

**Bridge Elementary
Board of Directors Meeting**

Date: November 10, 2025

Time: 5:00 PM

Location: <https://zoom.us/j/99737499735?pwd=1I1Sl9m6TSDQ6R3gxzeirCdhb82ysw.1>



AGENDA

CALL TO ORDER

- Approve October Board Minutes
- Directors Report
- Financial Report

DISCUSSION ITEMS

- Utah Food Bank- Sara Tucker

CLOSED SESSION

- Janey's contract. Increase from 30-40 hours a week.
- Director's Bonus

VOTING ITEMS

ADJOURN

Bridge Elementary Board of Directors Meeting

Date: October 21, 2025

Location:

<https://zoom.us/j/99737499735?pwd=1I1Sl9m6TSDQ6R3gxzeirCdHb82ysw.1>

Board Member Present: Trent Ady, Marianne Henderson, Lance Eastman, Linda Nilson

Others Present: Janey Stoddard, Lalani Williams, Ron Hubbard, Sue Barrett and Amanda Hoesel



MINUTES

Start recording!

CALL TO ORDER

At 5:02 Marianne Henderson called the meeting to order.

CONSENT ITEMS

- Sept 16, 2025, and October 1, 2025 Board Meeting Minutes
- Lance Eastman made a motion to approve the Sept 16, 2025, and October 1, 2025 Board Meeting Minutes. Trent Ady seconded the motion. The motion passed unanimously. Trent Ady, aye; Marianne Henderson, aye; Lance Eastman, aye; Linda Nilson, aye. Passed unanimously.

VOTING & DISCUSSION ITEMS

- Director's Report
Janey Stoddard

Janey highlighted staff member Sue Hollberg. Sue is continually working to help all students. She is supportive and kind to everyone.

Amanda stated that she came to Bridge during a challenging time in her life. She was thankful. 15 years ago she would never have thought she would be a teacher. Her passion for the children is what keeps her going.

Marianne mentioned that she appreciates that Amanda is willing to take on the hardest children.

Lance mentioned that he heard safety and love. He appreciates that these ladies are so dedicated.

Janey thanked the Board for being willing to acknowledge our staff for what they are

Janey mentioned that we had a staff Training for building strong relationships. Baseline data meetings will happen for tier one. The watch me learn tickets have been successful- 92% of our students have been the recipient of the award.

Coming up- Janey would like to have a staff leadership team.

Administration is continuing to coach the 2nd grade team, targeted staff as well as new teachers.

Frog Squad is working on teaching skills to different grades.

Marianne is pleased to see that the admin focuses on the relationships.

Bridge does well to show growth. Typically, we see lower scores at the beginning of the year:

23% above grade level

12% at level

26% need intervention

39% need increased intervention

With this data plans can be created to help tier 2 and tier 3 students. There have been challenges with direct instruction time. Cindi Hill, our intervention teacher, has been able to use progress monitoring to target students weak areas. Long term proficiency stability is the goal. Back slide, poverty can contribute to these percentages.

Literacy:

Literacy is easy to narrow down the gap areas. Interventions have been assigned in small group rotation time.

Data meetings will take place this week with all grades. Certainly, there is growth to be made. 2nd grade is a key area where Tier 2 strategies are being implemented. 3rd and 6th grade have the lowest math scores BOY.

Next steps: Grade level data meetings will start this week. Classroom data will be analyzed from each teacher. Groups need to be flexible from reevaluation data. PD will

be provided for math, decoding strategies and oral reading. Strategies are being implemented for 6th grade.

Marianne asked if there is data separated with returning vs new students. Janey answered that in the grade meetings EOY 2025 data will be compared to BOY 2025. Janey also wants to evaluate our SPED/ Counseling and Social Skills departments. Janey would like to have student support meetings to evaluate SPED/Intervention students.

Personalized Learning meetings. Overall, our parents have been pleased with our PLP meetings. Change has been a bit rocky but overall staff and parents are pleased.

The next two months are heavy in compliance in applications for School Land Trust, Title I, II, IV and other State requirements.

- Financial Report- Ron Hubbard

There were extra expenses at the beginning of the year. Many reimbursements are being processed through the State. Days cash on hand is still within BOND regulations. State money will be arriving soon. Looking at expenses- most areas look great, a few are a bit overbudget including technology. Janey mentioned that unfortunately our email was hacked and ETS had to intervene. Reimbursement for locksmiths is expected from the State. Funding will not need to be adjusted as we predicted at 544. Textbooks and Curriculum shows high. Some budget fine tuning is happening. At this point Bridge is financially sound. Expenses and revenue were down this month but financially there is not any concerns.

Forecast is \$447,000 in the black for EOY.

Marianne mentioned that the budget looks typical, we want to use the money to buy the products now for them to be in the hands of our students ASAP.

- Update to Dress Code Policy-

Janey mentioned that parents have asked to add navy blue to the dress code for bottoms.

Lance Eastman made a motion to approve the changes to the dress code and update the school policy. Linda Nilson seconded the motion. The motion passed unanimously. Trent Ady, aye; Marianne Henderson, aye; Lance Eastman, aye; Linda Nilson aye.

Marianne Henderson made a motion to adjourn. Trent Ady seconded the motion. The motion passed unanimously.

CALENDARING

o Next Board Meeting November 18, 2025 at 5:00pm.

Director's Report – November 2025

Bridge Elementary School
Submitted by: Janey Stoddard

Special Education and Behavior Department Restructure

The Special Education (SPED) Department was restructured in October to include the Behavior Team as part of a unified Student Support Team.

This integration created a cohesive system that supports students academically, behaviorally, and emotionally.

Key improvements:

- Streamlined communication between SPED, Behavior, and classroom teachers.
- Shared data systems for IEP goals and behavioral progress monitoring.
- Consistent intervention plans and follow-up for students with complex needs.
- Regular collaborative meetings for case management and staff alignment.

The restructure has strengthened coordination, reduced redundancy, and improved responsiveness for students and teachers.

Staffing and 2nd Grade Transition

The open 2nd grade position was filled through internal staffing realignment.

We believe this will be the smoothest transition for students and with the least amount of disruption to student learning.

Support measures implemented:

- Mentoring and instructional coaching for the new teacher.
- Adjusted paraprofessional schedules to maintain consistent classroom support.
- Ongoing grade-level collaboration to align curriculum pacing and routines.

The process reinforced teamwork, flexibility, and instructional stability across grade levels.

Financial Budget and Expense Review

The administrative team, in collaboration with Red Apple Financial, completed a comprehensive review and refinement of financial coding and budget areas.

Key actions:

- Updated and clarified coding to align with state reporting and accounting best practices.
- Conducted a deep analysis of expenses across departments to ensure accuracy and efficiency.
- Reclassified expenditures for clearer tracking of instructional vs. operational costs.
- Identified areas for improved budget forecasting and transparency.

This review has resulted in a more precise and transparent financial framework that supports accurate reporting, accountability, and data-driven budget decisions.

Behavior Management and De-escalation Strategies

The administrative and behavior teams are continuing focused work on behavior management and de-escalation practices across all grade levels.

Ongoing initiatives include:

- Targeted staff training sessions on proactive and restorative behavior practices.
- Coaching and modeling for teachers in classroom management and positive intervention.
- Structured observation and feedback cycles to ensure consistency in implementation.
- Alignment of de-escalation strategies with the school's Student Support Team framework.

These efforts are strengthening staff confidence, promoting consistent expectations, and improving overall school climate and safety.

🌟 Bridge Elementary Staff Highlight 🌟

Employee Name: Naomi Gonzalez

Position: 6th Grade Teacher

Date: November 10, 2025

💙 Why I Love Working at Bridge Elementary

Please share a short response about what you enjoy most about being part of the Bridge Elementary community.

I love the supportive community at Bridge. By working as a true team, we have been able to support our students and each other in a way that is difficult in other settings. We've been able to adapt our class to use each other's strengths to help each other and help teach our students how to do that themselves. Working here has helped me learn how to help each individual student shine.

💡 What Makes This Employee Exceptional

Please share a brief statement highlighting the qualities, contributions, and impact that make this staff member an exceptional part of our team.

Naomi goes above and beyond to help all staff at Bridge. She has been instrumental in developing our digital student personalized learning plan platform and continues to find ways to improve it. She is always willing to train and support other teachers as well. Naomi is collaborative and strategic in finding ways to help students academically and emotionally. She is solution oriented and willing to jump into challenges with a positive attitude. Naomi is a great asset to our Bridge staff. – Janey

Naomi is creative, kind, and amazing with spreadsheets! I appreciate that she shares her expertise with staff, is caring, and concerned about student success, and always has an amazing smile that she shares with all! – Sara

Naomi is great at creating relationships with her students. She has a great ability to look at a student's life outside of school and express love and concern. Naomi always ensures that her students' basic needs are met so that they can be ready to learn academically. – Lalani

Naomi is always kind and receptive to other's needs. She is willing to go above and beyond to help students as well as other educators. Her classroom is a calming and positive learning environment. Her students know that she loves them and wants them to succeed. – Susan

🌟 Bridge Elementary Staff Highlight 🌟

Employee Name: Charie Murray

Position: 6th Grade Teacher

Date: November 10, 2025

💙 Why I Love Working at Bridge Elementary

Please share a short response about what you enjoy most about being part of the Bridge Elementary community.

