



FOOD FOR NEIGHBORS®

FOOD MANAGEMENT & DISTRIBUTION BEST PRACTICES

Have a team of staff members take ownership of the food program

- Rotate responsibilities for the weekly distribution
- Let school staff know about the food resource for students

Identify a central location where food can be stored

- Utilize open shelves for a shopping experience (good for high school students)
- Use locking cabinets if food is in a shared space
- Have a rolling cart to move food into a larger space or hallway for walk-by pickup

Identify a day and time during the week for students to get food and communicate to students and staff

- Allow students to leave class 10 minutes early (with a pass) on distribution afternoons

Have a variety of locations/offices throughout the school with bins of food for students who may be hungry mid-day

- Offer bins of breakfast items in select locations
- Offer teachers access to bins of bars and snacks (granola bars, peanut butter crackers, etc) for students hungry in class

Have leadership or other student groups pack weekend bags for distribution or help restock pantry shelves

Use the attached signs to promote your food pantry to your staff members. Place signs in the staff lounge, your main office, and/or near mailboxes.

For more information: www.FoodForNeighbors.org

**OUR SCHOOL PROUDLY PARTNERS WITH FOOD FOR
NEIGHBORS TO PROVIDE SNACKS AND WEEKEND FOOD
TO STUDENTS.**

FOOD PANTRY

**LEARN MORE ABOUT
FOOD FOR NEIGHBORS.
SCAN THIS QR CODE.**



**IF YOU WOULD LIKE MORE INFORMATION ABOUT
HOW OUR SCHOOL SUPPORTS FOOD-INSECURE
STUDENTS, PLEASE CONTACT:**

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OUR SCHOOL'S FOOD PANTRY LOCATION:
