“It takes the community’s commitment to feed hungry kids.”

—VALERIE NICHOLSON-WATSON, President and CEO, Harvesters—The Community Food Network
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SECTION 1 – General Program Information

CONTACT INFORMATION

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Danon Hare
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Email .............................................. dhare@harvesters.org

For BackSnack program questions, please call 816.929.3027 or email backsnack@harvesters.org.

Nutrition Education
Main Office .......................................................... 816.929.3034

Harvesters
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Main Office .......................................................... 816.929.3000
Main Office Toll Free ............................................... 877.353.6639
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Website .......................................................... www.harvesters.org

PROGRAM BACKGROUND

More than 90,000 children in Harvesters’ service area receive free and reduced-price school meals during the week, but are at risk of hunger on weekends.

Harvesters offers the BackSnack program, which provides backpacks of food to low-income children for the weekend, to combat weekend hunger. Schools distribute the backpacks on Friday to students who bring them back on Monday to start the process again.

Nationally, the program concept was developed in 1995 in Little Rock, Arkansas after a school nurse asked for help. She had noticed children arriving in her office on Monday mornings complaining of hunger-related ailments such as stomachaches and dizziness. The nurse sought help from the local food bank which began providing the school children with groceries in non-descript backpacks to carry home. The BackPack Program became an official program of Feeding America, the national network of food banks, in 2006. Today BackPack programs are offered at 160 Feeding America Food Banks and serve 450,000 children each week.

Harvesters’ BackSnack program began in 2004 with a pilot project serving 30 students at one school. During the 2007-2008 school year, Harvesters served 650 students at 22 schools. And with the assistance of committed partners Harvesters has been able to expand the program into the largest backpack program in the nation serving more than 20,000 students weekly.

Harvesters provides the food and the backpacks, and the partnering organization provides volunteers to pick them up, clean them and pack them with food. Schools distribute the backpacks on Friday to students who bring them back on Monday to start the process again. Staff members or faculty at the partner sites identify children who will participate in the program, based on assessment of need, and distribute the backpacks.

PROGRAM EVALUATION

Harvesters partnered with WoodCraft, LLC to evaluate the impact of the program. Three groups of stakeholders -- students, parents and schools -- were surveyed to determine how BackSnack impacts students in seven key areas: grades, attendance, behavior, health, self esteem, responsibility and social skills. Key findings of the evaluation were:

- Grades improved in all four subject areas studied -- math, science, social studies and English. Increases ranged from four percent in science to eight percent in English.
- Absences by children for medical reasons were reduced.
- Tardiness decreased by nine percent.
- Schools report discipline issues among BackSnack students were reduced by 12 percent.
- Visits to the school nurse were reduced by eight percent.
- Schools reported a 10 percent improvement in students’ attentiveness.
- Teachers report significant improvement in students’ social skills.

CHILD HUNGER FACTS

Research shows that hungry children have poorer mental health and overall health, tend to miss more days of school, suffer greater rates of behavioral disorders, and are less prepared to learn when they are in school. The following national statistics can be found at www.feedingamerica.org:

- Twelve million children are estimated to be served by Feeding America, more than 3.5 million of which are ages 5 and under.¹
- According to the USDA, 13 million children lived in food insecure households in 2016.²
- Eighteen percent of more of the child population in all 50 states and D.C. lived in food insecure households in 2016.³
• In 2016, the top five states with the highest rate of food insecure children under 18 were Mississippi, New Mexico, Arizona, Louisiana, and Texas. 

• In 2016, the top five states with the lowest rate of food insecure children under 18 were North Dakota, Massachusetts, Minnesota, New Hampshire, and Virginia.

• Proper nutrition is vital to the growth and development of children. While almost all (94 percent) of client households with school-aged children (ages 5-18) report participating in the National School Lunch Program, only 46 percent report participating in the School Breakfast Program.

• Nearly one in four (24 percent) client households with children report participation in the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC).

• In 2016, 13.3 million or approximately 18 percent of children in the U.S. lived in poverty.

• In fiscal year 2015, 44 percent of all SNAP participants were children.

PROGRAM DOCUMENTATION AND COMPLIANCE

Program Documentation

It is imperative that the participating site provide the necessary documentation required from Harvesters. These records will be used for distribution, food inventory, and reporting.

