



# BackPack Buddies Site Coordinator Training

*2026-27 School Year*

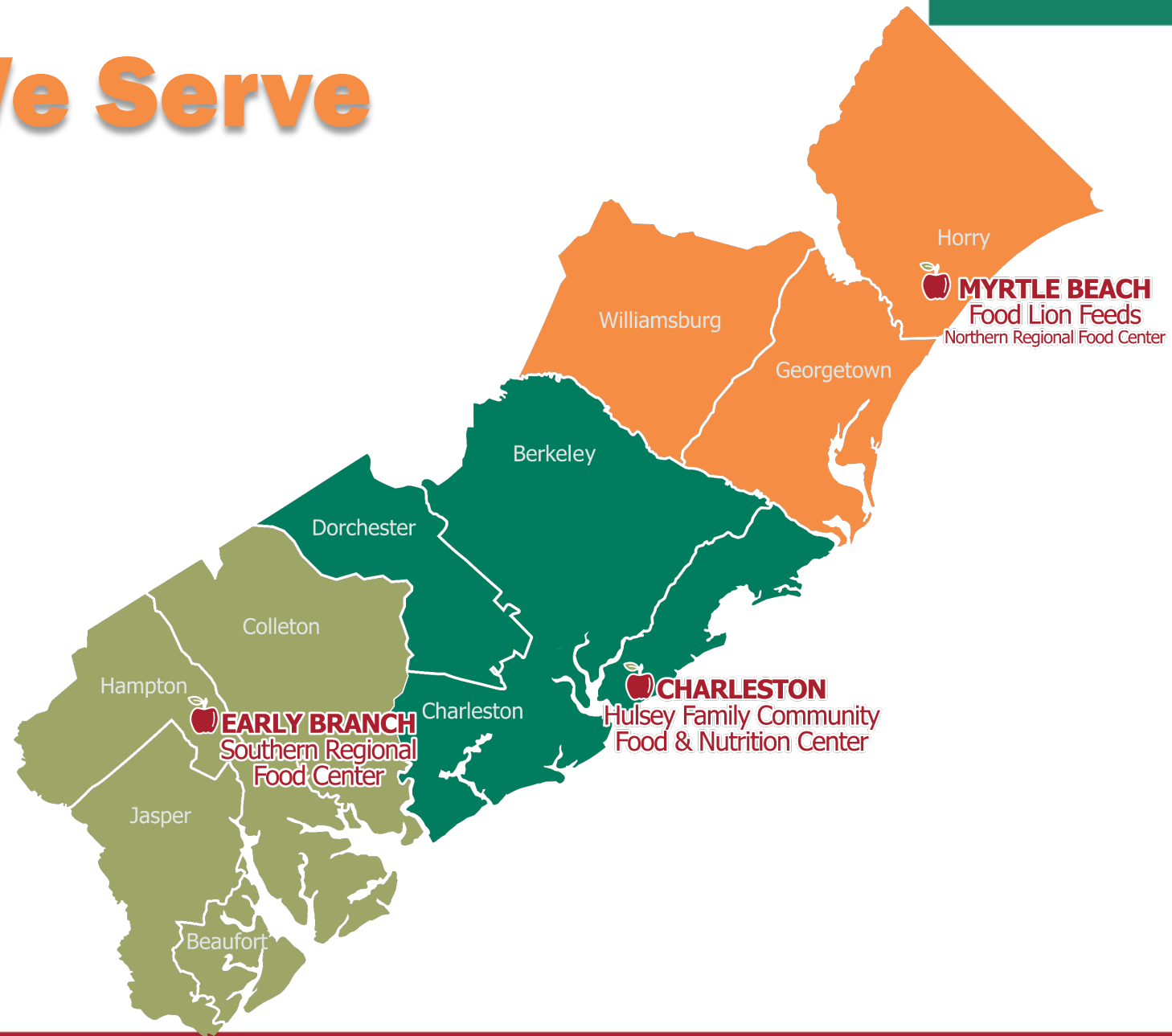


# Agenda

- LCFB programs and services
- BackPack Buddies overview and logistics
- Deliveries
- Distributing bags
- Monthly Order Form
- Monthly Reports
- Recordkeeping and helpful documents
- Site Visits
- Corrective Action



# Where We Serve



# Program Services to Meet Our Neighbors' Needs

|                                        |                                                                                      |
|----------------------------------------|--------------------------------------------------------------------------------------|
| <b>Children</b>                        | BackPack Buddies, Kids Café, Summer Meals, Fresh for Kids                            |
| <b>Families</b>                        | School Pantry, School Market, Fresh for All, Mobile Distributions                    |
| <b>Adults, Seniors, &amp; Veterans</b> | Adult Meals, Fresh for Seniors, Food for Health, Commodity Supplemental Food Program |

# BackPack Buddies Program Goal

The goal of the Lowcountry Food Bank's (LCFB's) BackPack Buddies Program is to provide food to children who may be experiencing food insecurity with nutritious and easy-to-prepare food to take home on weekends and school breaks, when they do not have access to school meals.

