgets
- A special Sunday offering for the summer meal program
- Grants from local foundations or family trusts
- Grants from the denominational foundations
- Individuals who identify with the mission
- Fundraising events—like “Souper Bowl Sunday;” see the appendix for an example
- Local banks and grocery stores

WHAT ARE SOME TIPS FOR APPROACHING FUNDING SOURCES?

When approaching people and business about fundraising, the following information is helpful in building interest and contributions:

- Statistics of the number of children and families affected.
- Impact of the program: how many people it helped in previous years and how helpful similar feeding sites are in other areas.
- Statement of how much money or what materials are needed overall.
- A website that can allow private contributions such as fundly.com or mightycause.com.
- A social media page can help provide updates to donors and help increase popularity.



See pages 25-27 in appendix for Sample Letter to Churches, Souper Bowl Sunday and Lunch Box Fundraising ideas.

SITE LOCATIONS

WHERE SHOULD THE SITES BE LOCATED?

One of the key factors to the success of the program is to choose sites that are in the best locations. Think through all the details before determining a site. Brainstorm with your core group to determine the positives and negatives of a site and if the negatives could be overcome. When starting a new meal site, keep in mind that it may take time to build traction within the community. Word of mouth and additional advertising may help increase your attendance.

THINGS TO KEEP IN MIND WHEN DETERMINING SITES:

1. Where are the kids that need this program? What school neighborhoods?

Information is available through the Child Nutrition Department of your school district to tell you the percentages of children utilizing free and reduced lunch at each school. The areas where there are 50% or more children who utilize the free lunch program are good areas to have a meal site. Keep in mind where children will be. A few examples are parks, swimming pools, libraries, and churches.

2. Will it be easy for children to get to the site? Is it within walking distance from the homes of the children?

Keep in mind that some children's parents work all day, and the children might not have a way to get to the site except by walking or riding a bike. This makes apartment complexes or places near complexes a good idea for a site. Other places might be churches and head start programs.

3. Is it feasible to serve food at that site?

A park could be a great place to serve food, but if there isn't a place to set up tables, to pass out food, or for children to sit and eat, it might not be the best site.

4. Is there a location in the targeted neighborhood that could meet the location needs of the program, but might not financially be able to sponsor the site?

Consider a partnership with a larger or more prosperous church that is not located in the chosen neighborhood, but would like to help with the summer meal program.

5. Does the site meet the requirements of the health department?

Check with the local health department to ensure that you are meeting their guidelines for a meal site. Some health departments require a permit which may be additional costs.



See pages 22, 23, and 24 in the appendix for Initial Considerations for a Summer Meal Site, Suggested Check List for a Food Preparation Kitchen, and an example of a Site Location flyer/church bulletin insert.

SITE SAFETY

YOU HAVE DETERMINED YOUR SITE LOCATION, NOW HOW DO YOU KEEP IT A SAFE PLACE FOR EVERYONE?

HERE ARE SOME THINGS TO KEEP IN MIND:

- Only have one door for children to enter the building and make sure all the other doors are locked. Check the doors frequently.
- Have someone managing the bathrooms and paying attention to who goes in and out.
- Make sure volunteers are walking around outside and inside scanning the area and paying attention to the surroundings.
- Performing background checks should be a program standard..
- Be observant of evidence of child abuse
 - Notice evidence of several different colored bruises.
 - Be sure to listen to what children say to each other.
 - Contact Child Protective Service to report incidences of child abuse.
- Never hesitate to call the nonemergency dispatch for your area if you see any thing unusual in the area or suspicious activity.
- Reach out to your local police department to provide training for site safety.

FOOD SAFETY

It is encouraged that the meals follow food safety guidelines. Follow this link for in depth detail and instruction regarding food safety:

<https://www.foodsafety.gov/keep/charts/index.html>

BEFORE FOOD SERVICE:

- Personal Hygiene
 - Wash hands (including above the wrist) with soap for 20 seconds.
 - Have kids wash or sanitize their hands before eating.
 - Use disposable latex or nitrile gloves when serving.
- Thawing Options
 - Let food thaw in the refrigerator.
 - In an airtight container or sealed bag, thaw food under cold running water.
 - Thaw food in the microwave. See the microwave guide for instructions.
 - Food can also thaw during the cooking process.

- Cooking

It is important to have a thermometer calibrated properly for accurate temperature recording. See thermometer instructions for details or see the following webpage:

https://www.fsis.usda.gov/wps/portal/fsis/topics/food-safety-education/get-answers/food-safety-fact-sheets/appliances-and-thermometers/kitchen-thermometers/CT_Index

When using the thermometer, stick it in the thickest part. Different foods must reach different temperatures:

Whole and Ground Poultry	165 F
Ground meats (including fish)	155 F
Whole cut pork, beef, and fish	145 F
Egg dishes	160 F

FOOD SAFETY— continued

DURING AND AFTER FOOD SERVICE:

During food service, food must be chilled or warmed. Keep food outside of the **Temperature Danger Zone (temperature range between 40– 140° where bacteria grows most rapidly)** to ensure food is served safely. This includes any time transporting foods from kitchen to service area.

- Cold Food: keep at or below 40 degrees
- Hot Food: Keep above 140 degrees. Ensure food is at least 135 degrees at service.
- Proper Cooling Techniques After Cooking
 - Put hot food in multiple shallow containers to allow quicker cooling before putting in fridge or freezer.
 - Place large containers of soups, stews, grains, or cooked vegetables in large bowls of ice water. Stir the food to ensure food cools evenly.
- Storage
 - Refer to proper cooling techniques to ensure cooked food is stored safely.
 - Keep condiments refrigerated and clean.
 - Refrigerate items after opening if needed (see packaging for instructions).
 - If the food has been in the temperature danger zone for **a cumulative 2 hours**, throw it away. If outside temperature exceeds 90 degrees, throw it out after 1 hour.
- Cleaning
 - Clean and sanitize all surfaces
 - Be sure to rinse fruits and vegetable before serving or cooking

DAILY OPERATIONS

TIME COMMITMENT

- Meal service typically lasts for an hour. Service time combined with meal preparation and clean up usually lasts approximately 3 hours.
- Prepare a daily schedule to cover all tasks and assign volunteers accordingly.

