



School Pantry Program Coordinator Training

Fall 2026

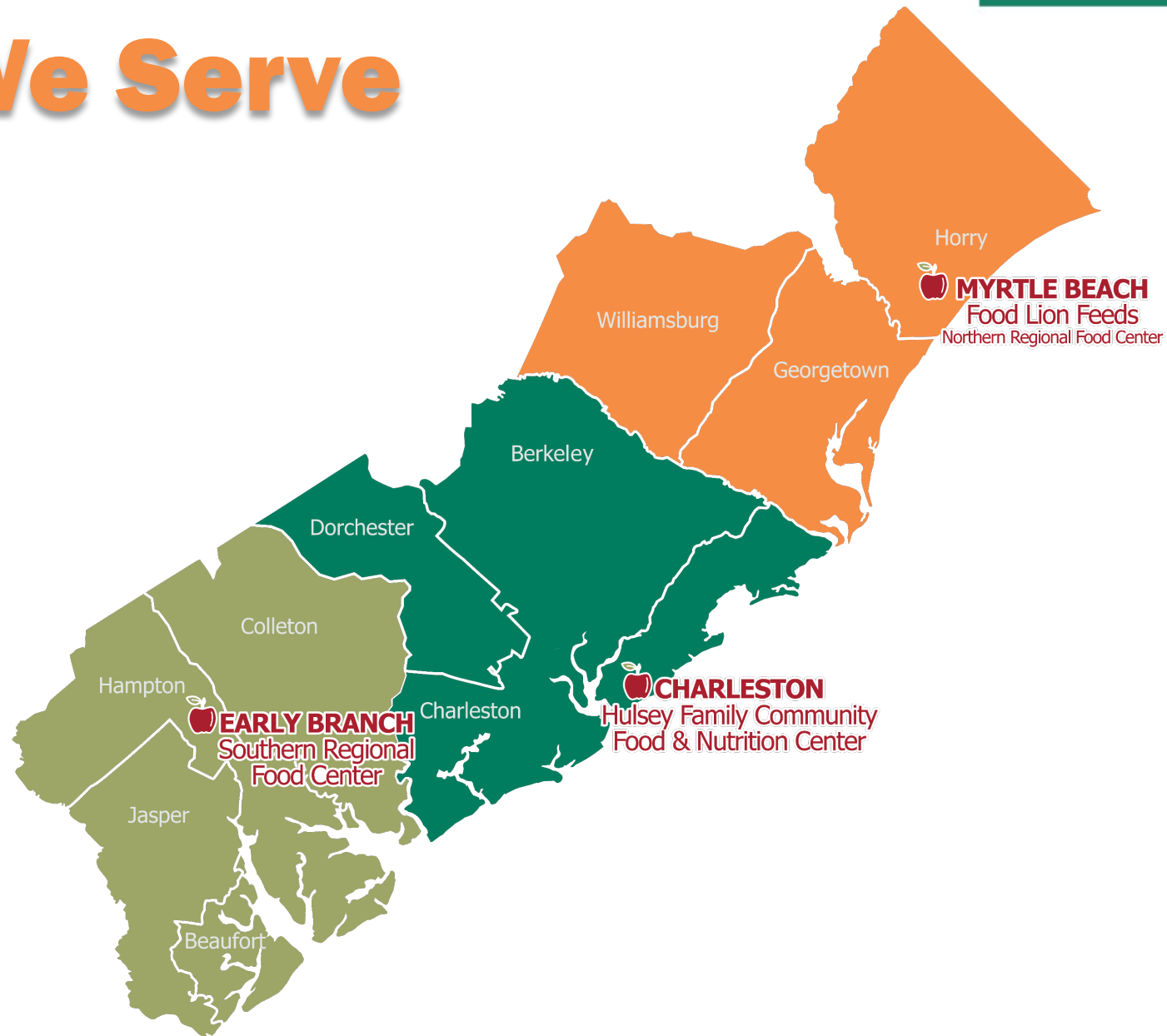


Agenda

- LCFB programs and services
- School Pantry overview and logistics
- Deliveries
- Distributing boxes
- Monthly Order Form
- Monthly Reports
- Recordkeeping and helpful documents
- Site Visits
- Corrective Action



Where We Serve



Program Services to Meet Our Neighbors' Needs

Children	BackPack Buddies, Kids Café, Summer Meals, Fresh for Kids
Families	School Pantry, School Market, Fresh for All, Mobile Distributions
Adults, Seniors, & Veterans	Adult Meals, Fresh for Seniors, Food for Health, Commodity Supplemental Food Program

SFC Program Goal

The mission of LCFB's School Food Centers is to help children thrive in the Lowcountry.

School Food Centers work to alleviate food insecurity for children and families in the 10 coastal counties of South Carolina by providing reliable access to healthy food, promoting nutrition education, and addressing the root causes of childhood hunger.

Overview of the SP Process

School Pantry 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 grantors and donors to help financially support the costs associated with School Food Center programs. Utilizing its purchasing power and network resources, LCFB procures a selection of nutritious food for the program.