There are many reasons why I enjoy working as a 6th grade teacher at Bridge Elementary. The first reason is the people that I work with. My 6th grade team is awesome and I can't throw them enough kudos. The administration team this year is phenomenal. As a 6th grade team, we feel their kindness and support and we are incredibly grateful.

The second reason is that I love the Bridge idea of helping kids set academic goals through the use of their PLP. It is such a joy to see the look on my students' faces when they not only meet but exceed their reading and math goals. I've had many experiences with students who have been in tears because of the increase of growth in their reading and math. They didn't think they were capable. I simply reminded them that it was their hard work that got them there.

Bridge Elementary is an amazing school to be a teacher at!

💎 What Makes This Employee Exceptional

Please share a brief statement highlighting the qualities, contributions, and impact that make this staff member an exceptional part of our team.

Charie is amazing at building a learning community where every student and colleague feels valued and supported. She engages in teamwork, share ideas openly, and creates engaging lessons for her students. Charie's ability to connect, communicate, and co-create solutions makes her a true cornerstone of our thriving 6th grade classrooms and culture. – Janey

Charie is always willing to go above and beyond for her students. She also has been a great mentor teacher at Bridge for the last 5 years. – Lalani

Charie has abundant knowledge about the sixth-grade experience and does all that she can to ensure that all students have a great 6th grade experience. She is firm but understanding, loves to laugh, and has great ideas that she shares with staff! – Sara

Charie has a beautiful, caring relationship with her students. Every one of them knows that she cares about them and their success. She has created a safe, kind and supportive learning environment. I would want to be in her class if I were to go back to 6th grade! - Susan



Financial Summary
as of October 31, 2025

33.3% through the Year

BUDGET REPORT

EXPENSES

RATIOS

Enrollment
Revenue

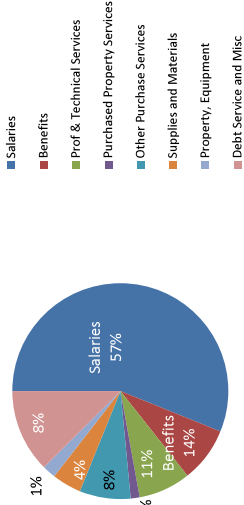
1000 Local	\$ 61,660	\$ 195,500	\$ 228,061	27.0%
3000 State	\$ 2,268,888	\$ 6,024,856	\$ 6,490,188	35.0%
4000 Federal	\$ 20,689	\$ 496,013	\$ 513,531	4.0%
Total Revenue	\$ 2,351,237	\$ 6,716,369	\$ 7,231,780	32.5%

Expenses

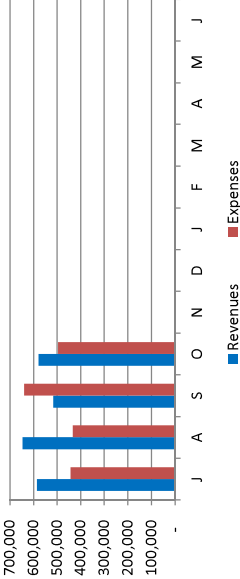
100 Salaries	\$ 1,188,963	\$ 3,499,303	\$ 3,828,040	31.1%
200 Benefits	\$ 127,032	\$ 473,356	\$ 560,575	22.7%
300 Prof & Technical Services	\$ 123,175	\$ 664,407	\$ 532,228	23.1%
400 Purchased Property Services	\$ 47,883	\$ 59,000	\$ 89,800	53.3%
500 Other Purchase Services	\$ 132,476	\$ 517,840	\$ 522,603	25.3%
600 Supplies and Materials	\$ 156,108	\$ 329,545	\$ 299,793	52.1%
700 Property, Equipment	\$ 57,171	\$ 149,422	\$ 136,200	42.0%
800 Debt Service and Misc	\$ 290,944	\$ 888,801	\$ 852,725	34.1%
Total Expenses	\$ 2,123,752	\$ 6,581,674	\$ 6,821,964	31.1%

Net Income from Operations

Operating Margin	9.7%	2.0%	5.7%
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Monthly Revenue to Expenses

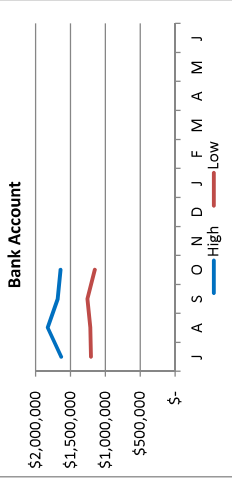


Operating Margin	Forecast 5.7%	Goal 3%
Debt Service Coverage	Forecast 1.49	Goal 1.25
Days Cash on Hand	Forecast 88	Goal 90
Building Payment %	Forecast 11.6%	Goal 20%

Cash Reserve	Operating Margin
\$0-\$300,000	5%
\$300,000-\$500,000	4%
\$500,000-and above	3%

CASH

Ending Cash Balance	\$ 1,642,256
Days Cash on Hand	88

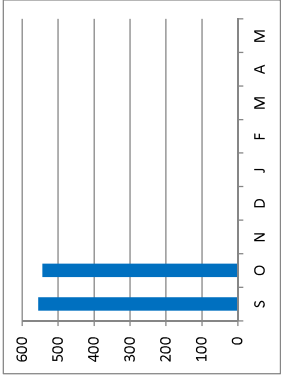


RESERVES

	Actual Ytd	Forecast
Last Year Reserve Balance	\$ 1,200,000	\$ 1,200,000
Reserves Added this Year	\$ 227,485	\$ 409,816
Expenses from Reserves	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
New Reserve Balance	\$ 1,427,485	\$ 1,609,816

ENROLLMENT

	S	O	N	D	J	F	M	A	M
K	79	76							
1	83	80							
2	84	84							
3	90	88							
4	83	82							
5	81	83							
6	56	51							
Total	556	544	0	0	0	0	0	0	0



Actuals as of: **October 31, 2025** Percentage of Year: **33.3%**



Budget Detail Report

	(558 Students) Previous Yr's Actuals	(544 Students) Current Yr's Actuals	(544 Students) Approved FY26 Budget		(544 Students) FY26 Forecast	% of Forecast
Revenue						
1000 Local						
1510 Interest on Investments	\$ -	\$ 23,290	\$ 70,000	\$ 15,000	\$ 85,000	27.4%
1610 Sales to Students	\$ -	\$ 30,859	\$ 85,000	\$ 11,000	\$ 96,000	32.1%
1620 Sales to Adults	\$ -	\$ -	\$ -	\$ 4,600	\$ 4,600	0.0%
1720 Bookstore Sales	\$ -	\$ -	\$ -	\$ -	\$ 63	0.0%
1910 Rentals	\$ -	\$ 6,575	\$ 22,000	\$ 3,000	\$ 25,000	26.3%
1920 Donations	\$ -	\$ 936	\$ 14,000	\$ -	\$ 14,000	6.7%
1990 Miscellaneous	\$ -	\$ -	\$ 4,500	\$ (1,102)	\$ 3,398	0.0%
Total 1000:	\$ -	\$ 61,660	\$ 195,500	\$ 32,498	\$ 228,061	27.0%
3000 State						
3010 Regular School Prgm K-12	\$ 2,194,174	\$ 760,702	\$ 2,194,174	\$ 87,931	\$ 2,282,105	33.3%
3020 Professional Staff	\$ 138,421	\$ -	\$ 138,421	\$ (138,421)	\$ -	#DIV/0!
3105 Special Education -- Add-On	\$ 504,444	\$ 188,612	\$ 504,444	\$ 61,393	\$ 565,837	33.3%
3110 Special Education -- Self-Contained	\$ 28,986	\$ 11,270	\$ 28,986	\$ 4,823	\$ 33,809	33.3%
3120 Special Education -- Extended Year	\$ 4,288	\$ 753	\$ 4,288	\$ (2,029)	\$ 2,259	33.3%
3125 Special Education -- State Program	\$ 10,188	\$ 3,884	\$ 10,188	\$ 1,463	\$ 11,651	33.3%
3178 Special Education -- Extended Year Stipend	\$ 1,200	\$ 720	\$ -	\$ 720	\$ 720	100.0%
3101 Class Size Reduction - K-8	\$ 229,558	\$ 79,759	\$ 229,558	\$ 9,718	\$ 239,276	33.3%
3144 Enhancement for At-Risk Students	\$ 137,056	\$ 47,515	\$ 137,056	\$ 5,489	\$ 142,545	33.3%
3200 CS Funding Base Program	\$ 83,207	\$ 24,672	\$ 83,207	\$ (9,192)	\$ 74,015	33.3%
3310 Flexible Allocation	\$ 1,413	\$ 70,783	\$ 1,350	\$ 211,000	\$ 212,350	33.3%
3219 Charter School Local Replacement	\$ 1,850,886	\$ 673,599	\$ 1,850,886	\$ 122,746	\$ 1,973,632	34.1%
3331 Gifted and Talented	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
3451 Educator Professional Time	\$ 54,332	\$ 45,624	\$ 54,332	\$ 2,691	\$ 57,023	80.0%
3407 Was TSSP, now SSHINE	\$ 2,963	\$ 7,617	\$ -	\$ 22,851	\$ 22,851	33.3%
3468 Teacher Materials and Supplies	\$ 11,195	\$ 8,958	\$ 11,195	\$ -	\$ 11,195	80.0%
3476 Educator Salary Adjustment	\$ 310,774	\$ 118,985	\$ 310,774	\$ 46,182	\$ 356,956	33.3%
3520 School LAND Trust Program	\$ 80,147	\$ 86,585	\$ 80,147	\$ 6,438	\$ 86,585	100.0%
3670 Competency Based Learning Amendments	\$ -	\$ 91,079	\$ 130,000	\$ -	\$ 130,000	70.1%
3679 Student Health & Counseling	\$ -	\$ -	\$ 41,191	\$ (972)	\$ 40,219	0.0%
3459 Schl-Based Ed Support Prof Stipends	\$ -	\$ 41,903	\$ 21,045	\$ 20,858	\$ 41,903	100.0%
3873 Substance Prevention	\$ 4,000	\$ 4,000	\$ -	\$ 4,000	\$ 4,000	100.0%
3874 Suicide Prevention	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	100.0%
3800 Teacher and Student Success Act (TSSA)	\$ 147,168	\$ -	\$ 147,168	\$ 27,221	\$ 174,389	0.0%
3884 Summer EBT Reimbursement	\$ -	\$ 868	\$ 868	\$ -	\$ 868	100.0%
3914 School Safety Support & Other	\$ 3,000	\$ -	\$ 45,578	\$ (20,578)	\$ 25,000	0.0%
3873 State Liquour Tax (NSLP)	\$ 66,661	\$ -	\$ -	\$ -	\$ -	#DIV/0!
3818 K3 Reading Software Licenses	\$ 21,045	\$ -	\$ -	\$ -	\$ -	#DIV/0!
3814 School Safety Support	\$ 95,000	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Total 3000:	\$ 5,981,106	\$ 2,268,888	\$ 6,024,856	\$ 465,332	\$ 6,490,188	35.0%
4000 Federal						
4522 IDEA Preschool	\$ 2,531	\$ -	\$ 6,696	\$ (4,165)	\$ 2,531	0.0%
4524 IDEA Part-B	\$ 107,601	\$ -	\$ 88,000	\$ 19,000	\$ 107,000	0.0%
4560 NSLP Lunch Programs	\$ 224,916	\$ 20,689	\$ 315,213	\$ (12,316)	\$ 302,897	6.8%
4801 Title IA	\$ 57,402	\$ -	\$ 79,119	\$ 353	\$ 79,472	0.0%
4860 Title IIA	\$ 11,631	\$ -	\$ 6,985	\$ 4,646	\$ 11,631	0.0%
4805 Title IV	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ 10,000	0.0%
Total 4000:	\$ 414,081	\$ 20,689	\$ 496,013	\$ 17,518	\$ 513,531	4.0%
Total Revenue:	\$ 6,395,187	\$ 2,351,237	\$ 6,716,369	\$ 515,348	\$ 7,231,780	32.5%