RECORD KEEPING

- Use a form to record meals each day. Record children's meals (1st and 2nd), parent meals, and volunteer meals.
- Use daily form to compile a weekly meal count.
- Use these counts to better project quantity of foods needed for service
- Utilize volunteer sign-in sheet to track volunteer hours.

HAVE A PLAN FOR PARTICIPATION VARIANCES:

- Utilize leftovers when participation is lower than planned.
- Have alternative menu items to accommodate when participation is higher than planned. (Keep sandwich ingredients on hand —bread, lunch meat, and/or cheese.)



See pages 40-43, 45 in the Appendix for Friday Food Bags Form, Daily Meal Count Form, Weekly Meal Count Form, Volunteer Sign In Form, and Photo Consent Form examples.

MENU PLANNING

Planning menus for your summer site that are budget-friendly, appetizing and nutritious involves some planning. The tips below can assist in being able to prepare and serve meals that meet the needs of your site and participating children.

<p>How To Plan Your Menu:</p> <p>Menu planning means thinking about what foods to serve together.</p>	<p>Good menu planning for summertime involves multiple considerations, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Children’s nutritional needs and taste preferences <input type="checkbox"/> Where meals are served (summer site location) <input type="checkbox"/> Food costs <input type="checkbox"/> Food safety and handling <input type="checkbox"/> Equipment, and <input type="checkbox"/> Number of volunteers to help
<p>Where To Start:</p> <p>The best place to start when menu planning is to decide on a main dish or entrée</p>	<p>Consider a source of protein from the meat or meat alternate group. Or, think of main dishes that feature grains, vegetables or fruits such as tacos, burritos or a salad. Once you know what the main dish will be, choose a combination of fruits and vegetables that go together and complement the main dish. To help ensure the meal is appealing to children, be sure the meal you plan:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is colorful (how many colors of the rainbow are in the meal?); <input type="checkbox"/> Has a variety of shapes, textures (crunchy, smooth, etc.) and tastes (sweet, salty, etc.) <input type="checkbox"/> Meets children’s food preferences
<p>What Else to Consider:</p> <p>Costs, budget, preparation time, labor and equipment necessary. Make sure you are accounting for extra needs such as paper goods.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Calculate your food costs. Following these steps: <ol style="list-style-type: none"> 1. Select recipes for the meal 2. Determine the serving size 3. Determine how many meals to prepare 4. Adjust the recipes for number of servings 5. Calculate the amount of food needed for the total number of meals 6. Estimate the total food cost <input type="checkbox"/> Check your budget. <p>Once you calculate the estimated food cost of the menu, compare it to your food budget. If the cost is too high for the food budget replace some of the foods in the menu with less costly ones or try other recipes.</p> <input type="checkbox"/> Check your inventory. <p>Based on the estimated amounts of food you’ll need to prepare the menus, you should determine the amount of food you already have in your storerooms and refrigerators.</p> <input type="checkbox"/> Check your equipment and number of available volunteers.
<p>Cycle Menus = Variety:</p> <p>A cycle menu is a set of planned menus that are repeated in the same order for a period of time, such as 2 weeks. The menu is different every day during the cycle. This method offers variety and is flexible to allow for substitutions. It is the <i>master plan</i> in menu planning!</p>	<p>Tips for adjusting your cycle menu include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Replace foods that are not available <input type="checkbox"/> Introduce new foods and try new recipes <input type="checkbox"/> Take advantage of seasonal foods or deals <input type="checkbox"/> Use leftovers wisely <input type="checkbox"/> Consider children’s food accessibility <p>Introducing new foods? host a taste test panel to encourage the kids to try the new, healthy foods. You can test one food item, a new recipe or new and familiar foods. Remember that it may take several exposures to the new food before children like it.</p> <p>Is the menu getting old? Halfway through the summer assess your menu and meal participation. Do more children show up on days when certain meals are served? Or the opposite, do less children show up on days when certain meals are served? With this assessment you can adjust your menu to appeal to kiddos taste preferences and increase your site’s participation.</p>

MENU PLANNING

This modified USDA chart is a great place to start when narrowing in on specific nutritional meal components:

<i>Component</i>	<i>Serving Size</i>	<i>Examples</i>
1 milk	1 cup	fluid milk – (Can be purchased by the gallon and poured into individual disposable cups)
2 fruits/vegetables	3/4 cup	100% fruit or vegetable juice, fruit and/or vegetable
1 grains/bread	1 slice 1 serving 1/2 cup 1/2 cup	bread OR cornbread or biscuit or roll or muffin OR hot cooked cereal OR pasta or noodles or grains
1 meat/meat alternative	2 oz. 2 oz. 2 oz. 1 large 1/2 cup 4 Tbsp. 1 oz. 8 oz.	lean meat or poultry or fish OR alternate protein product OR cheese OR egg OR cooked dry beans or peas OR peanut or other nut or seed butter OR nuts and/or seeds ⁴ OR Yogurt (unsweetened)

*serving sizes listed correspond with children ages 6-12. If Children younger than 6 or older than 12 attend the meal sites, adjust serving size for age appropriate portions.

Sample Meal Items				
Beverage	Fruit	Vegetable	Grains	Proteins
Water	Apples	Broccoli	Brown rice	Lean beef, chicken, turkey, ham
Skim Milk	Grapes	Carrots	Whole wheat bread, rolls, biscuits, tortillas, or crackers	Tuna
White or Chocolate	Melons	Cucumbers	Oats	Eggs
100% fruit juice	Oranges (“Cuties”)	Summer squash	Popcorn	Nuts/ seeds (peanut or nut butter)
	Peaches	Sweet corn		Beans (Black, pinto, kidney)
	Strawberries	Lettuce		Chickpeas (garbanzo beans– hummus)
	Bananas	Tomato		Lentils or peas
	Pineapple	Peppers		
	Raisins/ cranberries	Okra		



See page 35 in the Appendix for 4-Week Sample Menu Cycle.

VOLUNTEER COORDINATION

RECRUITING VOLUNTEERS

The importance of volunteer participation should not be overlooked. Help ensure the success of your meal site by recruiting and retaining engaged and dedicated volunteers.

1. Create your Volunteer Position Description

- Let potential volunteers know what the position entails.