• BackSnack Program Agreement
• Background Check Verification
• Food Safety Training
• Monthly Report

The forms must be maintained and updated as necessary. The monthly report form must be submitted to Harvesters by the fifth of each month for the previous month. For example, the monthly report for January is due by February 5.

Noncompliance Procedure

The site coordinator and the school principal must work together to identify, discuss, and solve problems. If a problem is observed, contact the food bank immediately. Use the following procedures to resolve an issue:

• Identify the noncompliance issue.
• Contact the BackSnack program manager.
• Evaluate the issue together.
• Devise a detailed intervention plan including a time frame for completion.
• Conduct a follow-up visit to observe if the noncompliance issue is now in compliance by a designated date.

Continuation of the noncompliance issue will be documented and further action will be taken (e.g., probation of agency, program closure, etc.), depending on the severity of the issue.

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iv Ibid

v Ibid


vii Ibid


This document is an agreement made between Harvesters—The Community Food Network (hereinafter referred to as “Harvesters”) located at 3801 Topping Ave., Kansas City, MO 64129, and _____________(School/ProgramName) located at ___________________________ (School/ProgramAddress; hereinafter referred to as “Program”). By signing this agreement, both parties acknowledge their respective duties and responsibilities related to the administration of the BackSnack Program.

PROGRAM PARTNER AGREES TO:
- The safe and proper handling of food, which conforms to all local, state and federal regulations.
- Willingness to abide by the policies, procedures, and record keeping requirements of Harvesters.
- Staff or volunteers of the program will not engage in discrimination, in the provision of service, against any person because of race, color, citizenship, religion, gender, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity or expression, unfavorable discharge from the military or status as a protected veteran.

BACKSNACK PROGRAM PARTNER AGREES TO:
The mission of the BackSnack Program is to help solve child hunger by providing nutritious and easy-to-prepare food to children to take home on weekends, school vacations, and summer break when other resources are not available.
- Distribute healthy, nutritious food to children free of charge.
- Provide BackSnacks a minimum of once a week while the program is in operation.
- Ensure the school and/or program complies with all applicable federal and local statutes, ordinances and regulations.
- Attend the initial orientation training and any other meeting or training required by Harvesters.
- Ensure staff and volunteers with direct repetitive contact with children pass a national background check.
- Identify a BackSnack coordinator to be the primary contact for the BackSnack Program.
- At least one representative must receive some form of food safety training, either the training provided by Harvesters or an equivalent training (such as ServSafe Food Handler for Food Banking).
- Be available for an on-site monitoring visit at least once every two years from Harvesters.
- Store BackSnack Program food in a secure, sanitary and temperature controlled place away from cleaning materials and toxic chemicals. All food must be stored 4 inches off the floor, away from the wall and 6 inches below the ceiling.
- Distribute the BackSnacks to program participants in accordance with the pre-determined schedule.
- Keep accurate records and provide necessary information as requested.
- Complete monthly reports within five (5) business days following the end of each month. Programs that do not submit reports in a timely manner may be denied food and other items until the report is submitted correctly.
- Participate in the collection of data when requested for the BackSnack Program Evaluation, interviews, etc. The Program also agrees to keep any participation list containing the names of BackSnack participants confidential and should not be disclosed to anyone outside of the Program (i.e. Harvesters or a community partner).
- Harvesters recognizes the need to keep the public informed of the work of both organizations (Harvesters and the Program) as we strive to meet the needs in our community. As per the BackSnack Handbook, the Program will make every effort to ensure that the messages communicated to the media are consistent with the goals of both organizations. The Program will inform Harvesters whenever Harvesters is named in a media context or on social media by the Program. Harvesters reserves the right to suspend or terminate this agreement in the event of defamatory public statements, including through social media, made by the Program regarding Harvesters.
- Receive deliveries on the designated day and time. Harvesters will only deliver to individual schools if they are willing to receive at least one month of product at the time of delivery. Schools or districts interested in having multiple schools delivered to the same location must be able to accept deliveries at least every two weeks during Harvesters’ regular business hours.
- Harvesters is only able to offer “curbside” delivery. Our drivers will not be able to unload pallets of product and carry it inside; they will only take the pallet(s) off of the truck and move the whole pallet as close to the desired storage location as possible.
- Inform Harvesters in writing/by email of any changes in BackSnack Program personnel, days/hours of operation and/or number of children being served.
• Identify children that are chronically hungry to participate in the BackSnack Program.
• Use school records to identify food allergies children participating in the BackSnack Program may have (peanuts, milk, etc.) and flag their name so those items are not distributed to them.
• Communicate problems and requests to Harvesters in a timely manner.