\$3,628 per student
Oct 1st student

Requires board
approved plan

\$10,350 Gross per
portion per tchr
\$13,450 per CACT
FTE (for FICA/401

FY25 Grant, not
received yet

Door Locks -
25k

Shift to Title I

	Previous Yr's Actuals	Current Yr's Actuals	Approved FY26 Budget	Variance	FY26 Forecast	% of Forecast	
Expenses							
100 Salaries							
121 Principals & Assistants	\$ -	\$ 97,434	\$ 250,000	\$ 70,500	\$ 320,500	30.4%	
131 Teacher Salaries	\$ -	\$ 461,988	\$ 1,631,657	\$ (406,970)	\$ 1,224,687	37.7%	
131 Specialty Teachers	\$ -	\$ 12,415	\$ -	\$ 357,249	\$ 357,249	3.5%	
131 Special Education Teachers	\$ -	\$ 96,025	\$ 68,472	\$ 199,327	\$ 267,799	35.9%	
131 Stipends / Bonuses	\$ -	\$ 20,643	\$ -	\$ 166,000	\$ 166,000	12.4%	
132 Substitutes	\$ -	\$ 18,226	\$ 15,000	\$ 13,132	\$ 28,132	64.8%	
141 Attendance & Social Work Personnel	\$ -	\$ 8,973	\$ 32,000	\$ (2,483)	\$ 29,517	30.4%	
144 Counselor	\$ -	\$ 14,289	\$ 12,000	\$ 35,000	\$ 47,000	30.4%	
143 Health Service Personnel (Nurse)	\$ -	\$ 6,249	\$ 14,666	\$ 26,277	\$ 40,943	15.3%	
152 Secretarial and Office	\$ -	\$ 41,380	\$ 80,000	\$ 8,632	\$ 88,632	46.7%	
161 Classroom Aides	\$ -	\$ 313,659	\$ 922,032	\$ (92,737)	\$ 829,295	37.8%	
161 SpEd Aides	\$ -	\$ 49,727	\$ 154,524	\$ 121,137	\$ 275,661	18.0%	
161 Land Trust / Literacy Aides	\$ -	\$ -	\$ 53,083	\$ (53,083)	\$ -	#DIV/0!	
161 Early Interventions Aides	\$ -	\$ -	\$ 26,850	\$ (26,850)	\$ -	#DIV/0!	
161 Title I Aides	\$ -	\$ -	\$ 71,209	\$ (71,209)	\$ -	#DIV/0!	
162 Media Personnel	\$ -	\$ -	\$ 53,810	\$ (53,810)	\$ -	#DIV/0!	
182 Custodial & Maintenance	\$ -	\$ 47,954	\$ 114,000	\$ 38,625	\$ 152,625	31.4%	
Total 100:	\$ -	\$ 1,188,963	\$ 3,499,303	\$ 328,737	\$ 3,828,040	31.1%	
200 Benefits							46k last yr GL .013 to start
220 FICA (Social Security & Medicare)	\$ -	\$ 72,029	\$ 266,356	\$ 24,575	\$ 290,931	24.8%	
230 Retirement	\$ -	\$ 4,130	\$ 66,000	\$ -	\$ 66,000	6.3%	
241 Health / Life/ FSA	\$ -	\$ 38,389	\$ 60,000	\$ 60,000	\$ 120,000	32.0%	
270 Worker's Compensation Fund	\$ -	\$ 4,246	\$ 7,000	\$ -	\$ 7,000	60.7%	
280 Unemployment Insurance	\$ -	\$ 8,238	\$ 74,000	\$ 2,644	\$ 76,644	10.7%	
Total 200:	\$ -	\$ 127,032	\$ 473,356	\$ 87,219	\$ 560,575	22.7%	
300 Prof & Technical Services							
320 Professional Educational Services	\$ -	\$ -	\$ 68,221	\$ -	\$ 68,221	0.0%	
320 Special Education Services	\$ -	\$ 23,682	\$ 181,779	\$ -	\$ 181,779	13.0%	
330 Employee Training	\$ -	\$ 1,628	\$ 16,000	\$ -	\$ 16,000	10.2%	
340 Other Professional Services / Audit	\$ -	\$ 16,840	\$ 26,000	\$ -	\$ 26,000	64.8%	
345 Business Services	\$ -	\$ 34,800	\$ 252,407	\$ (122,973)	\$ 129,434	26.9%	
349 Legal Services	\$ -	\$ 200	\$ -	\$ 200	\$ 200	100.0%	
350 Technology Services	\$ -	\$ 46,025	\$ 120,000	\$ (9,406)	\$ 110,594	41.6%	
Total 300:	\$ -	\$ 123,175	\$ 664,407	\$ (132,179)	\$ 532,228	23.1%	
400 Purchased Property Services							
411 Water / Sewage / Garbage	\$ -	\$ 4,676	\$ 7,000	\$ 4,100	\$ 11,100	42.1%	
420 Custodial Services	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
430 Repairs & Maintenance	\$ -	\$ 39,359	\$ 25,000	\$ 25,000	\$ 50,000	78.7%	
434 Snow Removal	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000	0.0%	
441 Rental of Land & Buildings	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000	0.0%	
443 Lease of Copy Machines	\$ -	\$ 3,848	\$ -	\$ 4,000	\$ 4,000	96.2%	
490 Other Purchased Property Services	\$ -	\$ -	\$ 20,000	\$ (2,300)	\$ 17,700	0.0%	
Total 400:	\$ -	\$ 47,883	\$ 59,000	\$ 30,800	\$ 89,800	53.3%	

TNTP 5670
Last Compen
Blind this yr) \$22
Chal Bal \$1,435
Connected 2 Thi
Embrace Ed \$4;
Individually bas
ETS Olsen \$4.1k
ETS \$79,045
Froggummy \$36k
Lexia \$360
Zarahemla Group

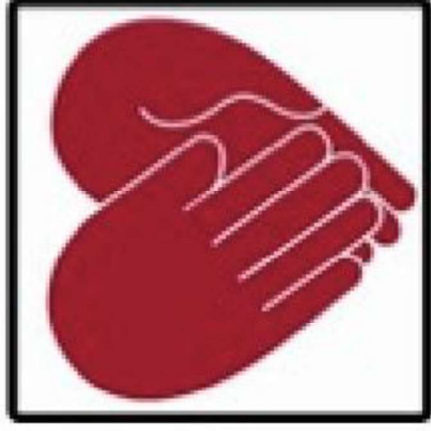
Locksmith \$12.7
Iron Creek Cont
HVAC \$5k