What is the mission of this program?	Why is this work	What will be their role?	What are the qualifica-
What is the time commitment?	Where will they be volunteering?	Who will they be	What are the benefits to

2. Recruitment plan and message

<i>Brainstorm:</i> <ul style="list-style-type: none">• Who might want to do this job?• Where might we find these individuals?• What is the best way to communicate with them?• What is their motivation for this work?	<i>Then, make sure your message is:</i> <ul style="list-style-type: none">• Attention grabbing• Covers all the bases related to what the position entails• Clear and honest• Welcoming and compelling
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TIP: As you consider answers to these questions, think about ways in which your program can be a source of service for everyone, in any circumstance

Could homebound individuals develop recipes or menu planning? If individuals are not available to help during your program, could they spear head your marketing and canvassing efforts during the weeks before?

3. Screening

- Brand new site? consider the option of conducting volunteer interviews. This is a good opportunity to gauge the interest of individuals and their motivation. Interviews can also give you an idea of where an individual might better serve your organization
- Background checks are strongly encouraged
- Throughout this process it is best to be honest and timely in letting volunteers know whether they will be utilized.

FACT: One of the main ways agencies lose volunteers is by a lack of communication between the time a volunteer is accepted and the beginning of their work.

4. Volunteering in real-time

- Make sure volunteers are well informed of their schedule through a comprehensive calendaring system
- Keep track: volunteer hours mean a great deal. Use an ongoing sign in/ out document for all volunteers to record their efforts



See pages 28-30 in the Appendix for Volunteer

PROGRAM PROMOTION

Getting the word out is a key component for having a successful program. There are many ways to promote the summer meal program. In marketing the program consider these things:

1. **Timing:** it is never too early to get the word out but it can be too late!
2. **Target audience:** families with kids and teens in or around the neighborhoods where your meal sites are located
3. **Program Recognition:** Is there an easy, catchy tag line to go with your program? Is a logo attached? Is it visually appealing?
4. **Methods of Communication:** Online and offline!

Timing	Target Audience	Program Recognition	Methods of Communications
<ul style="list-style-type: none"> • Begin promoting the program in early spring before school is released for the summer. • Consider creating a 14–16 week timeline before your program is set to begin. This allows you the opportunity to attend any upcoming community fairs or events to promote the program. 	<ul style="list-style-type: none"> • Your audience can determine a number of things related to how you go about advertising • Flyers or program advertisements should be translated into relevant languages in your community. • Consider multiple locations to advertise the program. <ul style="list-style-type: none"> <input type="checkbox"/> Neighborhoods near meal site locations. <input type="checkbox"/> Libraries <input type="checkbox"/> Swimming pools <input type="checkbox"/> Grocery stores <input type="checkbox"/> Laundromats <input type="checkbox"/> Community agencies <input type="checkbox"/> Schools <input type="checkbox"/> Other children’s program 	<ul style="list-style-type: none"> • Program name • Develop a logo specific to your program <ul style="list-style-type: none"> <input type="checkbox"/> Visually appealing <input type="checkbox"/> Simple <input type="checkbox"/> Colorful <input type="checkbox"/> Easy to use in a digital format, gif or png and high resolution. • Consider a tag line for more program definition. 	<ul style="list-style-type: none"> • Your communication methods can include a number of different mediums, online or offline. Be sure to include program purpose, locations, times, and point of contact information. <ul style="list-style-type: none"> <input type="checkbox"/> Flyers <input type="checkbox"/> Banners <input type="checkbox"/> Yard signs <input type="checkbox"/> Billboards <input type="checkbox"/> Local websites <input type="checkbox"/> Radio/TV interviews <input type="checkbox"/> Newspapers and local magazines <input type="checkbox"/> Church bulletins <input type="checkbox"/> Social media—tag people, places, or businesses that support you.



See Pages 31-34 in the Appendix for examples of Program Promotion—billboard, signs, health fairs, city council proclamation, and door hangers.

ACTIVITIES

Having activities at the meals sites makes lunch time fun for the kids, gives them something to look forward to, and encourages them to come back. Depending on the weather, activities can be outdoors, indoors, or a little bit of both so everyone can find an activity that suits them. These should be something the kids will enjoy and can be done at a relatively inexpensive cost.

Outdoor Activities

Equipment	No Equipment	Other ideas
Jump rope	Obstacle courses	Make it a picnic
Chalk art	Simon says	Start a game of charades!
Sports (basketball, soccer, bowling, football)	Red light, green light	Schedule a talent show
Hopscotch or foursquare	Freeze tag	Play some music and start a dance off
Kite flying	Nature exploration	Water activities
Line tag	Go on a green walk– pick up trash you see on the way	
Scavenger hunt		
Kickball		

Indoor Activities

Equipment	No equipment	Other ideas
Coloring books	Earth days: highlight topics like reduce, reuse, and recycle.	Establish themed days– super hero day, pajama day etc.
A comfy library corner	Show a short film	Nutrition trivia
Cards (Go fish, War, Old Maid etc.)	Word searches	Germinate a seed using the paper towel method then allow the kids to transfer them to soil
Put on a puppet play with your own		
Paper bag puppets		
Upcycle an old t-shirt into a reusable grocery bag		

Consider partnerships with local organizations, businesses, or individuals. Take the time to build these helpful partnerships. Examples could include:

- The State Park
- Fire or Police Departments
- City Parks & Recreation Department
- Local sports teams or clubs
- Instructors for activities like yoga or roller skating
- A community group to talk about bike safety
- A cook or dietician to host a cooking demonstration.
- Local military base demonstrations, such as marching.
- A health/wellness organization



See pages 36-39 in the Appendix for Possible Kickoff Activities, Children's Activities Websites, a Sample Calendar, and the What's for Lunch Program.

PROGRAM EVALUATION

To know if the program is successful you will have to track information. There are specific forms to do this. There are copies of them in the appendix.

Before the programs begins:

- **Questionnaire for Program Needs and Requests from the Site Coordinators.** Develop this form, to be filled out by the site coordinators, which can be used to gain pertinent information from each site as to their needs for the upcoming summer meal program. This would include information about funding, volunteers needs, hours and days of service, menus, activities, and special needs or requests.

During the program:

- Daily Meal Count form to total the number of meals served each day. This would include kids meals (1st and 2nd), parents/caregiver meals, and volunteer meals.
- Weekly Meal Count Report to total the number of meals served for the week. This would include meal totals for each day and a total of meals served for the week.
- Guest Survey for use at the meal sites. This provides a chance for feedback from parents and children. Volunteers at the meal sites can help parents complete this form. Offer English and Spanish versions (or other languages) if necessary.