HARVESTERS AGREES TO:
• Appoint a primary contact for the Program to provide administrative oversight and leadership.
• Identify and procure staple food items and/or supplies necessary for the operation of the Program.
• Provide or coordinate training opportunities for Program staff and volunteers as appropriate, such as program administration, safe food handling and nutrition education.
• Ensure that Program partners meet national and local Program objectives through monitoring and periodic site visits at least once every two years during designated hours of operation. Any issues will be communicated in writing to the Program partner within seven business days.

GENERAL PROVISIONS
This Agreement may be terminated at will by either party with written notice delivered to either. Upon termination of this agreement, the Program Partner will return any equipment, materials and/or food provided by Harvesters for the Program to Harvesters within 30 days of termination date.

SIGNATURES
The Program’s authorized representative’s signature below confirms that the Program site is accepting and agrees to abide by all terms of this agreement.

Program Partner Signature:

______________________________          ________________________
Program Partner Signature (Principal or Executive Director)                     Date

______________________________
Print Name of representative who signed this agreement

Food Bank Signature:

______________________________
Food Bank Signature (Principal or Executive Director)                     Date

______________________________
Print Name of representative who signed this agreement
SITE COORDINATOR RESPONSIBILITIES AND TASKS

Attend the site coordinator training session provided by Harvesters.

Comply with guidelines and requirements established by Feeding America and Harvesters.

Develop a site distribution plan:
- Who will pick up and/or receive delivery of food orders?
- Where will food be stored?
- When will backpacks be filled?
- Who will distribute backpacks? (Have alternate in case of unforeseen absence.)
- How, where, and when will students receive backpacks?
- Where will students return backpacks?
- Who will be responsible for completing the weekly distribution form?

Train faculty/staff:
- How do you recognize students with chronic hunger?
- How do you refer a student for the BackSnack Program?

Send home notification letters/parent permission forms to parents of referred students:
- Tell them about the program.
- Tell them when to expect the backpacks.

Ensure that participants’ identities are kept confidential.

Meet with referred students to explain the program.

Pick up or receive delivery of orders from Harvesters:
- Upon pick-up/delivery of order, confirm invoice/order is correct.
- Place food in storage area.

Monthly reports must be completed by the fifth of each month.
(See Section 5 for more details on the Monthly Report.)

FOOD SAFETY GUIDELINES

Food Storage
Keeping food fresh and wholesome requires attention to proper food safety rules at each stage of transportation, storage, and distribution.

When transporting food, avoid leaving the food in a hot vehicle for an extended amount of time. Unload the food upon immediate return to the school. Place food in a safe, climate controlled area.

Store food in a secure room to prevent the entry of bugs and rodents in the food items. Check the walls, ceiling, windows, and doors for gaps. Seal all gaps. Consider whether or not a strip should be placed on the bottom of the pantry door to seal out bugs and rodents.

Store food on non-porous sanitized surfaces or in a metal cabinet. Do not store food on bare wood or rusty metal surfaces. Shelf liner should not be used. Painted wood seals a shelf and makes it easier to clean.

Store food properly. Keep all food, whether in boxes, bags, or cans, off the floor. The distance from the bottom of the floor and the shelf should be at least six inches. Allow airspace (2-4-inches) between the back wall and the food product for good air circulation.

Check all food containers before shelving. Contact Harvesters in the event you receive any bloated, dented, or rusty cans. Also, discard containers without labels, any containers that leak, and all out-of-date items.

Store non-food items separate from food. Never store non-food items (e.g., cleaning products) with food items. Some common non-food items are hazardous.