\$12,146 last yr
Garbage
Pest Control
Enable Utah
Certified Fire & Se
Roylance Fence \$9

	Previous Yr's Actuals	Current Yr's Actuals	Approved FY26 Budget	Variance	FY26 Forecast	% of Forecast	
500 Other Purchase Services							Roylance Fence \$9
518 Field Trips-Admission	\$ -	\$ -	\$ 1,000	\$ 2,000	\$ 3,000	0.0%	
521 Insurance	\$ -	\$ -	\$ 1,262	\$ -	\$ 1,262	0.0%	
522 Liability & Property Insurance	\$ -	\$ 33,841	\$ 32,078	\$ 1,763	\$ 33,841	100.0%	
530 Communication (telephone & other)	\$ -	\$ 1,516	\$ 6,500	\$ 1,000	\$ 7,500	20.2%	
540 Marketing	\$ -	\$ 14	\$ 1,000	\$ -	\$ 1,000	1.4%	
570 Food Service Management	\$ -	\$ 97,105	\$ 475,000	\$ -	\$ 475,000	20.4%	
580 Travel / Per Diem	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	0.0%	
Total 500:	\$ -	\$ 132,476	\$ 517,840	\$ 4,763	\$ 522,603	25.3%	
600 Supplies and Materials							
610 Classroom	\$ -	\$ 18,881	\$ 71,400	\$ 15,000	\$ 86,400	21.9%	
610 Teacher Budget Supplies	\$ -	\$ 48	\$ 3,850	\$ -	\$ 3,850	1.2%	
610 Spirit Shirts	\$ -	\$ 954	\$ -	\$ 954	\$ 954	100.0%	
610 Student Motivation	\$ -	\$ 1,219	\$ -	\$ 1,219	\$ 1,219	100.0%	
610 Special Education Supplies	\$ -	\$ 23	\$ 3,753	\$ -	\$ 3,753	0.6%	
610 Staff Appreciation	\$ -	\$ 1,702	\$ -	\$ 1,702	\$ 1,702	100.0%	
610 Professional Development Supplies	\$ -	\$ 4,499	\$ 12,420	\$ -	\$ 12,420	36.2%	
610 Board Supplies	\$ -	\$ 78	\$ -	\$ 78	\$ 78	100.0%	
610 Office / Admin Supplies	\$ -	\$ 6,294	\$ 8,747	\$ 1,667	\$ 10,414	60.4%	
610 Safety	\$ -	\$ 69	\$ -	\$ 69	\$ 69	100.0%	
610 Non-Food Kitchen Supplies	\$ -	\$ 86	\$ -	\$ 86	\$ 86	100.0%	
614 Educator Professional Time...	\$ -	\$ -	\$ 41,778	\$ (41,778)	\$ -	#DIV/0!	
621 Natural Gas	\$ -	\$ 356	\$ 15,000	\$ (6,000)	\$ 9,000	4.0%	
622 Electricity	\$ -	\$ 15,999	\$ 35,000	\$ (3,000)	\$ 32,000	50.0%	
641 Textbooks & Curriculum	\$ -	\$ 50,710	\$ 21,000	\$ 34,000	\$ 55,000	92.2%	Heggerty \$15k The Reading Wan
644 Library Books & Materials	\$ -	\$ 7	\$ 3,597	\$ -	\$ 3,597	0.2%	
650 Technology Related Supplies	\$ -	\$ 2,775	\$ 28,000	\$ (23,000)	\$ 5,000	55.5%	
650 Technology Related Land Trust	\$ -	\$ -	\$ 12,500	\$ (12,500)	\$ -	#DIV/0!	
670 Educational Software	\$ -	\$ 41,412	\$ 45,000	\$ -	\$ 45,000	92.0%	Ready \$33k
670 Business Software	\$ -	\$ 3,751	\$ -	\$ 3,751	\$ 3,751	100.0%	
680 Maintenance & Janitorial	\$ -	\$ 7,245	\$ 27,500	\$ (2,000)	\$ 25,500	28.4%	
Total 600:	\$ -	\$ 156,108	\$ 329,545	\$ (29,752)	\$ 299,793	52.1%	
700 Property, Equipment							
710 Land and Site Improvements	\$ -	\$ -	\$ 49,422	\$ (24,422)	\$ 25,000	0.0%	Privacy slats fence 11k
733 Furniture and Fixtures	\$ -	\$ 2,526	\$ 20,000	\$ -	\$ 20,000	12.6%	
734 Technology Related Hardware	\$ -	\$ 54,645	\$ 20,000	\$ 36,200	\$ 56,200	97.2%	
739 NSLP Equipment & Furniture	\$ -	\$ -	\$ 60,000	\$ (25,000)	\$ 35,000	0.0%	
740 Cap Ex (Savings)	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Total 700:	\$ -	\$ 57,171	\$ 149,422	\$ 11,778	\$ 136,200	42.0%	UAPCS 4.4k Utah Charter Ne
800 Debt Service and Misc							
810 Dues and Fees	\$ -	\$ 12,369	\$ 10,000	\$ 7,000	\$ 17,000	72.8%	Began 1/5/22 Ends 6/5/2051 FY26 - \$835,725 FY27 - \$833,925
830 Principal & Interest (Bldg payment)	\$ -	\$ 278,575	\$ 878,801	\$ (43,076)	\$ 835,725	33.3%	
850 Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Total 800:	\$ -	\$ 290,944	\$ 888,801	\$ (36,076)	\$ 852,725	34.1%	
Total Expenses:	\$ -	\$ 2,123,752	\$ 6,581,674	\$ 265,290	\$ 6,821,964	31.1%	
Net Income:	\$ 6,395,187	\$ 227,485	\$ 134,695	\$ 250,058	\$ 409,816	55.5%	
				3% Goal	\$ 216,953		

Food Bank Presentation

November 10, 2025



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How did this come about?

I have been watching the happenings of the world around us and watching our students at school, wondering how we can do more. Part of my role as Principal is to engage families and find ways to encourage their participation in school. This felt like a natural bridge between the two areas.

I reached out to the food bank on October 25, not realizing that they would respond so quickly! Matt Anderson, the Program Director, called me the next day and we spoke about where we are located, the families we work with, and why I wanted to inquire about having a food bank at the school, and how we could make it happen. I excitedly told Janey about this and the response was to inform Janey when the paperwork came in. This was done, paperwork was completed and sent over to Janey.

Dallas Fabela, the In School Pantry Coordinator and the Utah Food Bank then emailed and we chatted through email. He requested an in school meeting so he could see the ideas for a pantry area. He visited and I shared with him two ideas of placement and he loved both ideas. He asked when we would like to be up and running and I stated that before Thanksgiving would be great, if possible. He arranged for us to be on the delivery route and proposed that the second week of the month be when the food items were dropped off so we could arrange them accordingly.

After more thought, the closet under the stairs at the front of the school became the area that seemed most practical for the long term. This was shared with Janey and Rena, our custodian, and we chatted about how we would move the items in the closet and create the space needed.

Janey then relayed that this needed to go to the Board, so arrangements were made and we are here to discuss this opportunity.

501(c)(3)

Question/ Concern: since Bridge is a 501(c)(3) then we need to make sure that this will align with Bridge's stated mission and purpose and that it won't affect our non profit status.

Answer: Dallas Fabela, the In School Pantry Coordinator at Utah Food Bank, sent over a manual of information and criteria that must be met in order for a location to be able to partner with the Food Bank. The very first line of the document reads “^{Maintain a 501(c)(3)} tax-exempt status or have a 501(c)(3) sponsor”. (Fabela, Dallas. “In School Pantry Program Information- Utah Food Bank.” Received by Sara Tucker, 28 Oct. 2025. ISP Training Manual, 2025)

In the paperwork that was submitted to Janey for review on November 3, it states that maintaining this status and a pantry space for minor children in needed and part of an agreement that we make to each other.

There is no need to change the mission of Bridge, pur 501(c)(3), just provide a space, be willing to distribute items to families at Bridge, and maintain our 501(c)(3) as we regularly would.

Licensing and zoning

Question/Concern: no licensing or zoning issues with this change

Answer: There are no licensing or zoning changes that are needed, as this is a program meant to work with school and currently does with schools across the Wasatch Front.

Evaluation process

These are some of the questions asked when evaluating if a school is a good site/partner for the Food Bank:

- School name, district and current school enrollment
- Staff in place to run pantry (your pantry would need to be open published hours, these hours can vary)
- Do you have an available pantry space?
- Will your pantry serve students, families, or both, and how many individuals do you anticipate serving?
- Do you have the ability to pick up food from our warehouse?
- Are you interested in receiving perishable items in addition to dry goods?

After determining eligibility and when/if the school can be added to the program, the next steps include completing an application, an initial site visit, and onboarding training. Once these are done, the school will begin receiving food from Utah Food Bank.

Volunteers?