See page 44 in the Appendix for an example of a Guest Survey.

After the program:

- Evaluation time with the site coordinators. It could take the form of a recognition luncheon for all site coordinators, a one-on-one in person talk, or an evaluation form to be completed.





APPENDIX



Kids Eat - FREE ...since 2010...

Feeding Neighborhood Children for FREE!

Initial Considerations for a Kids Eat FREE Summer Meal Site

Costs to be considered:

- Summer Meal providers in San Angelo can prepare and serve meals on an average of \$1.50- \$2.00 per meal. They serve casserole-type dishes, hot meals, and focus on kid friendly meals. Drinks provided include milk and water. This number provides a good starting point for an initial cost estimate.
- The Texas Department of Agriculture will reimburse approved meal patterns at a rate of \$3.47 per meal served. While privately-funded meals are not eligible for such reimbursement, this rate provides an estimate of food, administrative costs, and labor costs per meal.
- Budget for plates, cups, and utensils for service.
- Budget for cooking materials for meal preparation.
- Building usage fees
- Materials for activities.

Time Commitments:

- Meal service typically lasts for 30 minutes to an hour. Service time combined with preparation and clean up usually lasts approximately 2 hours. Additional volunteers provide activities to kids at the site. Sites can have a food prep team who works for 1-1½ hours and a serving team who serves and cleans up for 1-1½ hours.
- Volunteer service can also add value to business operations and it most certainly adds value to the recipient organization. Business organizations can partner with the meal site/church to assist with meal preparation, serving, or assist with activities.

Menus

- Ultimately a well-balanced meal consists of the following components: protein, fruit or vegetable, whole grain, liquid milk.
- Menus that have been used at Kids Eat FREE sites are available.
- Meals can range from casseroles to sandwiches, to hot entrées with two sides.
- Wholesale retailers offer reasonable prices on food items, depending on the number of children you plan to feed.

Next Steps

- Identify a potential site -Consider partnering with another community organization
- Plan menus -Consider a 5 or 10 day rotational menu
- Estimate the number of participants
- Recruit volunteers (No matter what your talent or skill, there is opportunity for all)
- Develop activity curriculum
- Purchase food and activity materials
- Prepare, serve, and clean

Suggested Check List for the Food Preparation Kitchen

This is a listing from the City of San Angelo, Texas Health Department, but you might check with your local Health Department to see what inspections and requirements they might have. Many churches have already been inspected because of serving meals to their congregation.

- A 3-compartment sink to wash, rinse, and sanitize equipment and utensils. A mechanical dishwasher may also be utilized. If only two sinks are available, you can utilize a large pan for the third compartment.
- Hand wash sink (s) conveniently located in the food preparation area(s).
- Employee restrooms with hand wash facilities.
- Hot and cold water under pressure at all sinks.
- A service sink or curbed cleaning facility for mops. (Mop Sink).
- A sewage disposal system that is properly constructed, maintained, and operated.
- Water from an approved source.
- Adequate heating and/or refrigeration equipment for cooking, reheating, or holding foods at safe temperatures.
- Appropriate temperature measuring devices for checking internal food temperatures (probe-type thermometers or thermocouple).
- An accurate thermometer for each hot/cold holding unit.
- All outer openings must be protected.
- Roof and ceiling in good repair (no acoustical tile).
- Lights shielded in food prep area and where food and utensils are stored. Lighting as required in food prep area and utensil washing area.
- Floors easily cleanable and in good repair, smooth and no carpets or rugs in food prep areas and dishwasher areas.
- All rooms shall have sufficient ventilation to keep them free of excessive heat, steam, condensation vapors and obnoxious odors, smoke and fumes.
- Restrooms with self-closing doors and mechanically vented. (Public shall not have access to restroom through food preparation or food storage areas).
- Area around and under dumpster needs to be asphalt or concrete (cleanable surface). Must subscribe to commercial trash service and must have adequate number of dumpsters for needs.

LIST OF SITE LOCATIONS AND SERVING TIMES



Kids Eat-FREE!

July thru August 2019– Lunch – Monday through Friday
Choose the Meal Site Most Convenient for Your Children
For meal site information, call 2-1-1 or visit www.texashunger.org

SAN ANGELO

Alta Loma Neighborhood: *Gospel Ministries to Children*

1410 Garfield • July 8- August 9- 12:00 pm – 1:00 pm

(Meals prepared & served by Sierra Vista Methodist Church)

Blackshear Neighborhood: *Nueva Vista Apartments Community Room*

2401 N. Lillie St.—July 8 - August 9 - Mon—Wed— Friday 12:00 pm - 1:00 pm

(Meals prepared & served by Galilee Missionary Baptist Church & Christian Fellowship)

Belaire Neighborhood: *Belmore Baptist Church*

1214 S. Bell Street □ July 8 - August 9 - 12:00 pm - 1:00 pm

(Meals prepared and served by Glenn Meadows Baptist Church)

Bradford Neighborhood: *Calvary Baptist Church*

2401 Armstrong • July 8 - August 9 - 12:00 pm – 1:00 pm

(Meals prepared & served by Calvary Baptist Church)

Fort Concho Neighborhood: *Neighbor's Café (back of Rust St. Ministries Bldg.)*

413 East Ave. D • July 8- August 9 • 12:00 pm – 1:00 pm

(Meals prepared & served by First Baptist Church, First United Methodist Church, Immanuel Baptist Church, and Southgate Church of Christ))

Goliad Neighborhood: *Housing Authority of San Angelo*

420 E. 28th St. - July 8-August 9—12:00 pm—1:00 pm

(Meals prepared by First United Methodist, St. Luke Methodist and Emmanuel Episcopal & served by community volunteers)

Lakeview Neighborhood: *Cross Pointe Fellowship*

4210 Coliseum Dr.--July 8 -August 9 - 12:00 pm – 1:00 pm

(Meals prepared & served by Cross Pointe Fellowship & Lakeview Bible Church)

McGill Neighborhood: *Heartland Baptist Church*

2600 Chestnut St.- July 8 - August 9 - 12:00 pm - 1:00 pm

(Meals prepared & served by Heartland Baptist Church, First Presbyterian Church & Parkside Community Church)

Reagan Neighborhood: *Immanuel Baptist Church*

90 East 14th Street • July 8 -August 9• 12:00 pm – 1:00 pm

(Meals prepared by First United Methodist, St. Luke Methodist and Emmanuel Episcopal & served by Immanuel Baptist, Greek Orthodox Church, & other community volunteers)

San Jacinto Neighborhood: *River Pointe Apartments Community Room*

1173 Benedict Dr. • July 8 - August 9 - 12:00 pm – 1:00 pm

(Meals prepared & served by Southland Baptist Church)

Kids Eat-FREE! Sites are funded by churches, non-profits, businesses, and individual donations.