## BackPack Buddies Program

- Schools apply for participation via an annual application process and are approved based on their administrative capacity, degree of need, historical performance (if they are a returning partner), and a review of other food resources accessible to families through the school or the surrounding community.

## Funding

- LCFB fundraises and seeks community partners, grantors, and donors to help financially support the costs associated with School Food Center programs. Then utilizing its purchasing power and network resources, LCFB procures a selection of nutritious, easy-to-prepare, and kid-friendly food for the Backpack Buddies Program.

## Packing

- LCFB recruits volunteers to assist in the assembly of Backpack Buddies program bags at LCFB. Maintaining the highest level of packing quality control and volunteer safety is a top priority of LCFB. Bags are packed in Charleston and distributed across the service area.

## Delivery

- LCFB directly oversees and manages Backpack Buddies program deliveries to participating schools on a monthly basis. Several Community Partners who agreed to sponsor also supplement LCFB logistical efforts by making deliveries to specific schools.

## School Partners

- Once a month, partners receive a four-week issuance of pre-packed bags. The children who may be experiencing food insecurity are identified and enrolled into the program by school staff. Children discreetly receive bags each Friday for the weekend and extended school breaks.

## Data & Impact

- Each School Partner is required to report distribution data monthly back to LCFB. This information is utilized for LCFB distribution metrics and fulfill funding reports. Additionally, LCFB will conduct program participant impact surveys to support program success and improvement.

# Overview of the BPB Process

# What's In the Bag?

- All food is purchased by LCFB to maintain quality & consistency.
- The School Partner cannot add food or other items to the bags without prior approval from the LCFB.
- Backpack Buddies bags cannot be sold or used for other programs or fundraisers.

# 2026-2027 School Year Menu

\*subject to change

## Protein

- ❖ Pasta Entrée Pop-Top x 1
- AND-
- ❖ Chicken Salad & Crackers Pop-Top Kit x 1



## Dairy

- ❖ GoGo Squeeze Yogurt x 1



## Fruits & Vegetables

- ❖ Buddy Fruit & Veg Pouches x 1
- ❖ Fruit Cup x 1



## Grains

- ❖ Oatmeal Bar x 1
- ❖ Cereal Bowl x 1



# Site Coordinator Resources:

## School Food Center website – coming soon!

Pages and links have been created on the LCFB website to house all the most commonly used documents and forms. Please refer to this as often as needed.

- General training PPT and recording
- Food Safety training
- Policies and Procedures Handbook
- Excel spreadsheet for distribution tracking

# Deliveries

Check the delivery calendar so you know when your delivery days are for the school year.

## LCFB Drivers

- Will call prior to arrival – ensure we have a contact phone for delivery notifications.
- Are NOT permitted in the school building. They will not bring pallets or boxes into the school.
  - Please ensure you have adequate staff to assist

# Storage

**ALL BOXES MUST BE STORED 6" OFF FLOOR & 4" FROM WALL!**

- **STORAGE: shelving, pallets**
  - **50 boxes fit on a pallet, so please ensure there is sufficient space to safely store boxes.**
- Utilize FIFO (First In, First Out) for handing out boxes (check dates)

# Sample Delivery Ticket



## SHIPMENT

Page: 1

Shipment Number: AO-218076-15  
Shipment Date: 7/16/2025

Bill  
To: Ansonborough House  
Karen Schlabs BEST  
71 Society Street  
Charleston, SC 29401

Ship  
To: Ansonborough House  
Karen Schlabs BEST  
71 Society Street  
Charleston, SC 29401

Ship Via Pickup at Food Bank

Agency No. AA01000  
P.O. Number  
P.O. Date 7/15/2025  
Our Order No. AO-218076  
Resp. Person

| Item No. | Description    | Unit | Shipped | Ordered | Back Ordered | Gross Weight |
|----------|----------------|------|---------|---------|--------------|--------------|
| DON00150 | Meat, Assorted | Lb   | 154     | 154     |              | 154          |
| DON00150 | Meat, Assorted | Lb   | 46      | 46      |              | 46           |

# Schools and Sites – Distribution

Distribute bags according to cycle calendar in a discrete manner.