First in, First out (FIFO). Organize your food stock by using the “first received in to be the first given out” system of distribution.

Note:
*The agency must have an adequate storage area for safekeeping of food and must demonstrate proper food handling procedures.
*Any change in the location of a storage site must be reported to Harvesters.
*Sites are required to complete Harvesters’ food safety training if food is stored overnight at the location.
IDENTIFYING CHRONIC HUNGER

Enrolling students in the program

One of the most difficult aspects of the BackSnack program is selecting students to participate in the program. Elementary school students are at a critical stage of growth and development. They are most at need of food and least able to secure it on their own. We strongly urge you to think carefully about what students you want to be in your program. Because all program coordinators will have differing views on what students should be allowed in the program, the following is provided to help you make decisions on which students from your school will participate. Because of the limited amount of space we have available in the program, we encourage you to select only the students most in need or at risk of being chronically hungry or students who may repeatedly experience hunger over the weekend and as a result are displaying behaviors indicative of the lack of food.

According to the American Institute of Nutrition and the U.S. Department of Agriculture:

- **Food security** - Access by all people at all times to enough food for an active, healthy life. Food security includes at a minimum: (1) the ready availability of nutritionally adequate and safe foods, and (2) an assured ability to acquire acceptable foods in socially acceptable ways (e.g., without resorting to emergency food supplies, scavenging, stealing, or other coping strategies).

- **Food Insecurity** - The lack of access at all times, to enough food for an active, healthy life for all household members; limited or uncertain availability of nutritionally adequate foods.

- **Hunger** - The uneasy or painful sensation caused by a lack of food. The recurrent and involuntary lack of access to food. Hunger may produce malnutrition over time. Hunger is a potential, although not necessary, consequence of food insecurity.

- **Food Insecurity with Hunger** - An involuntary state that results from not being able to afford enough food.

Children will not necessarily tell you that they don’t have enough food at home, but through observation you can begin to see patterns and/or behavior that will set them apart. How do you identify a hungry child?

Here are some examples: (some sites use this as a checklist for possible program participants) The child:

- Is anxious for a meal to be served.
- Shows up early for breakfast.
- Lingers around for second helpings or even asks for more.
- Rushes food lines.
- Shows extreme hunger on Monday morning.
- Passes out in class especially on Monday mornings.
- Eats all of the food served.
- Saves/hoards/steals food to take home for themselves or a sibling.

**Physical Appearance**

Parents frequently have access to cheap nutrient-deprived foods that may allow their child to maintain their weight or even become obese. For this reason, weight should not be viewed as a factor when selecting participants for the BackSnack program. Certain physical features are indicators of vitamin and/or food deficiencies. If the skin of a child appears to be puffy and swollen, it can be due to a protein deficiency. A child who is very thin and whose bones are starting to protrude may have a lack of protein and calories. Another thing to watch for is redness around the lips and/or cracked lips. Finally, dry and itchy eyes can be a sign of a vitamin A deficiency. Again, please keep in mind that the weight of a child is not always a sure indication of food insecurity. Any of these physical signs should bring a concern and prompt further questions.

- Extreme thinness or puffy, swollen skin
- Chronically dry, cracked lips
- Chronically dry, itchy eyes

**School Performance/Behavior**

Sometimes the behavior of a child indicates problems at home, with food insufficiency being one of the possible problems. Observing some of the following may help to identify chronic hunger:

- Excessive absences – due to sickness.
- Hyperactive, aggressive, irritable, anxious, withdrawn, distressed, passive-aggressive – any display of these mentioned which leads to disciplinary action.
- Repetition of a grade.
- Difficulty in forming friendships, getting along with others.
- Sickness – sore throat, common cold, stomach ache, ear infection, fatigue.
- Short attention span, inability to concentrate.

**Home Environment**

Sometimes children will be very open about what is going on at home. For example, a child may say that her dad has lost a job and that the mother doesn’t work. By listening to your students and by being in contact with parents, the needs of the family can be assessed, which in turn can help determine whether or not the child needs to be receiving a backpack weekly. A single parent family where the parent works on the weekend is probably a situation in which BackSnack can help.
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BACKSNACK PROGRAM

a child who may be responsible for fixing their own meals. If the parent is able to fix meals for the child, but may be limited on the amount of food available, it may be more beneficial to refer the family to a food pantry. BackSnack is designed for children who are not able to get sufficient food at home due to neglect or other circumstances that prevent them from having regular access to food.