TEXASHUNGER
INITIATIVE
BAYLOR UNIVERSITY





Kids Eat - FREE!

A Project of the Tom Green County Hunger Initiative

May 31, 2018

Dear Pastor and Church Staff,

Again this summer, the Tom Green County Kids Eat Free Summer Meals Program is asking you to join us as we work together to feed the hungry children of San Angelo and Tom Green County during July and August. Since Kids Eat Free began in 2010, 160,391 meals have been served to children through the efforts of many churches, organizations and individuals.

We are asking you to designate a Sunday in June as "Kids Eat – FREE! Sunday" and to consider taking a special offering to be used exclusively to feed hungry children in Tom Green County this summer. We are attaching a 2 per page, 2-sided bulletin insert for you to use if you would like. If your church is directly supporting a neighborhood meal site by providing food or supplies, please keep the offering to offset your expenses. If your church is not sponsoring a meal site, your offering will help the county-wide effort and all sponsoring churches. Please send your donation to Texas Hunger Initiative, Tom Green County Hunger Coalition, 36 E. Twohig, Suite 201, San Angelo, TX 76903. Checks should be made payable to Tom Green County Hunger Initiative (Memo: Kids Eat-FREE! Summer Meals).

As you may know, San Angelo ISD will offer free breakfast and lunch for all children eighteen and younger at summer meal sites during June for all children eighteen and younger, including over 8,500 students in SAISD who receive free or reduced meals. I am including a listing of those sites as well.

But what happens to these children when school is not in session?

The following statistics about Tom Green County paint a less-than-perfect picture about the high level of food insecurity of many children in our county:

- More than 60% of all students in San Angelo Independent School District receive free or reduced meal benefits. 1 out of every 5 families with children had times this past year when there was not enough money to buy food – i.e., 5,400 households in San Angelo.

In Tom Green County some children who participate in the school free and reduced lunch program may go without a meal both on weekends during the school year and on summer days in July and August after summer school is over. **The Tom Green County Hunger Initiative believes that it is unacceptable for even one child -- one of "the least of these" -- to go hungry.** As a partial solution, THI asked churches, businesses, ministries, and organizations to commit to providing meals at ten San Angelo neighborhood sites and at one site in Carlsbad during July and August.

Please prayerfully consider what your church can do to help feed our children. Together we can see to it that children in Tom Green County do not go hungry this summer. For more information, visit our website at www.texashunger.org.

Thank you in advance for any help that you can give us,

Mary

Mary Herbert
Regional Director
mary_herbert@baylor.edu
656-4170

Betty

Betty Teston, LD
Child Hunger Outreach Specialist
betty_teston@baylor.edu
374-1443

For I was hungry, and you gave me something to eat; I was thirsty, and you gave me something to drink...Truly I say to you, to the extent that you did it to one of these brothers of Mine, even the least of these, you did it to Me." Matthew 25:35, 40

Affiliated with the Texas Hunger Initiative at the Baylor University - www.TexasHunger.org



CHANGE THE GAME

SOUPER BOWL OF CARING

MORE THAN 29 YEARS AGO, the Souper Bowl of Caring began

“Lord, even as we enjoy the Super Bowl football game, help

Since that day, more than \$143 million has been raised for local charities across the country through Souper Bowl of Caring. It has become a powerful movement that is transforming the time around the Big Game into the nation’s largest cele-

Through this mission, young people learn what it’s like to make a positive difference in the world – as they collect food, raise money and volunteer to work in charities that provide shelter to the homeless, food to the hungry and compassion

Be part of this movement that is sharing God’s love with

Every dollar donated goes to

our 2019 Souper Bowl of Caring charity of choice.





This church received huge financial support from their congregation, enough to fund the entire summer with remaining funds to begin planning for the next summer



(fold your check or \$ into this form & place in collection plate) KIDS EAT FREE

I love so many things about our church, and one is that when we see a need, we spring into action. It's been said we're a congregation of over achievers, what a compliment! We have a pressing need again this summer, feeding 1,600+ healthy lunches to school age children, their siblings and parents for 6 weeks. Last year, we spent about _____, but that amount will probably increase this year. We'll feed children & families who, without this program, would not have a nutritious lunch. Beyond nutrition, though, we'll spread God's love, share OUR love, and make lunch fun and family friendly.

WE NEED \$,,\$,\$,\$ This is where **YOU** come in:

_____ I'll sponsor # _____ lunch(es) for # _____ kid(s) at \$2.50 per lunch Total enclosed: \$ _____

_____ I'll sponsor # _____ lunch(es) for # _____ parent(s) at \$2.50 per lunch Total enclosed: \$ _____

_____ I'll sponsor # _____ day(s) of lunches at \$75.00 per day Total enclosed: \$ _____

_____ I'll sponsor # _____ week(s) of lunches at \$375.00 per week Total enclosed: \$ _____

_____ I want to *VOLUNTEER* to help on a cooking team

_____ I want to *VOLUNTEER* to help serve lunch

_____ I want to *VOLUNTEER* to help with crafts, story reading/telling, games, entertainment (*circle interests*)

Questions, or want more information? Call _____ at _____ or email ??? at _____

Name(s) & email, phone numbers _____

What day(s) can you help? _____

VOLUNTEER COORDINATION



Kids Eat – FREE 2018 July – August

Again this summer in July and August, *Kids Eat-FREE!* will provide free lunch at 10 San Angelo neighborhood sites after summer school is no longer in session.

Meeting a need--

In Tom Green County there is a high level of food insecurity among many children.

- More than **60% of all students** in Tom Green County receive free or reduced meal benefits—8,500 children
- 1 out of every 5 families with children had times this past year when there was not enough money to buy food – i.e., **5,400 households** in San Angelo.

During June, San Angelo ISD & Grape Creek ISD will offer free breakfast and lunch at their summer school sites for all children eighteen or younger.