One of the things that was discussed is how the food items would be distributed. We discussed that our Charter asks 30 hours per family of volunteer time. I thought that this was a great way to encourage families who may not help out in other areas, find a connection to the school and want to help.

My plan was to elicit assistance with bags from Winegars, a local grocery store, to use to bag the food for more of a grab and go approach rather than a shopping experience.

Volunteers would assist with putting these bags together and then we would hand them out to families during two times of the week, Tuesday during the day and Thursday in the evening, trying to capture the times families would be available.

Items to be shared with families?

The items that are planned for donation currently are all non-perishable items. Should perishable items become available, the Food Bank will reach out to see if our families would be interested. At which point, an email and social media post would be sent to invite Bridge Families to come and receive the goods.

Who can participate?

This is only open to families at Bridge, not the community as a whole. We have to keep a record of the people served, not names, and will make it clear that this is for families at Bridge. This is something that they wondered and hoped that it would serve our small community and not the entire community.



In-School Pantry

Reporting Month:

Household Orders (approx. 15+ lbs)

* Report the number reached from Household Order # column in "Household Served" Field in Monthly Reporting System. (Combine numbers for month if multiple sheets are used)



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In-School
Pantry

Site: _____

Site Coordinator: _____

Reporting Month: _____

Instructions: Fill out the day of the month in the date column for each day the pantry is open and clients are served.

Household Orders (approx. 15+ lbs)										Individual Grab & Go/Snacks Served (under 5 lbs)		
Date	Household Order #	How many under 18 yrs old in your household?		Date	Household Order #	How many under 18 yrs old in your household?		Date	Household Order #	Indicate individual served with Tick Marks		
		How many under 18 yrs old in your household?	Cuántos menores de 18 años hay en su casa?			How many under 18 yrs old in your household?	Cuántos menores de 18 años hay en su casa?			Under 18 YO	Over 18 YO	Daily Total Served
	1				21				41			
	2				22				42			
	3				23				43			
	4				24				44			
	5				25				45			
	6				26				46			
	7				27				47			
	8				28				48			
	9				29				49			
	10				30				50			
	11				31				51			
	12				32				52			
	13				33				53			
	14				34				54			
	15				35				55			
	16				36				56			
	17				37				57			
	18				38				58			
	19				39				59			
	20				40				60			
										= TOTAL		
										* Report Total in "Grab & Go Snacks Served" Field in Monthly Reporting System. (Combine numbers for month if multiple sheets are used)		
										TOTAL =		

In-School pantry

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Feeding America

- Leading hunger relief charity in the U.S.
- National food resourcing contracts
- Fundraising
- Partners with local food banks



Utah Food Bank

- “Fighting Hunger Statewide”
- Member Agency of Feeding America
- Fosters local food resourcing contracts
- Partners with local hunger relief charities
- Local fundraising, marketing, and public relations activities



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In-School Pantry Eligibility

- 501c3 affiliation or sponsorship.
- 50% free and reduced, Title I, or meet thresholds for calculated number of students in need.
- Serving in-need, ill, or infants (minor children)
- Equal Opportunity employer/provider.



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In-School Pantry Eligibility

Continued

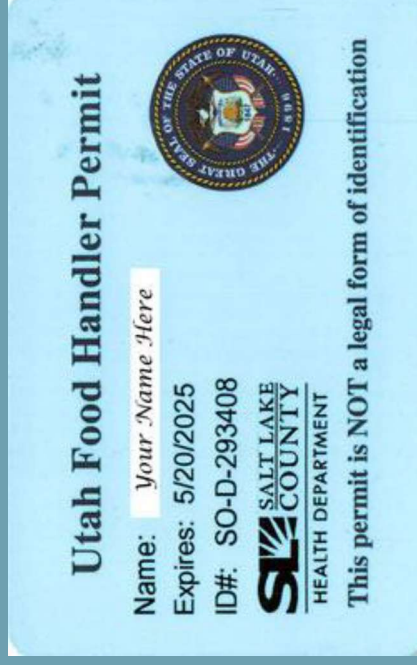
- Able to receive, store and distribute food to students, families, and school staff in need of food assistance.
- **Working email and check it often.**
- Commitment to submit a monthly service report and check recalls.



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Food Handler Permits

- A food handler permit or ServeSafe certificate is required for at least one staff member at all UFB partner agencies.



In-School Pantries

- In-school pantries can use a local health department certificate from their school kitchen.



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In-School Pantry Requirements

- Page 6 of the Training Manual has a listing of the main requirements to remain in good standing with UFB



Client Notification

In-School Pantries need to have a way to let students and families know about pantry services including:

- Distribution hours
- How to receive food
- Frequency of receiving food

Client Eligibility Guidelines

- Any student, family, or staff member associated with the school is allowed to get food from the pantry.
- Each school is allowed to establish a frequency of access that works for their capacity and setup.
- We recommend at least monthly access.



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Liability & the Good Samaritan Act



- If an agency distributes or serves food to a client in good faith, and it happens to make the client sick, the agency is covered under the Good Samaritan Act
- If an agency knowingly distributes or serves food that could be harmful to a client, the agency is not covered by the Good Samaritan Act and could be held liable for the harm that is caused

Food Quality & Release and Indemnification



- We do our best to provide good, family friendly foods to in-school pantries.
- Donated goods are received “as-is”
- It is the responsibility of the in-school pantry coordinator to do a final inspection of food and decide whether it is deemed safe for consumption.
- Occasionally, you may need to dispose of a few dented cans, damaged boxes, or damaged produce items.



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Client Record Keeping

- Number of households served
- The number of snack orders
- Tracking Sheet



Tracking Sheet



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In-School Pantry

Site: _____ Site Coordinator: _____ Reporting Month: _____

Instructions: Fill out the day of the month in the date column for each day the pantry is open and clients are served.

Household Orders (approx. 15+ lbs)											
Date	Household Order #	Date	Household Order #	Date	Household Order #	Date	Household Order #	Date	Household Order #	Date	Household Order #
	1		21		41		61		81		
	2		22		42		62		82		
	3		23		43		63		83		
	4		24		44		64		84		
	5		25		45		65		85		
	6		26		46		66		86		
	7		27		47		67		87		
	8		28		48		68		88		
	9		29		49		69		89		
	10		30		50		70		90		
	11		31		51		71		91		
	12		32		52		72		92		
	13		33		53		73		93		
	14		34		54		74		94		
	15		35		55		75		95		
	16		36		56		76		96		
	17		37		57		77		97		
	18		38		58		78		98		
	19		39		59		79		99		
	20		40		60		80		100		

* Report the number reached from Household Order # column in "Household Served" Field in Monthly Reporting System.
(Combine numbers for month if multiple sheets are used)

TOTAL =



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What to do with Tracking Sheets?



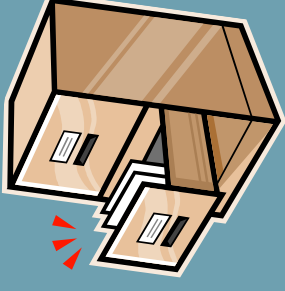
Monthly Service Report

- Submit total number of households served & snack orders using the UFB reporting portal.
- Email your tracking sheets to your coordinator.
- Keep original tracking sheets on file.



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Record Keeping



Document Storage Guidelines

- The following records must be kept on file for three (3) years plus the current year:
 - Client records (i.e., client tracking sheets)
 - Utah Food Bank invoices
 - Product received from all other sources
 - Temperature logs (6 months plus current)



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Monthly Reporting Instructions

- Submit Monthly between 1st and 10th for the previous month




- Example: The Monthly Service Report for July should be submitted between the 1st and 10th of August
- Please use a computer, mobile devices do not work at this time



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Monthly Reporting

 Utah Food Bank Agency Calendars Help Print	
Client Report: Number of Clients Click arrow, if applicable to your agency ▶ Due Date: 10th of the Month	Food Drive Poundage Report Click arrow, if applicable to your agency ▶ Due Date: 10th of the Month
School Pantry Program Service Report Click arrow, if applicable to your agency ▶ Due Date: 10th of the Month	Meal Snacks Report Click arrow, if applicable to your agency ▶ Due Date: 10th of the Month

In-School Pantry Reporting

In-School Pantry Monthly Report

- Number of household orders
- Number of snacks
- Also scan and email your tracking sheet to your coordinator

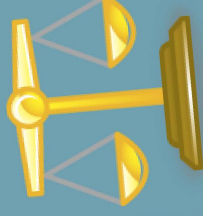


In-School Pantry Standards

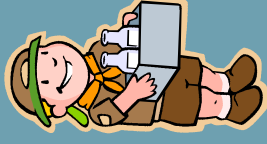
- Client Confidentiality



- Equal Treatment



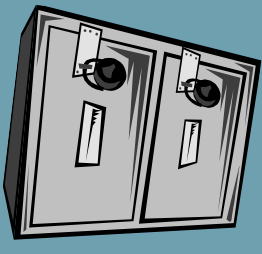
- Great Donor Interactions



- Food Boxes, Client Choice (best practice) or Hybrid

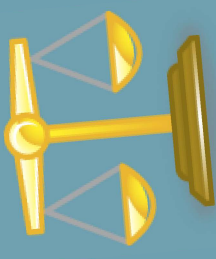


Client Confidentiality



- Keep records in secure storage.
- Don't talk about clients outside of work.