Packing

- LCFB recruits volunteers to assist in the assembly of School Pantry Program boxes at LCFB. Maintaining the highest level of packing quality control and volunteer safety is a top priority of LCFB.

Delivery

- LCFB directly oversees and manages LCFB's School Pantry Program monthly deliveries to participating schools.

School Partners

- Families experiencing food insecurity are made aware of the program through the school and provided boxes by staff in a discreet and convenient manner.

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.

What's in the boxes?

- All food is sourced by LCFB. Menu designed to include all major food groups and to be shelf stable.
- The School Partner cannot add food or other items to the boxes without prior approval from LCFB.
- The School Partner cannot disassemble the boxes to distribute individual products.
- School Pantry boxes cannot be sold or used for other programs or fundraisers.
- Boxes also typically contain picture-based recipes for inspiration.

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 link
- 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)

Schools and Sites – Distribution

- Utilize FIFO (First In, First Out) for handing out boxes (check dates)
- Designate and publicize distribution day(s) and time(s) for families and children
- Suggested Distribution Procedure:

# of People in Household	1 - 4	5 - 8	9 - 12	13 - 16
# of Boxes to Distribute	1	2	3	4

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 boxes 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 5th 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 month track the families served and the number of boxes provided.
- Each month when you receive the Reporting link via email, answer each question.
- Located on the website and linked in the Policies and Procedures Manual.

School Pantry 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 School Pantry Box Partner Site *

+ Add

Number of Families Served *

Total Number of Individuals in Households *

Total Number of Children in Households *

Total Number of Damaged / Discarded Boxes *

Submit

Reporting Procedures



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



Report is *DUE by the 5th of each 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

School Pantry Policies and Procedures Manual

Monthly Delivery Dates

Food Safety Training instructions – consolidated online training

Site Monitoring Visits

LCFB will visit each School Pantry partner this Fall.

We want to ensure you have all the tools needed for a successful SP program this Fall.

Establishing more than an email connection is important to us and we value feedback on procedures and processes and opportunities to continue to support your families.

What to Expect During a Visit

Have any program-related files available if we ask to see them (i.e. delivery tickets, tracking forms/parent sign-in sheets, report spreadsheets)

Proper storage is essential. We will check to see if 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, how you promote the program, deliveries, receptiveness of kids and parents to the program, monthly reports, and challenges or issues you may be facing.

Corrective Action Policy

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

Situations that will prompt CAP:

Failure to:

- treat program enrollees with respect and care
- submit the required reports
- participate in monitoring by Lowcountry Food Bank
- communicate delivery needs potentially resulting in refusal of product delivery

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.



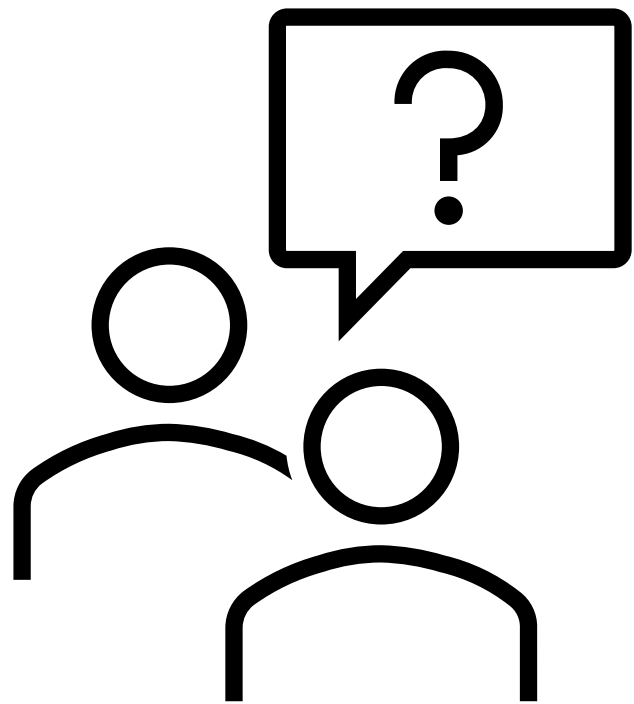
Personal Hygiene is a MUST. Proper handwashing is the most important part of personal hygiene.



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 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 boxes 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 if I don't distribute all my boxes each month?

- We can always adjust the number of boxes we're sending you. If you feel like you're consistently receiving more than you need, or if LCFB staff observe a trend of surplus boxes in your monthly reports, we can discuss decreasing the number we're sending you which will allow us to transfer unused boxes to schools that need more.

Can SP boxes be given to staff or volunteers?

- YES. We understand that families as well as volunteers who are employed through the school system can experience food insecurity.

What do I do if SP 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 boxes.

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 SP 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

❖ **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

❖ [Community Resource Map](#)

LCFB Contact Information

Josh Bair, School Food Centers Coordinator
jbair@lcfbank.org, 843-747-8146 ext. 112

Kim Bowlin, School Food Centers Manager
Kbowlin@lcfbank.org, 843-747-8146 ext. 163

Autumn Reid, Director Program Impact & School Food
Centers 843-747-8146 x151
areid@lcfbank.org



Questions?