## **Helpful Reminders:**

- Utilize FIFO (First In, First Out) Practice
- Double-up bags before extended breaks

# Cycle Ordering Form

- Cycle Ordering form with a live link
- Required each cycle to confirm you want a delivery for the coming cycle
- Must submit **even if there is no change** to your delivery
  - If you desire an increase or decrease in bags for the next cycle, let us know
    - Requests for increases are NOT guaranteed.
- If you desire to cancel the next delivery, let us know
- If we don't receive this form, we'll assume you DO NOT want a delivery for the next cycle

# Monthly Reporting

- Please note: Reports due on the 5<sup>th</sup> of each month.
- Your report will include all service in the prior month
- If you had leftover boxes from a previous month and didn't need a delivery the next month, you are still required to submit a report each month.
- Purpose:
  - Facilitates capturing data required for grant reporting that funds the program
  - Ensures stewardship of funding and product

# Sample Report

## Due Monthly

- Each week track the students served.
- Each month when you receive the Reporting link via email, answer each question.

### BackPack Buddies Reporting Form

All reports are due by the 5th of the month to reflect the distribution of the previous month. (Ex. Reports due on the 5th of October should include all activities from September 1 to September 30.).

Select BackPack Buddies Partner Site \*

+ Add

Number of Children Served \*

Total Number of Bags Distributed \*

Total Number of Damaged / Discarded Bags \*



Submit

# Reporting Procedures



Each month you will receive an email with a link to report distribution.



Report is *DUE BY the 5<sup>th</sup> of each month.*



Report numbers are based on ENTIRE MONTH



It is the Coordinator's responsibility to know what the onsite inventory quantities are.



If you'd like to use the Excel spreadsheet to track your distribution, the form is located on the website and linked in the Policies and Procedures Manual.

# Documents and Forms

## **Memorandum of Understanding**

- Review, sign, and return - need all signatures and a delivery contact phone number

## **BackPack Buddies Policies and Procedures Manual**

## **Monthly Delivery Dates**

## **Food Safety Training instructions – consolidated online training**

# Site Monitoring Visits

LCFB will visit each Backpack Buddies partner once every other year.

We want to ensure you have all the tools needed for a successful BPB program.

Establishing more than an email connection is important to us and we value feedback on procedures and processes.

# What to Expect During a Visit

Have any program-related files available if we ask to see them (i.e. completed referral forms, permission slips, report spreadsheets)

Proper storage is essential. We will check to see if bags/boxes are stored correctly (i.e., 6" off the floor and 4" from the wall).

Other items we will discuss are your current distribution method, enrollment number, deliveries, receptiveness of kids and parents to the program, monthly reports, and challenges or issues you may be facing.

# Corrective Action Policy

“BPB Partner Site Corrective Action Policy” outlines CAP procedures for non-compliance with program standards

## Situations that will prompt

### Failure to:

- treat program enrollees with respect and care
- submit required reports on time
- participate in monitoring by Lowcountry Food Bank
- Communicate delivery needs potentially resulting in refusal of product delivery
- Communicate staffing changes

### **CAP:**

### Inappropriate product use, including but not limited to:

- Using program product for unintended purpose
- Handling product in an unsafe manner which could result in spoiled or damaged product

### Disregard for the agreed upon terms in the MOU

# Corrective Action Policy

Coaching

Written  
Warning

Program  
Discontinuance

# Food Safety Practices



The designated storage area must be secure and adhere to all South Carolina DHEC food and safety regulations.



Food must be kept away from any steam, hot water pipes, or other heat sources to help prevent mold and other damage to the food. Also, keep food 6" off the ground, 4" away from the wall, and 2' from the ceiling to allow for proper air flow.



Food should be stored in a way that makes it easy to use the oldest food first (First In, First Out)



If you find any of the boxes are damaged, please dispose of the damaged box(es) immediately. Notify LCFB immediately so appropriate action can take place.

# Food Safety Practices



Temperature Compliant: Keep accurate thermometers in the dry storage area to ensure that temperatures are always within the following ranges:  
50° to 70° F for dry storage areas



Clean: The storage area should be clean. Floors and equipment should be cleaned regularly in a manner that does not contaminate the food.



Chemical-free: Cleaning products should be stored away from food entirely. This helps prevent potential leaks from damaging stored boxes.

# Food Safety Practices



Be aware of the most common food allergens.