But, what happens in July and August? **“Kids Eat-FREE!” happens!**

Since 2010, over **160,000** children’s meals have been provided free with the help of many churches, organizations and individuals. Last year alone, volunteers gave over **7,072 hours**.

Again, in 2018, our goal is to serve more children. Will you help?

VOLUNTEER OPPORTUNITIES

When: Daily, weekly or whenever you can!

Possible Volunteer placements:

- Activities, arts & craft, music, etc. - if you or group have a special skill or talent that you want to share with the kids, please contact us
- Participate in meal service - Cook, serve, donate foods or assist at meal site
- Outreach opportunity - can include neighborhood canvassing and passing out program flyers.

To learn more visit TexasHunger.org or contact
betty_teston@baylor.edu, 325-374-1443 or mary_herbert@baylor.edu, 325-656-4170

Affiliated with the Texas Hunger Initiative
and Baylor University



Kids Eat - FREE
Texas Hunger Initiative – San Angelo Region
Questionnaire

[Year] Summer Meal Program Needs & Requests

Site Location: _____

What dates do you plan to serve? July _____ to August _____

And what hours will you serve? _____

Do you need help with menus and/or recipes? Yes No

Explain: _____

Do you have enough Volunteers? Yes No

Do you have extra Volunteers that could assist at another site? Yes No

If Volunteers are needed, what tasks would they need to do:

Cook food Serve food Do meal count Organize activities

Do you have someone to help with daily activities? Yes No

What days would you like to request help for an organized activity or enrichment?

None Monday Tuesday Wednesday Thursday Friday

Do you need additional funding for the Kids Eat FREE program at your site?

Yes No

Please explain what is needed: _____

Please give an estimate of the amount of funding needed: _____

Funding requests will be reviewed before granting.

(Invoices or documentation will be necessary prior to receipt of these funds)

Are there any other special needs or requests for your meal preparation/serving site?

Would you or one of your volunteers be interested in taking a leadership role in the Kids Eat FREE Program? Yes No

Example: Coordinator, Keeping meal counts for all sites or other:

Person completing form- Site Coordinator: _____

Contact information: email/phone no. _____

Agenda for Site Coordinator's Training

Welcome and Introductions

Introductions, including new attendees

Safe Food Handling – ASU Associate Professor

Site Safety – Policeman

RSVP – Volunteer Application – RSVP Staff

Kids Eat Free – Changes from last year – handout

Ft. Concho Neighborhood – located at Neighbor's Café (behind Rust Street Ministries)

Belaire Neighborhood – located at Belmore Baptist Church

Goliad Neighborhood – located at Day Early Head Start

Blackshear Head Start – new site this year – Food prepared and served by Galilee Missionary Baptist Church and Christian Fellowship. Site will be open M-W-F.

Kids Eat Free – forms

Daily Meal Count Form – assign someone daily to record

Weekly report – please email to Mary Herbert each week

Volunteer Sign in sheet – please keep daily and submit at end of program

Guest Survey form – complete this summer with families

Marketing and Advertising Summer Meal Sites

San Angelo ISD and Grape Creek ISD will serve during June only. Call 2-1-1 or visit school websites for meal information

Letters were mailed to churches about KEF program

2-1-1 will have KEF sites listed

Proclamation – San Angelo City Council by Mayor

Suddenlink/Altice will run TV PSA promoting KEF

Outreach – flyers, door hangers

Family Magazine – will submit information for July & August editions

TV Interviews

San Angelo Housing Authority – June 9 – Family Day

Banners/Signage

Friday Food Bags – Concho Valley Regional Food Bank will provide. Site Coordinators, please complete the form and return by June 15 so we can pass this information on to the Food Bank.

Activities – Each site is encourage to schedule activities.

Literacy ConneXus – “What's for Lunch?” –

Activity Calendar for agencies listed who have agreed to come to each site this summer.

Girl Scouts – Girl Scout Representative

Texas AgriLife – Representative from Texas AgriLife

ADACCV – ADACCV Representative

Hand Print Drop Cloths

Craft websites – see handout

Activity Share time from site representatives

PROGRAM PROMOTION

Yard sign and banner examples



PROGRAM PROMOTION

Billboard developed by Sonora Bank for the Kids Eat Free Summer Meal Program.

KIDS EAT FREE!

Call 2-1-1

SONORA BANK  SUPPORTS THE TEXAS HUNGER INITIATIVE

Promoting the summer meal program through health fairs and other events prior to summer.



City Council Proclamation

[Date] – Kids Eat! Summer Meals Initiative Month

Whereas, the Texas Hunger Initiative is a collaborative effort – both statewide and locally. Our goal is to end hunger in Texas through policy, education, research, grassroots-organizing and community development;

Whereas, San Angelo is one of eight Texas cities selected to have a regional office with the dual purpose of promoting child nutrition programs through local outreach and coordination and of working toward the creation of Hunger Free Communities Coalitions in the communities within our 23-county region;

Whereas, in Tom Green County more than one in four families with children had times during the last year when there was not enough money to buy food – that is 5,400 households in San Angelo;

Whereas, the goal for the Tom Green County Hunger Initiative for 2017 is to feed more children during the summer when school is not in session. In San Angelo, over 8,600 students receive free or reduced meals when school is in session – more than 60% of all students;

Whereas, after summer school ends in June, local churches, ministries, organizations, businesses and numerous individuals have committed to provide meals in July and August at nine San Angelo neighborhood sites and one site in Carlsbad.

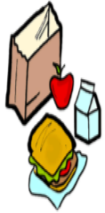
Now, therefore, I, Brenda Gunter, Mayor of the City of San Angelo, on behalf of the City Council, hereby proclaim July 2017 as

Kids Eat! Summer Meals Initiative Month

in San Angelo and urge all citizens to support the initiative's goal for 2017:

Feed the children, our city's future leaders.

DOOR HANGER EXAMPLE



Kids Eat Free!

Fort Concho, Quarters 8

300 Block of E. Ave. D

12:00—1:00 p.m.

Monday—Friday

July 10—August 11

Call 2-1-1 or go to www.texashunger.org
to find other neighborhood sites.



Kids Eat Free!

Fort Concho, Quarters 8

300 Block of E. Ave. D

12:00—1:00 p.m.

Monday—Friday

July 10—August 11

Call 2-1-1 or go to www.texashunger.org
to find other neighborhood sites.