Equal Treatment and Civil Rights



- Partner agencies may not engage in any form of discrimination.
- Partner agencies must provide equitable service.



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Civil Rights Training

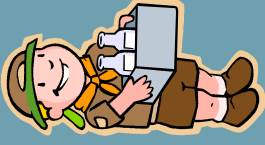
- In-School Pantries are required to complete civil rights training upon partnership, with staff changes/new hires.
- Annually renewed
- New hire at agencies must also take the training upon hire.



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Interactions with Donors & Utah

Food Bank



- Show appreciation and respect to donors.
- Interact with Utah Food Bank and its employees at all levels in a mutually respectful manner.



Client Choice

- Best practice food distribution method
- Full client choice
- Hybrid client choice



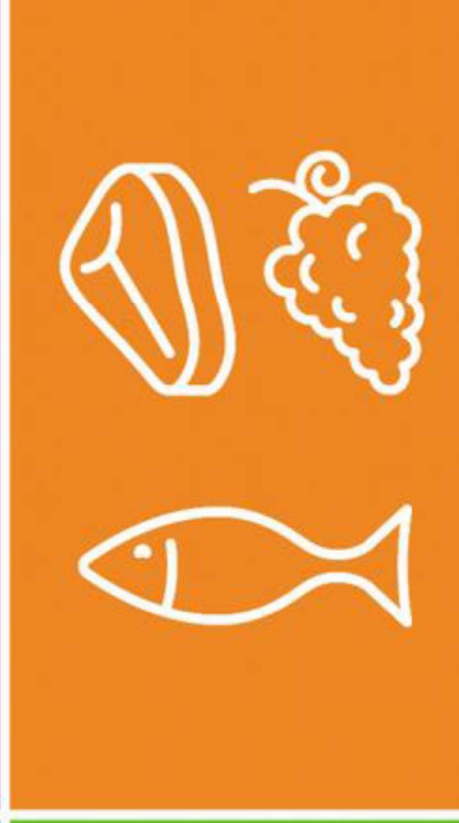
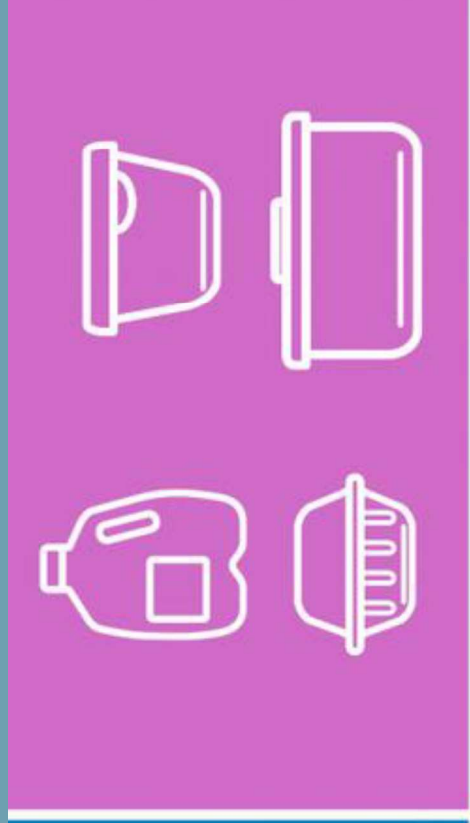
Distribution Equity Methods

- There are two general distribution methods:
 - One size fits all
 - Different sized orders for different sized households



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Food Safety & Storage



Temperature Control

- Refrigerated Foods-below 41 degrees F (ideal range: 38-39 F)
- Frozen Foods-zero or below (compliant up to 10 degrees F)
- Dry Goods-kept at 70 F or below

**~Temperatures should be checked
and recorded daily~**

Food Rotation

Agencies must employ some form of food rotation

- FIFO: First In – First Out
- Back to front
- Left to right
- Checking dates

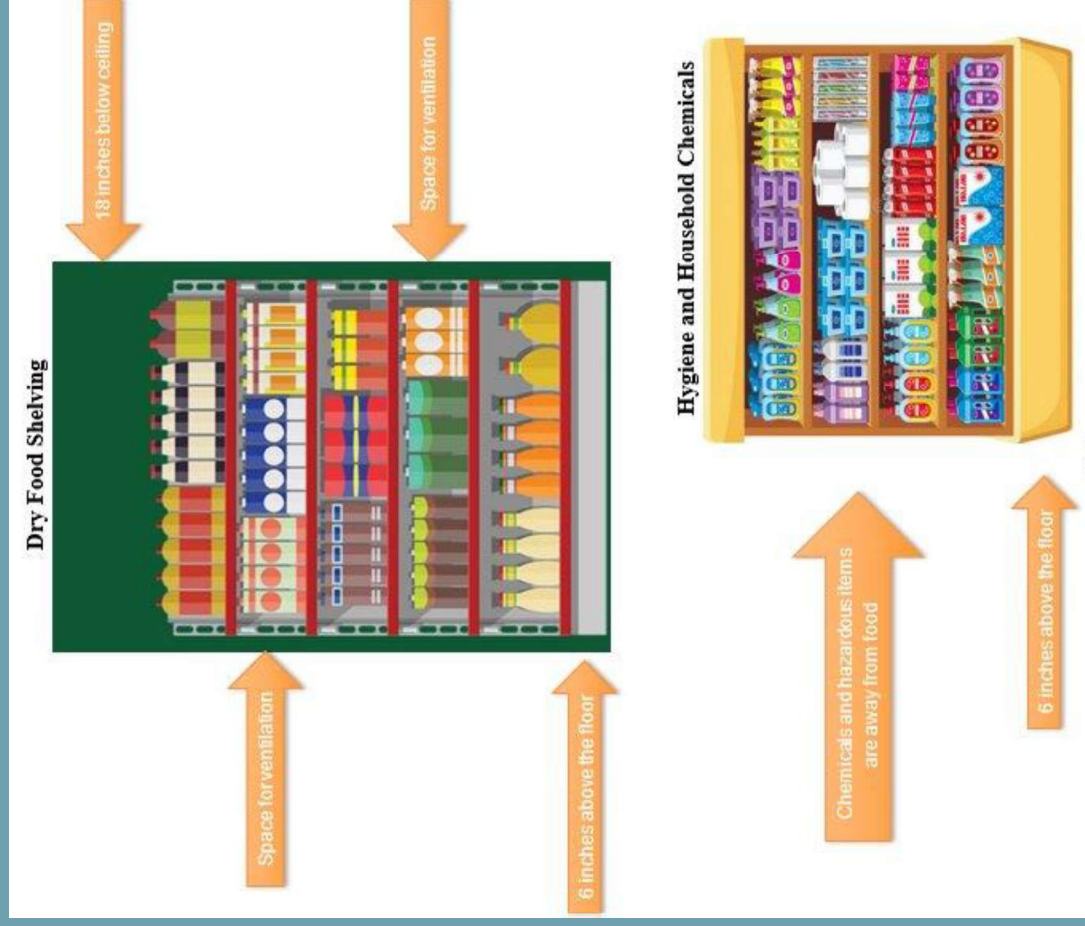
Baby Food, Senior Nutrition, Over-The-Counter Medications

- Baby food, formula, pediatric and senior nutrition products such as Pediasure, Ensure, and Boost must be within date.
- Over-the-counter medications must be completely intact and within date.

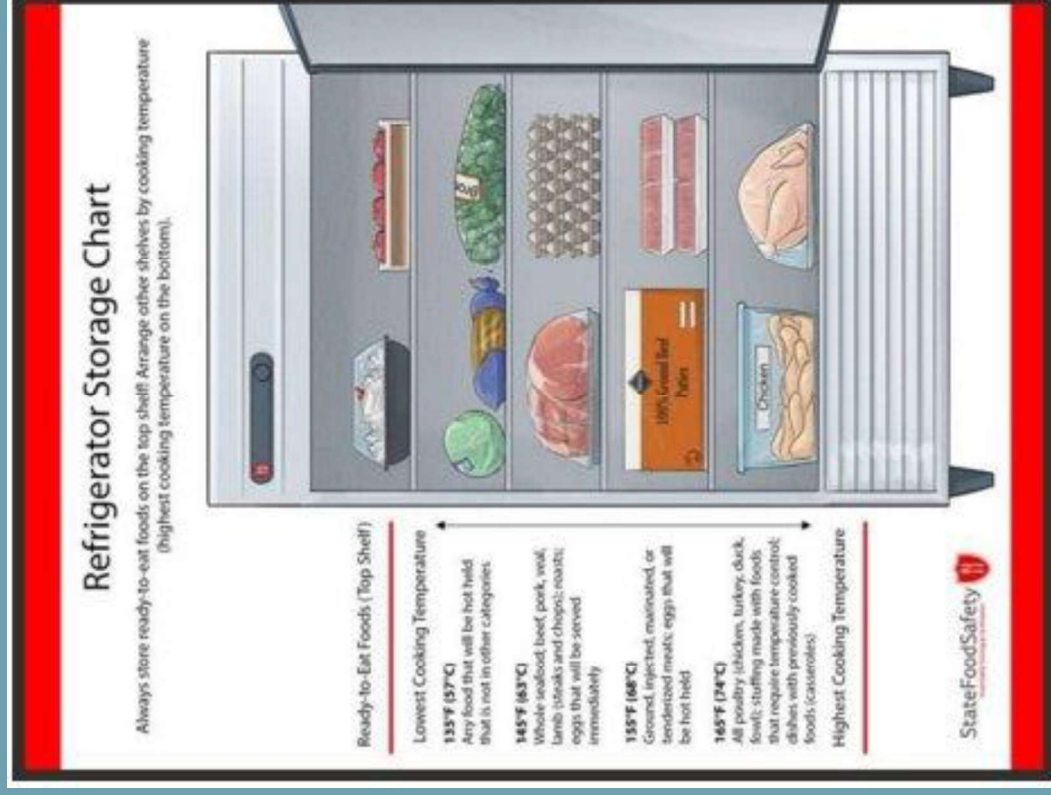


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Proper Dry Storage



Proper Refrigerator Storage



Fair Packaging & Labeling Act,

PL 89-755

- Prohibits distribution of any food item (except fresh fruits/vegetables) without proper label
- Part of FDA Food Code