- Lack of food resources
- Parent unable to prepare meals

Any child with multiple risk factors as listed above should be considered for the BackSnack program. If there are multiple students from one household and any of the students show signs of chronic hunger then all students in that household (in your school) should be in the BackSnack program.

How to respond to a child who says he is hungry

A child who complains about being hungry is not necessarily a child who automatically qualifies for BackSnack. Growing children have an appetite and will say they are hungry at periods throughout the day. However, in the case of a chronically hungry child, certain questions can be asked to assess need. In the morning, a child may say they are hungry. Ask them if they ate breakfast. If they are eligible for free or reduced price breakfast then make sure they are taking advantage of this program. If they say they skipped breakfast, find out why. Ask if they had enough food in their house or if they simply woke up late and didn’t have time for breakfast. If they did eat breakfast, ask what they ate and if it was enough to make them full. You may also ask if they ate dinner the previous night. Once again, ask what they had for dinner and if it was enough to fill them up.

By asking a few questions you should be able to assess whether or not this is just a case of normal hunger (where your stomach growls in anticipation for food – not because of a series of involuntary missed meals) or whether this seems to be a frequent incident that results because of food insecurity (the inability to afford enough food). A child who says there is never enough food in the house or that all they had for dinner were nutritionally deficient foods is the child who is considered chronically hungry. Even if a child worries that there will not be enough food at home, this is a cause for concern.

Food insecurity is the main reason for the BackSnack program. Any child who exhibits this behavior should be considered a candidate for receiving a backpack.

- Assess hunger through further questioning.
- Determine reason for not eating (sick, worried, problems at home).
- Ask what they eat at home.

Apart from recognizing food insecurity, physical appearance, school performance and home situation are secondary indicators that help confirm chronic hunger.

PARENTAL CONSENT

The BackSnack program can be an excellent way to open up positive lines of communication between the school and the child’s home. If you choose, you can use this opportunity to ask two simple questions that have been shown effective in determining families affected by hunger:

“Within the last 12 months, have you worried whether food would run out before you got money to buy more.”

“Within the past 12 months, has there been a time when the food you bought didn’t last, and you didn’t have money to get more?”

Harvesters does not require parental consent for a student to participate in the BackSnack program. For many reasons, some parents or guardians may be scared or afraid to sign up for a program like BackSnack. For this reason Harvesters recommends the schools use an opt out parental consent letter that places the burden of rejection on the parent. For example, “Dear parent, your student has been selected to participate in the BackSnack club. If you do not want your child to participate in this club, please notify the school.”

Any child who exhibits any of the risk factors listed above should be considered as a candidate for the BackSnack program.

ALLOCATION INCREASES

To request an increase in your school’s current allocation of backpacks email your request to breyna@harvesters.org. Because Harvesters strives to make the BackSnack program accessible to all schools in our service area, increases will be made based on the level of service to your school’s county. To receive an increase, your school must be up to date on all required paperwork and be in general good standing.

FOOD ALLERGIES

Harvesters is unable to adjust the BackSnack menu for all possible food allergies. Because of this, we advise you to check the contents of each pack and remove any questionable food to ensure the safety of the students with food allergies.
SUPPLEMENTAL PRODUCT

Harvesters encourages community partners and/or schools to add supplemental product to the backpacks for the students, in addition to the nutrition education information that is available from the Monthly Report site. Harvesters would like for any food added to the backpacks to be as nutritionally dense as possible. Supplemental items should be approved by the school before being put into the backpacks.

- Harvesters’ Shopping Floor is no longer available for schools or community partners to acquire food.

Other examples of items that can be included in the backpacks are (but are not limited to) winter hats, mittens, gloves, coloring books, crayons, toothbrushes and toothpaste.

MEDIA AND COMMUNICATIONS

Harvesters recognizes the need to keep the public informed of the work of both organizations (Harvesters and the BackSnack Site/Community Partner) as we strive to meet the needs of our community. The BackSnack Site/Community Partner will make every effort to ensure that the messages communicated to the media are consistent with the goals of both organizations.