Free Lunch for Kids 18 & under

Plus

Fun Activities

Free Lunch for Kids 18 & under

Plus

Fun Activities



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EXAMPLE 4-WEEK MENU CYCLE

The meals should be balanced. This means having a fruit, vegetable, starch, and protein served with milk (regular or chocolate) or water. Adding a little sweet treat at the end is OK.

Monday	Tuesday	Wednesday
Chicken Strips or Nuggets Mashed potatoes Carrot coins Vanilla yogurt with berries	Spaghetti and Meatballs Wheat roll Green beans Canned pears	Black bean enchiladas Chili spiced corn Sliced peaches w/cinnamon
Taco Salad with lettuce, tomato, beans, taco meat, sour cream, and tortilla strips Orange wedges	Baked BBQ chicken Mac and cheese Steamed broccoli and cauliflower Fruit salad	Hamburgers with lettuce, tomato, and pickle slices on a bun Baked potato wedges Watermelon
Orange Chicken Rice Steamed broccoli with cheese Fresh fruit	Chicken Salad Sandwich Cucumber slices and cherry tomatoes with light ranch Baked Chips Fresh fruit	Pulled pork sandwich Lettuce and tomato Baked potato wedges Pinto beans
Frito Pie California vegetables Fresh fruit	Chicken enchiladas Corn and black beans Fresh fruit	Spaghetti w/ marinara Baked chicken Tossed salad w/ light ranch Fresh fruit

Thursday	Friday
Chili Cornbread muffin Roasted carrots	Pizza Cucumber slices and cherry tomatoes with light ranch Banana pudding
Grilled cheese sandwich Carrot and celery sticks with light ranch Apple slices	Pizza Salad with greens, tomato, shredded carrot and red cabbage Strawberry popsicles
Macaroni and cheese with ground beef Green beans Fresh fruit	Pizza Salad with greens, tomato, shredded carrot and red cabbage Strawberries and whipped cream
Ham sandwich with cheese, Lettuce, tomato, pickle Baked chips Fresh fruit	Pizza Salad with greens, tomato, shredded carrot and red cabbage Fruit and yogurt parfait

Possible Kick– Off Activities

A fun event that can be enjoyed by the whole family is the best way to start off a summer meal program. Take full advantage of this time as a way to build excitement and community interest in your initiative.

“Splish, Splash– Water Bash”- Fire Department open fire hydrant

Water guns, balloons

Water Slide

Dunk booth and or photo booth with props

Carnival games– organizations can sponsor bring booths, provide activities, and prizes

Bike giveaway

Sack races, hula hoops, bubbles

Face painting

Chef cooking demonstrations/ samples

Parachute games (multi-color sheet)

Community mascots (high schools, universities, grocers, etc.)

Societies, organizations: Neighborhood Watch, Cancer Society, Lyons Club, Nature

Conservancy etc.

Stretching exercises:

Tai Kwan Do, Tai Chi, Yoga

Raffles

Reading Station

Health clubs– YMCA, Wellness Partnerships, City Parks & Recreation, etc.

Potluck– community meal

Local restaurants or food chains

Media– TV or Radio Station

Popsicles

Chalk Drawing

Children's Activities/ Craft Ideas/ Website Resources

[Summer Bucket List: Summer Activities for Kids – Red Tricycle](#)

<http://redtri.com/things-to-do-with-kids-during-summer-vacation/>

The Big Awesome *List of Summer Activities* (Because You Know the *Kids* Will Get Bored)

[Fun Family Crafts | A library of free craft ideas from ...](#)

<https://funfamilycrafts.com>

Kid's craft ideas; tutorials featured on **FunFamilyCrafts.com**. A library of free craft tutorials for kids and parents. Lots of crafts, activities, printables, sewing patterns, recycled crafts for kids, edible craft ideas, seasonal and holidays, and even a list of special days like National Ice Cream Day and Zoo Day!

[Enchanted Learning - Official Site](#)

www.enchantedlearning.com

Enchanted Learning Software creates children's educational web sites and games designed to stimulate creativity, learning, enjoyment, and imagination.

[DLTK-Kids.com - Official Site](#)

www.dltk-kids.com

Children's crafts, coloring pages, worksheets, poems, games and other activities for preschool, kindergarten and elementary school kids.

[Craftideas.info - Free Crafts, Ideas, Projects, Patterns ...](#)

<https://craftideas.info>

Hundreds of Free Creative Crafts, Projects and Ideas for All Seasons and Holidays of the Year With Tutorial and Patterns.

[The Artful Parent– Kids Art & Family Creativity](#)

<https://artfulparent.com/>

The artful parent is the parent's resource for easy and fun kids art, family crafts, children's creativity, and process-oriented kids arts and crafts activities.

*Pinterest is also a great search engine for brainstorming ideas

July 2018

June '18							August '18						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2				1	2	3	4
3	4	5	6	7	8	9	5	6	7	8	9	10	11
10	11	12	13	14	15	16	12	13	14	15	16	17	18
17	18	19	20	21	22	23	19	20	21	22	23	24	25
24	25	26	27	28	29	30	26	27	28	29	30	31	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10 Texas Parks & Wildlife - Immanuel Baptist	11 ADACCV - Gospel Ministries to Children	12 San Angelo Diabetes - Belmore Baptist Texas Parks & Wildlife - Heartland Baptist	13 San Angelo Diabetes - Calvary Baptist Kool Smiles - Neighbor's Café	14
15	16 ADACCV - Blackshear Head Start San Angelo Diabetes - Immanuel Baptist	17 San Angelo Diabetes - Heartland Baptist Texas Parks & Wildlife - Gospel Ministries to Children	18 ADACCV - Neighbor's Café - Rust Street	19 Texas Parks & Wildlife - Day Early Head Start Kool Smiles - Blackshear Head Start	20 Kool Smiles - River Pt.	21
22	23 ADACCV - Heartland Baptist Texas Parks & Wildlife - River Pt Apartments.	24 Kool Smiles - Belmore Baptist	25 ADACCV - River Pointe Apartments San Angelo Diabetes - Blackshear Head Start	26 San Angelo Diabetes - Day Early Head Start	27 Kool Smiles - Gospel Ministries to Children Texas Parks & Wildlife - Belmore	28
29	30 ADACCV - Immanuel Baptist Church Texas Parks & Wildlife - Blackshear Head Start San Angelo Diabetes - Gospel Ministries to Children	31 Kool Smiles - Calvary Baptist	1	2	3	4
5	6	Notes <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="background-color: yellow; padding: 2px;">ADACCV</div> <div style="background-color: lightblue; padding: 2px;">San Angelo Diabetes</div> </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 5px;"> <div style="background-color: lightgreen; padding: 2px;">Texas Parks & Wildlife</div> <div style="background-color: pink; padding: 2px;">Kool Smiles</div> </div>				



This summer in Texas more than 200,000 children will receive their best meal of the day through a USDA or other food program. Providing access to books as well at lunch addresses both intellectual and physical nutrition. Literacy ConneXus wants to partner with your church to do that through *What's for Lunch?* Here are step-by-step instructions:

Contact **Literacy ConneXus** for assistance with your project: Lester@literacyconnexus.org or 817 696-9898.