Fair Packaging & Labeling Act,

PL 89-755

Labels shall contain:

- The common or usual name of the product
- The name and place of business of the manufacturer, packer or distributor
- The net quantity of the contents
- The common or usual name of each ingredient, listed in descending order of prominence



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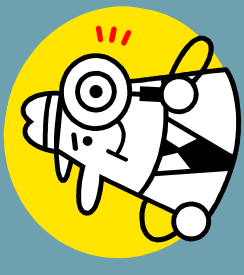
Repacking Products

- Pantries must adhere to all guidelines found in Utah Food Bank Repacking Manual when repacking any products.
- Only products listed in the guide are eligible for repacking.

Notification of Changes



- Personnel – including the primary contact, secondary contact, or Principal.
- Email address, phone number, or cell number of the primary or secondary contact.
- Going on hold for school breaks



Site Visits

- New In-School Pantries will have an initial visit before they receive their first food order.
- All participating In-School Pantries will have an annual visit within the first few months of the school year.
- Site visits usually last about 30 minutes or less.
- All sites will be contacted to schedule both the initial and annual visit.

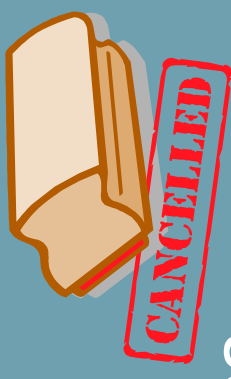


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Orders/Deliveries/Pick-ups

- Regular order
 - Usually monthly
- Contact when you want an order
 - Less than once a month
- Deliveries are usually made between 7am and 2pm on the selected day
- Pick-ups are usually made between 9am-3pm on the selected day

Order Changes/Cancellations



- Schools **MUST** provide at least 48 business hours notice, or as soon as possible in the event of an emergency.
- To make any changes of quantity or requested items, temporary or permanent, please contact your UFB Coordinator.
- For order changes, email is preferred for tracking purposes.

Difficulties w/ Deliveries or Pick-ups

- If you encounter an issue with an impending delivery or pick-up, please let us know as soon as possible.
- Prior notice – Contact your UFB Coordinator to reschedule
- Day of issues – Contact Transportation:
 - **Kyle Fisher – 801-887-1228**



Special Requests/Events



- UFB cannot support community or school events with food.
- UFB Network Food is only intended for emergency food assistance to clients.

Recall Procedures



- **When you receive a recall notice:**
 - Please read the recall notice to find out which product is affected
 - Determine whether your agency has any of this product
 - Destroy any recalled product you find in your agency
 - Notify clients of the recall if you suspect your agency has distributed any of the recalled product



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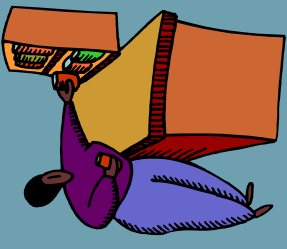
Food/Product Distribution

- Partner agencies must serve the ill, persons in need, and/or children.
- Agencies may decide frequency of client access, monthly is recommended for community pantries.
- Home delivery is allowed



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Food/Product Distribution



- In-School Pantries are intended as stop-gap pantries to get families through an urgent need while they get connected to community pantries and mobile pantries.
- Pantry food is supplemental to other food resources and is never meant to be a student's or household's sole source of food.



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Product Sharing



- You may share food with other in-school pantries within your school district to improve your mix of product and help disperse items that are too abundant.
- Please check with your principal.
- Please make sure to reflect this exchange on your tracking sheet

Local Food Drives/Food Purchasing

- Agencies are encouraged to do their own local food drives.
- Partner Agencies are welcome to raise funds and allocate portions of their budgets for food purchasing to supplement what is received through donated channels.



Holiday Items

- UFB does not actively solicit holiday items, although some are received
- These items are shipped out to emergency food pantries as equitably as possible
- If you want to guarantee that you can provide holiday items to your clients, you must source them elsewhere



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Home Canned Items & Home Baked Goods

- Partner agencies may not accept home canned items or home baked goods.



Violations of the Utah Food Bank Agency Agreement



- Exchanging donated food or other products for money, property, or services
- Asking clients to volunteer in exchange for food
- Unauthorized removal of donated food or other products from an agency for personal use
- Transferring Utah Food Bank product to agencies that are not partner agencies of Utah Food Bank
- Using Utah Food Bank products and/or community donated products in a manner not related to serving the ill, in-need, or infants (children)



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Violations of the Utah Food Bank Agency Agreement Continued



- Using Utah Food Bank products and community donated products for fundraising meals (ie spaghetti dinners or bake sales)
- Improperly storing or transporting donated food or other product
- Hoarding or improperly stockpiling donated food or other product
- Violation of any state or local statute, ordinance, code, or regulation



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Violations of the Utah Food Bank Agency Agreement Continued



- Failure to submit Utah Food Bank Monthly Service Reports on a regular basis
- Failure to check your inventory for recalled product in response to recall notices
- No shows to appointments made with Utah Food Bank staff
- Any other violation of the Agency Agreement Form signed by the partner agency and Utah Food Bank



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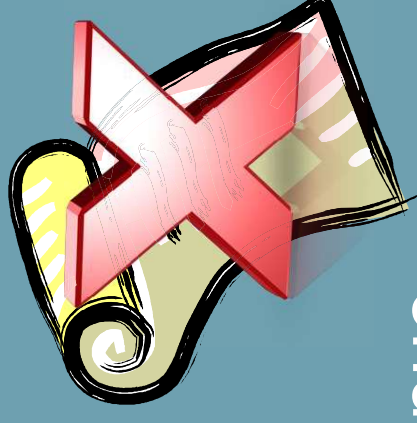
Probation/Product Hold

- Product Hold
- Self-Placed Product Hold is agency pausing their orders



Discontinuation of Partnership

- Utah Food Bank may decide to discontinue the partnership
- The school may decide to discontinue the partnership



Client Compliance Issues

- Post Agency rules in client view
- Address non-compliance:
 - Develop a corrective action plan
 - Suspend privileges until willing to comply
 - Document repeat violations = suspension

Additional Resources

- 2-1-1 Information and Referral
 - <https://211utah.org/>
- Utah Food Bank Website
 - <https://www.utahfoodbank.org/>
 - “Get Help” Tab
- Working with Volunteers
 - <https://www.justserve.org/>
 - <https://userve.utah.gov/>



Thank you
for your
partnership!



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In-School Pantry Reporting – School Example

What the School Reports: School coordinator is responsible for reporting total Household Orders served and Total # Snacks served in the Agency Relations Online Reporting System.



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In-School
Pantry

Site: Kearns Jr High Site Coordinator: Susan Johnson Reporting Month: October

Instructions: Fill out the day of the month in the date column for each day the pantry is open and clients are served.

Household Orders (approx. 15+ lbs)										Individual Grab & Go/Snacks Served (under 5 lbs)			
Date	Household Order #	How many under 18 yrs old in your household?	Date	Household Order #	How many under 18 yrs old in your household?	Date	Household Order #	How many under 18 yrs old in your household?	How many over 18 yrs old in your household?	Indicate individual served with Tick Marks			
		¿Cuántos menores de 18 años hay en su casa?			¿Cuántos menores de 18 años hay en su casa?			¿Cuántos menores de 18 años hay en su casa?	¿Cuántos mayores de 18 años hay en su casa?	Date	Under 18 YO	Over 18 YO	Daily Total Served
3	1	2	5	21	2		41			10/3			17
↓	2	3	↓	22	6		42						
	3	3		23	1		43			10/4			20
	4	4	↓	24	3		44						
	5	3	↓	25	2		45			10/5			11
↓	6	5	↓	26	3		46						
	7	1	↓	27	4		47			10/6			13
4	8	2		28	3		48						
↓	9	3	↓	29	2		49						
	10	1	↓	30	3		50						
↓	11	4		31			51						
↓	12	6		32			52						
↓	13	2		33			53						
↓	14	3		34			54						
↓	15	4		35			55						
5	16	2		36			56						
↓	17	3		37			57						
↓	18	3		38			58						
↓	19	2		39			59						
↓	20	5		40			60						
										TOTAL =			61

* Report Total in "Grab & Go Snacks Served" Field in Monthly Reporting System.
(Combine numbers for month if multiple sheets are used)

* Report the number reached from Household Order # column in "Household Served" Field in Monthly Reporting System.
(Combine numbers for month if multiple sheets are used)



UTAH
FOOD
BANK

IN-SCHOOL PANTRY TRAINING MANUAL 2025

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INTRODUCTION

Thank you for your interest in partnering with Utah Food Bank. Please read through this manual carefully as it contains important information for Utah Food Bank Partner Agencies. The primary contact of the partner agency will be responsible for ensuring that agency staff and volunteers comply with the guidelines and regulations outlined in this manual. Should the primary contact change, the new primary contact will also be responsible for any information contained within this manual. Please feel free to contact Utah Food Bank with any questions you may have.