Sites and community partners should notify Harvesters of all media requests and media coverage for the BackSnack program.

In the event your site has been selected for a media event, you will be contacted by Harvesters in advance to obtain your permission. Sites and Community Partners are in no way obligated to host media events and hosting media events will not give your site special treatment in the program.

SECTION 3 – Pick-up and Delivery

INSTRUCTIONS FOR PICK-UP/DELIVERY

Pick-Up procedures

Individual schools not taking one month or more of product at a time will be able to pick up their product from Harvesters. Schools and community partners will be given a schedule of when their food will need to be picked up. We ask that you please pick up the food on your scheduled date unless you make other arrangements with Harvesters. Please bring your empty boxes back to Harvesters so they can be reused.

Delivery procedures

Harvesters will only deliver to individual schools taking a minimum of one month of product at a time and School Districts generally every two weeks. For those districts with two or fewer schools, they will be required to take a month’s worth of product at a time to reduce the number of trips our drivers need to make. This is the same for community partners receiving deliveries. Harvesters is only able to offer curbside delivery. The drivers will not be able to unload pallets of product and carry it inside. They will only take the pallet off of the truck and pick up any empty boxes from the last delivery.

INVOICES

At the time of delivery or pick-up, schools will receive an invoice from Harvesters showing the total amount of product delivered. Please confirm the quantities are correct with the Harvesters driver or warehouse staff before signing the invoice.
The BackSnack program is rooted in not just a mission to provide food to hungry children, but to preserve the children's dignity by minimizing the stigma of poverty. Because the importance of anonymity varies from school to school there is not one right way to pass bags out to students, but whatever method is chosen, it should maintain the dignity of the participant at all times.

Some schools will distribute backpacks in a very discrete manner so as to minimize the stigmatization of program recipients. In other cases, the children look forward to receiving their backpacks and carry them with pride.

Each participant should receive a backpack full of food every Friday of the program year (33 weeks starting on the first Friday of October). The school or site should decide where, when, and how the backpacks should be distributed. If there is a holiday or early dismissal, each site should have an alternate schedule for distribution to ensure that the children receive their backpacks.

Absences
In the event a student is absent for any reason on the primary distribution day, they should receive the food from the backpack on their first day back to school. The food should not be held back for disciplinary reasons.

Snow days and school holidays
On regularly scheduled school holidays spanning multiple weeks the students should receive food packs equal to the number of weekends they are out of school. Extra food packs are not given out over long weekends (Thanksgiving). In the event of an impending snow day on the regular distribution day, schools have the option to distribute food early, wait until the normal distribution day, or wait until the following week. For example if the weather reports predict bad weather for Thursday night into Friday, you can give out the food on Thursday.

Changes to the student's food situation
If the participating student has a change in their food situation and no longer desires to participate in the program, they can be replaced by another student in need. An example of this would be if the student's parents were out of work but recently found new employment.

The school or site should decide where, when, and how the backpacks will be returned. If a student loses their backpack or does not bring their backpack back to school, Harvesters is unable to replace the lost backpack. If a student is unable to return their backpack to the school, you may use a plastic grocery sack to put the food in. The grocery sack may then be placed in the student's personal backpack.

Students may not be eliminated from the program for not returning their backpack.

Suggestions
Provide a receptacle or large box in a prearranged location such as the cafeteria or gym. Students drop off their backpacks on the Monday after a weekend, or on the day following a holiday, into the receptacles.

The site coordinator or designated volunteer receives the backpacks and stores them for the following week's distribution. If backpacks are not returned, an alternative pack may be provided such as a plastic bag. A note asking parents to return the backpacks may also be included in the bag.
SECTION 5 – Monthly Reports

A monthly report must be submitted by the fifth of each month to Harvesters.

LOG IN

To access the website, type www.harvestersbacksnack.org into your browser’s address bar. You will be prompted to enter your username/program number and password on this screen. After doing so, click the “Login” button.

Note: Default password is “backsnack”.

