

**TOTES OF HOPE® PROGRAM APPLICATION**



**A PROGRAMS APPLICATION MUST ALSO BE COMPLETED AND SUBMITTED WITH A NEW TOTES OF HOPE® APPLICATION. ALL SECTIONS MUST BE COMPLETED.**

Totes of Hope® is a free weekly hunger relief program for school aged kids. Each Tote consists of 7 to 9 pounds of shelf-stable food items intended for weekend use, providing food to at-risk children and their family, when they are not in school. Fresh produce is also available.

**Participation Requirements**

*Compliance in the following requirements will be monitored by Food Bank of the Rockies Food For Kids staff. Totes of Hope® partners will be contacted with any concerns and may be placed on hold or suspended from the program due to reoccurring non-compliance processes.*

- Preference is given to partners who serve children in a geographic area where 50% or more of the children residing in the area are eligible for free or reduced-price school meals.
- Food must be distributed directly to students 18 years or younger (*please describe below*)
- Distribute a minimum of 20 totes per week
- Commitment to pick up Totes of Hope® foods weekly from Food Bank of the Rockies. Delivery may be available to some areas.
- Record number of Totes distributed weekly in Link2Feed (training provided)
- Notify Food Bank of the Rockies of changes in number of Totes needed at least two weeks in advance
- Each site is responsible for providing the bag, tote, or backpack that the food is packed in at their site.
- Completion of annual Food Safety and Civil Rights certification, provided online and at no charge by Food Bank of the Rockies
- Ensure proper storage of food after it is picked up and before distribution to kids
- Monitoring of program and food storage will occur prior to application approval, after 6-months, and every two years. More often if needed.

**ACTION REQUIRED. Background Check** - Food Bank of the Rockies and Feeding America require that individuals who participate in Totes of Hope® who have direct repetitive contact with children undergo and pass a National Background search. Please review and return the pages following this application.

**DISTRIBUTION SCHEDULE – Totes of Hope® is available year-round, including summer.**

Months of Distribution	Month - From	Month - To
School Year Only		
Summer Only		
Year Round		

**SITE INFORMATION**

Site Name	
Address	
County	
Zip Code + 4	
Phone Number	

**FOOD STORAGE LOCATION, IF DIFFERENT THAN ABOVE**

Site Name	
Address	
County	
Zip Code + 4	
Phone Number	

**PARTNER CONTACT INFORMATION**

Primary Contact		Secondary Contact	
First Name		First Name	
Last Name		Last Name	
Phone Number		Phone Number	
Alternate Phone		Alternate Phone	
Email		Email	
Position		Position	

**LOCATION(S) WHERE TOTES ARE DISTRIBUTED** – If your organization distributes Totes to one or more school locations, please list the school name, address, and number of Totes per school:

\_\_\_\_\_ N/A – we are a school and Totes are distributed to our students only

School Name	Address	District	# of Totes for this location

**DESCRIPTION OF PROGRAM** – Provide a description of the children’s program offered by your organization including the eligibility process for children receiving a Tote:

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ANTICIPATED # OF CHILDREN TO BE SERVED WITH TOTES WEEKLY \_\_\_\_\_

AGE RANGE OF PARTICIPATING CHILDREN \_\_\_\_\_ Years to \_\_\_\_\_ Years

DAY AND TIME OF THE WEEKLY TOTES DISTRIBUTION \_\_\_\_\_

FOOD STORAGE: What type of storage capacity does your site have? (check all that apply)

Dry Storage \_\_\_\_\_ Refrigeration \_\_\_\_\_

**EXTRA OPTIONS – in order to enhance this program for our partners, Food Bank of the Rockies would like to know your interest in the following. Please check yes or no next to each one and we will follow up as needed.**

	YES	NO
<b>Pre-built Totes</b> – <i>Food Bank of the Rockies would use our volunteers to pre-build your Totes before you receive them for distribution to kids.</i>		
<b>Delivery</b> – <i>Food Bank of the Rockies would offer delivery of Totes of Hope® foods to your location.</i>		
<b>Fresh Produce</b> – <i>Receive 5-pound bags of fresh produce to be distributed with the non-perishable Totes of Hope® foods.</i>		

\*\*\*\*\*THANK YOU FOR COMPLETING OUR APPLICATION\*\*\*\*\*

RETURN THIS COMPLETED FORM AND THE FOLLOWING BACKGROUND CHECK VERIFICATION TO:

Food for Kids Division

By Email: [FFK@foodbankrockies.org](mailto:FFK@foodbankrockies.org)

By Mail (please keep a copy):

Food Bank of the Rockies Attn: Food For Kids Department  
10700 E. 45<sup>th</sup> Avenue Denver CO 80239

If you have any questions, please call 303-375-5862

## National Background Check - Policy and Procedure

### PURPOSE

The purpose of this policy is to ensure the safety of all children that participate in Totes of Hope® program of Food Bank of the Rockies. Further, careful screening of staff and volunteers who work with children is an important risk management precaution.

### POLICY

Program Site leadership must ensure that all staff and volunteers at Totes of Hope® sites who have "***direct repetitive contact with children***" undergo a *National Background Check*.

Some examples of **who is required to have** a background search performed:

- ✓ Staff who work directly with the kids in the program daily
- ✓ Volunteers who work directly with the kids in the program daily
- ✓ Anyone who has ongoing, frequent or recurring interactions with or around the kids who participate in the program (e.g. once each week or several times over the course of the school year)

Participants must limit the volunteer involvement of any one-time or non-regular volunteer who has not been subject to a national background check strictly to open and supervised activities. A child should never be alone with a single staff member or volunteer.

Fingerprint checks are also a volunteer screening best practice. Some states require youth-serving organizations to inform all potential volunteers that they may be required to be fingerprinted, whether or not the organization intends to conduct a fingerprint check.

### PROCEDURE

**It is the responsibility of the Program Site to perform and verify that a national background check has been passed by any and all staff or volunteers with direct repetitive contact with children.**

Feeding America negotiated discounted rates on national identity checks and criminal background checks from two major companies. These rates are available to Food Bank of the Rockies and to our Program partners. To learn more, please contact Kate Budd at 303-375-5862 or [kbudd@foodbankrockies.org](mailto:kbudd@foodbankrockies.org).

Food Bank of the Rockies reserves the right to see proof of the completed background search or searches on Totes of Hope® staff and volunteers during routine site inspections. FBR will perform all necessary background checks on staff and volunteers of FBR sent to Totes of Hope® sites.