We'll provide you with a "starter kit" that includes guidance on the following:

1. Designate a ***What's for Lunch?*** project manager.
2. Recruit your project team. This could be an adult or teen Sunday school class, children's department leaders, or a mixed group of volunteers.
3. Decide how you will amass all of the books needed for your summer project. A church-wide book drive for new and gently used books is an easy way to bring in loads of books.
4. Once the books are collected, have volunteers examine each one to make sure they are appropriate for children and in good condition. If you would not give it to your own child or grandchild, recycle the book. The books will need to be categorized by grade level, too. Consult the **Literacy ConneXus** website for assistance.
5. Follow instructions in the starter kit for identifying potential lunch sites and developing partnerships.
6. Request t-shirt bags from **Literacy ConneXus**, or (preferably) recruit church volunteers to make them. Decide when to give them to the lunch site participants. Some programs give them to children at the front end, so they can use them to carry books back and forth in the weeks ahead. Others wait until the end of the program to give kids a t-shirt bagful of books to keep. Look for sample t-shirt book bag in the starter kit.
7. Determine how many days a week volunteers will be present at the lunch site to check out books to kids. Consider your number of volunteers and their availability. The more days you can be present, the better, but decide what will work for your team, and then devise a schedule. ***Follow the risk management protocol of the meals program for all volunteers.***
8. You will need to work with the manager of the meals program for the best way to display the books for the students. Likely, this will involve arranging books by approximate reading level in a way that children can examine them before checking them out. A minimum of two volunteers will be needed to make the books available to the participants and to hear the students report on books read.
9. Decide what kind of activities to include in your program. An example would be to check out books Mondays and Wednesdays, and offer crafts and read-aloud on Fridays.
10. Decide how to wrap up your summer program. You could have some games and crafts, and let kids pick out a number of books to keep. Encourage kids to keep reading!
11. Fill out the "Report Card" in the starter kit folder with feedback on your ***What's for Lunch?*** experience, and submit to **Literacy ConneXus**. This is important in helping us improve the project, and in getting grants to help with books for next year.

[Program Logo] [Program Name] –Friday Food Bags

Site Name: _____ Date: _____

Form completed by: _____

[Program Sponsor Name] will provide Friday Food bags this summer to be distributed to the children who attend the [Program name] meal site on Friday's.

Can you or a Volunteer from your site pick up the bags? Yes _____ No _____

Pick up at [Distribution Site] after 8:30am on Friday or before 1 pm on Thursday

Who will be the main person to pick up the bags for your site:

Name: _____ Phone no. _____

If you have an alternate to pick up the bags please list their name and phone number:

Name: _____ Phone no. _____

How many bags do you want to plan on picking up at this time _____

(If you count changes please let me know and we can make adjustments)

Pick up bags at [*Distribution Site*]

[*Contact information for the Program Sponsor*]



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Daily Meal Count Form

Site Name _____

Name of person completing form: _____

Date: _____

First Meal served for children (cross off number as each child receives a meal)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20
21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40
41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60
61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80
81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

Total first meals _____

SECOND meals served to children

1 2 3 4 5 6 7 8 9 10
11 12 13 14 15 16 17 18 19 20

Total second meals: _____

Meals served to PARENTS/CAREGIVERS: (Family Adults)

1 2 3 4 5 6 7 8 9 10
11 12 13 14 15 16 17 18 19 20

Total parent meals: _____

Meals served to WORKERS/VOLUNTEERS: (Program Adults)

1 2 3 4 5 6 7 8 9 10

Total worker meals: _____

Weekend/Snack/Breakfast bags:

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20
21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40
41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60
61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80
81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

Total bag meals: _____

Total number of children requesting meals after all meals have been served

1 2 3 4 5 6 7 8 9 10

Total NOT served: _____

Grand total meals: _____

By signing below, I certify that all information is true and accurate.

Signature

Date

WEEKLY MEAL COUNT REPORT

Instructions:

1. Record the number of meals your site served this week on the worksheet below.

This will be the total of all the daily meal count forms for this week.

2. Count data can be found on the "Daily Meal Count" form.

3. Please email me your report on Friday of each week, or Monday at the latest.

Email to: mary_herbert@baylor.edu

Site Location: _____

Total Meals served for Week of: _____

Children 1st Meal: _____

Children 2nd Meal: _____

Children Total Meals: _____

Adult Parents/Caregivers: _____

Adult Workers/Volunteers: _____

Adult Total Meals: _____

Friday Food Bags total distributed: _____

Person completing this form: _____

VOLUNTEERS

	Printed Name	Date	Time In	Time Out	Total Time	Signature
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						



Kids Eat - FREE!

Guest Survey - 2018

Help us be more effective next year. We need your input!

Meal site _____

Guest first name and age _____

How did you get here? Drive? _____ Walk? _____ Other means? _____

How many children do you bring? _____

Is this the neighborhood where your children go to school? Yes _____ No _____

How did you learn that meals were being served here?

What has worked best for you and your children concerning the summer meals program in July and August?

What would have made the meals program better?

Would you consider volunteering at this site next year if we have a sign up form at the neighborhood school? Yes _____ No _____

Please share any other comments or suggestions:

PHOTO CONSENT FORM



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Date _____

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PARENT OR GUARDIAN IF PARTICIPANT IS UNDER AGE 18: This is to certify that Baylor University has my permission to record my son/daughter, _____, and use those recordings in whatever fashion it chooses as more fully described above.

Signature _____

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