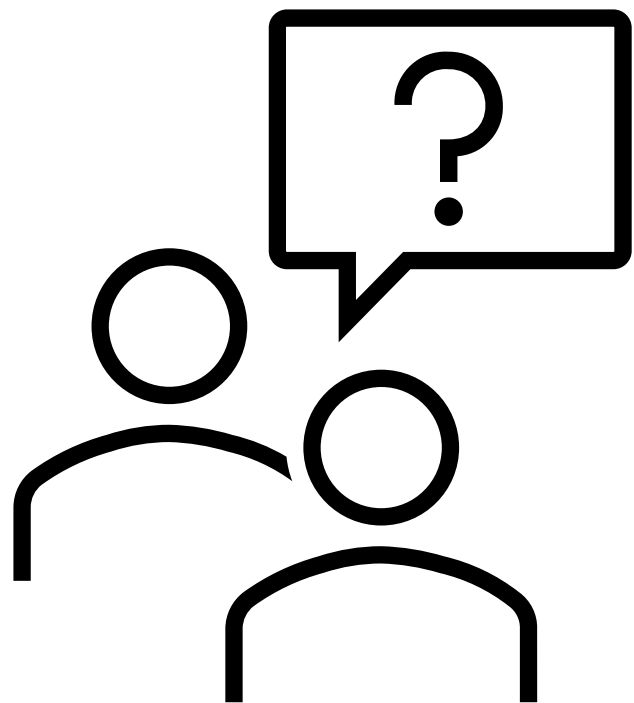
Personal Hygiene is a MUST. Proper handwashing is the **most important** part of personal hygiene.



Make sure you have procedures to prevent cross contamination while food is being stored.



What about food recalls?



# **The Frequently Asked Questions**

## Can LCFB Drivers assist with bringing product into the school or wait until volunteers/staff are available?

- No. LCFB Drivers are not permitted to enter the school facilities, and they are not able to wait until volunteers/staff are present to unload. Drivers are instructed to call en route to your schools to give school staff/volunteers time to prepare for delivery.

## What happens if I am not able to distribute all of my bags each month?

- We have several options. You can distribute leftover bags to any child who wants one, regardless of whether they are enrolled in the program. You can give multiple bags to enrolled children, especially if a holiday or extended break is coming up. Or if LCFB staff notice a trend of surplus bags each month we will work with you to decrease your numbers as needed.

## What happens if I do not submit the required monthly reporting?

- Failure to submit a monthly report will result in suspension of your next scheduled delivery until you are caught up (unless you did not receive bags for that cycle, in which case a report will not be due). LCFB will resume delivery during the next applicable Cycle. LCFB may also move forward with appropriate corrective action.

## What can we do with the BPB food?

- BPB product cannot be tampered with, added to, or taken from. BPB bags are to be given to the enrolled children. Product cannot be used for raffle, sale, etc.

## Can BPB be given to the children of staff or volunteers?

- YES. We know that anyone at any time could experience food insecurity.

## What do I do if BPB product is delivered with obvious signs of damage or contamination?

- Please note the condition and concern on the delivery ticket, and request that the driver bring the damaged product back to LCFB. Replacement product will be delivered to your school as soon as possible. If damage is discovered after driver leaves, please contact LCFB staff about replacing bags.

## Can I reduce/cancel an order right before delivery or turn away a delivery due to overages?

- Due to the financial, volunteer, and LCFB staff commitment to this program and its products, reductions or cancellation requests will only be accommodated if you submit them to us on the monthly order form by the deadline. If a school is experiencing an overage but has not submitted a request to LCFB within the approved timeframe, ***the school cannot refuse BPB product at point of delivery.***

# Important Reminders



Submit the cycle order form on time every month even if you don't need a change to your next delivery. If you don't submit it, we will assume you don't want a delivery.



Ensure food safety standards at all times!



Convey staffing changes in a timely manner. New training is due within 60 days of changes.



Keep your distribution records up to date and submit them on time each month.



# Additional LCFB Resources

❖ **To find additional resources in your community visit our website at:**

❖ [www.lowcountryfoodbank.org](http://www.lowcountryfoodbank.org)

❖ **Use the Find Food section to:**

❖ **See our monthly food distribution calendar**

❖ [Food Distribution Calendar - Lowcountry Food Bank](#)

❖ **Utilize our location finder to locate Agency Pantry Partners in your area**

❖ [Find a Pantry Near You - Lowcountry Food Bank](#)

❖ **SC Thrive can help you apply for SNAP Benefits and find other resources for financial and health assistance:**

❖ [www.scthrive.org/for-you/apply-for-benefits](http://www.scthrive.org/for-you/apply-for-benefits)

❖ [Community Resource Map](#)

# LCFB Contact Information

Josh Bair, School Food Centers Coordinator  
[jbair@lcfbank.org](mailto:jbair@lcfbank.org), 843-747-8146 ext. 112

Kim Bowlin, School Food Centers Manager  
[Kbowlin@lcfbank.org](mailto:Kbowlin@lcfbank.org), 843-747-8146 ext. 163

Autumn Reid, Director Program Impact & School Food  
Centers 843-747-8146 x151  
[areid@lcfbank.org](mailto:areid@lcfbank.org)