![Welcome to Harvesters BackSnack Report System](image_url)
WELCOME SCREEN

After logging in, you will be directed to the BackSnack Report System welcome screen. This page will be used to communicate important messages to programs. You will see a set of links on the right side of the page that includes resources as well as a link to a form that will allow for submission of testimonials.
MONTHLY REPORTS

Clicking on Monthly Reports in the navigation bar will take you to a page with a list of months. You’ll notice either a red or green checkmark next to each month. A red checkmark indicates you have yet to submit a report, while a green checkmark indicates a report has been submitted. You may access a past report or submit a new report by clicking on the month name.
SUBMIT REPORTS

The following page will be displayed after clicking on a month in which you have yet to submit a report. You will see a list of seven different questions on this page. Remember, you must answer all seven questions before you will be permitted to submit your report.
VIEW SUBMITTED REPORTS

The following page will be displayed after clicking on a month in which you have submitted a report. Here, you can view your report numbers for the specific month. You will not have the ability to edit reports after submission.

- **Number of bags passed out in Week ____**: This is the actual number of bags you passed out at each distribution for the month.
- **Number of new students receiving backpacks this month**: This is the number of new students you served this month, either through receiving an increase or replacing a student in the program.
- **Number of unduplicated families served this month**: This is the number of separate households you are serving.
- **Number of students on a waiting list**: This is the number of students who need to be in the BackSnack program at your school but are not currently in the program.

![BackSnack Report System](image-url)
COMPOSE MESSAGE

To send a message, add a subject indicating the purpose of your message and enter your questions or comments into the textbox. Click the Send button to complete the process.
ACCOUNT DETAILS/RESET PASSWORD

To access your account details or reset your password, click Account Details on the navigation bar. Your username and email address will be displayed here. If you would like to reset your password, enter your old password and then a new password into the fields before clicking the Update button to complete the process.
CONTACT TECHNICAL SUPPORT

If you come across any issues with site functionality, such as broken links or functionality, please contact technical support by clicking Contact Us on the navigation menu so we can resolve the issue.
FORGOT PASSWORD

If you forget your password and are unable to log into the site, you can reset your password by clicking Forgot Password on the login screen. This will direct you to a page asking for the email address and username associated with your account. After clicking the Reset button, we will send a confirmation to your email. You may reset your password after confirming your request via the email.

LOGOUT

To logout, click the Logout button on the navigation bar. You will be redirected to the login screen.
STUDENT ID CODES AND TAGS

Because of the Federal Educational Rights and Privacy Act (FERPA), each student participating in the BackSnack program needs to be given a “BackSnack ID Number”. The only people who will know how this ID number coordinates to a student should be school staff. Harvesters will never ask for a document that contains the name of a student, only their school assigned BackSnack ID number.

Your identification system can be as simple or as complex as you choose, as long as you are consistent. It is strongly recommended that at the beginning of the school year you list your participating students in alphabetical order and simply number them off. For example, if your school has 30 students in the program, then your BackSnack ID numbers could be 1, 2, 3, etc. up to 30. If a student moves or otherwise leaves the program, you should not reuse their BackSnack ID number.

Some schools may choose to number the backpacks with the student’s BackSnack ID number so the backpacks can be quickly identified. Please do not write the student’s name on the backpack since the community partner will have access to the backpacks.

PROGRAM EVALUATION INSTRUCTIONS

Specific evaluation instructions will be provided at the time of training for qualifying sites.
SECTION 7 – Checklist

CHECKLIST TO A SUCCESSFUL BACKSNACK PROGRAM

The following is a list of items you will want to give special consideration to before you start your program or, if you are a returning school, these are a few suggestions that might help you maximize the impact of your program.

• Will you be using a community partner?
• Where will the food be stored?
• Will you use the student’s existing backpack or a different carrier?
• What is the best time for a student to receive their backpack?
• How will you pass out food in a way that will not embarrass the participants?
  - Call student to your room.
  - While they are at recess.
  - Group setting.
  - The importance of not opening the bag until you get home.
• How will you maintain the appropriate level of confidentiality?
• Will your school require a parental consent form?
• Will you be using volunteers that need to pass a background check?
• How will you keep records?
• How will you explain the program to participants?
• How will you explain the program to parents?
• How will you explain the program to those outside of the program?
• Who is your back-up person if you are absent?