FEEDING AMERICA



Feeding America is the leading hunger relief charity in the United States. Feeding America works towards obtaining large-scale food resourcing contracts with national and local food vendors. Feeding America also sources large-scale funding for hunger relief projects nationwide and partners with local food banks to promote food distribution avenues at the local level.

UTAH FOOD BANK

Utah Food Bank is a member agency of Feeding America and "Fights Hunger Statewide" in Utah. Utah Food Bank is actively engaged in food sourcing and food distribution by fostering relationships with local branches of Feeding America donors and partnering with local hunger relief charities. Utah Food Bank also provides fundraising, marketing, and public relations activities in Utah.



IN-SCHOOL PANTRY ELIGIBILITY



EVALUATION CRITERIA FOR POTENTIAL IN-SCHOOL PANTRIES

All agencies desiring to become Utah Food Bank Partner Agencies **must** meet the following criteria:

1. Maintain a 501(c)(3) tax-exempt status or have a 501(c)(3) sponsor or meet IRS criteria as a church organization (see next page for criteria) and provide a copy of the IRS letter of Utah Food Bank (**may not** be a private foundation). If your agency has a sponsor organization, they **must** provide a copy of their IRS 501(c)(3) charity organization documentation and a letter with the original letterhead stating they are sponsoring your organization, take full responsibility to oversee compliance of all policies and procedures of Utah Food Bank, and sign the Sponsoring Agency Agreement. The director of the applicant agency, the food program coordinator, and the director of the sponsor organization **must** sign the Agency Agreement.
2. Elementary, Middle/Junior, and High schools must have 50% or higher free and reduced lunch, be Title I, and/or demonstrate a sufficient number of students in need per the Utah Food Bank in-school pantry calculation guidelines.
3. **Must** be incorporated for the purpose of serving the needy, ill, or infants (minor children).
4. Be an equal opportunity employer/provider and provide services to eligible clients in accordance with Federal law and the U.S. Department of Agriculture policies. Agencies are prohibited from discriminating on the basis of race, color, national origin, sex, age, religion, or disability as stated in the “And Justice for All” poster which **must** be posted in a visible location at your agency.
5. Be able to receive, warehouse, and/or prepare food (if applicable) in a sanitary environment while complying with all USDA, federal, state, and local regulations.
6. Have a working email and the ability to check email daily/frequently.
7. Commitment to submit monthly service reports and check recalls.
8. Certifications/Training/Permits:
 - a. Have a Local Health Department Certificate (you may use the certificate from the school kitchen).
 - b. One staff member is required to have a SERV Safe or other type of food handlers permit.
 - c. Willing to complete annual Civil Rights Training.

IN-SCHOOL PANTRY REQUIREMENTS

Per Feeding America and Utah Food Bank policies, tax laws on donated product, and laws in the State of Utah, all school pantries must adhere to the following:

1. In-School Pantries must be partnered directly with Utah Food Bank in order to receive food from Utah Food Bank and must have a 501(c)(3) determination letter or have a 501(c)(3) Sponsor and may not be a private foundation.
2. Elementary, Middle/Junior High Schools must have 50% or higher free and reduced lunch and/or demonstrate a sufficient number of students in need per the Utah Food Bank in-school pantry calculation guidelines.
3. School pantries are eligible to receive commercially or retail donated products, food drive products, and purchased products. They may not receive USDA Commodities (per USDA and State of Utah regulations).
4. Ensure donated products are distributed to the ill, needy, or infants (minor children). Donated products will be distributed free of charge (without compensation or reimbursement) and without requiring services in exchange for said product.
5. Have a clearly defined written policy of procedures and guidelines for food distribution. Products **must** be given to clients directly by either the school staff or school volunteers on site.
6. Monthly service reports must be entered online on the Utah Food Bank website at <https://www.utahfoodbank.org>, no later than the tenth (10th) of the month.
7. Maintain and keep both accurate distribution/client records and Utah Food Bank delivery invoices for three (3) full years, plus the current year, which accurately reflect the total amount of product received from all sources and the total amount of product distributed to clients.
8. Maintain grocery rescue collection records and submit all grocery rescue poundage reports to Utah Food Bank within the indicated time frame. *(Rarely applicable to schools)*
9. Product obtained from Utah Food Bank **must** be used and distributed with strict adherence to Utah Food Bank and Feeding America policies as outlined above and as instructed in the Partner Agency Training Orientation.
10. School pantries may not distribute any food/product received from Utah Food Bank to schools or organizations not directly partnered with Utah Food Bank and may not be used as part of any fundraising activities including, but not limited to dinners, bake sales, etc.
11. **Must** immediately notify the Utah Food Bank or Agency Relations Coordinator of any changes in tax-exemption status, primary contact information, principal contact information, or school pantry program changes.
12. Accommodate annual site visits. Site visits will usually be conducted with reasonable notice and during regular business hours, but Utah Food Bank reserves the right to conduct an unannounced site visit at any time and for any reason.
13. Key school pantry staff will attend training sessions and/or conferences provided by Utah Food Bank with at least one person at the agency trained in food safety.



In accordance with USDA, Feeding America, and Utah Food Bank standards, all Partner Agencies of the Utah Food Bank **must** post the following:

- [illegible]

CLIENT ELIGIBILITY GUIDELINES

Any child, family, or staff associated with the school or school district is eligible to participate. Each school may establish a frequency of access that works for their setup and capacity. Utah Food Bank recommends allowing students/families monthly access, but more frequent access, such as weekly, is also perfectly acceptable.

LIABILITY AND THE GOOD SAMARITAN ACT

Every U.S. state has enacted various forms of Good Samaritan legislation. The basic premise is that if a donor donates a useful product in good faith and through subsequent handling, someone becomes ill, the donor is **not** held liable.

ACCORDING TO THE MODEL GOOD SAMARITAN ACT...

Liability for damages from donated food and grocery products: A person or gleaner shall not be subject to civil or criminal liability arising from the nature, age, packaging, or condition of apparently wholesome food or an apparently fit grocery product that the person or gleaner donates in good faith to a nonprofit organization for ultimate distribution to needy individuals, except that this paragraph shall not apply to an injury to or death of an ultimate user or recipient of the food or grocery product that results from an act or omission of the donor constituting gross negligence or intentional misconduct.

Collection or gleaning of donations: A person who allows the collection or gleaning of donations on property owned or occupied by the person by gleaners, or paid or unpaid representatives of a nonprofit organization for ultimate distribution to needy individuals shall not be subject to civil or criminal liability that rises due to the injury or death of the gleaner or representative, except that this paragraph shall not apply to an injury or death that results from an act or omission of the person constituting gross negligence or intentional misconduct.

Partial compliance: If some or all of the donated food and grocery products do not meet all quality and labeling standards imposed by federal, state, and local laws and regulations, the person or gleaner who donates the food and grocery products shall not be subject to civil or criminal liability in accordance with this section if the nonprofit organization that receives the donated food or grocery products:

- is informed by the donor of the distressed or defective condition of the donated food or grocery products;
- agrees to recondition the donated food or grocery products to comply with all the quality and labeling standards prior to distribution; and
- is knowledgeable of the standards to properly recondition the donated food or grocery product.

Chapter 34 of the Utah's Agricultural Code details the limitation of liability in the charitable donation of food.

4345. Limitation of liability of donor, charitable organization, and county.



Except in the event of an injury resulting from gross negligence, recklessness, or intentional conduct, neither a county nor an agency of a county nor a donor of an agricultural product participating in good faith in a food donation program, nor a nonprofit charitable organization receiving, accepting, gleaning, or distributing any agricultural product donated in good faith to it under this chapter shall be liable for damages in any civil action or subject to prosecution in any criminal proceeding for any injury that occurs as a result of any act or the omission of any act, including injury resulting from ingesting the donated agricultural product.

FOOD QUALITY AND RELEASE AND INDEMNIFICATION

Utah Food Bank partner agencies receive all foods “as is,” and are required to sign a Release and Indemnification form that releases and indemnifies (holds harmless) the original donor of the product, Utah Food Bank, Utah Food Bank employees, drivers and volunteers of any liability “resulting from the distribution of donated goods by Utah Food Bank to Partner Agency and by Partner Agency to any recipients.”

This is a copy of this form



RELEASE AND INDEMNIFICATION

Partner Agency and Utah Food Bank (“UFB”) have entered into an Agency Agreement under which UFB will provide donated goods. As a condition to providing donated goods, UFB requires that Partner Agency sign this Release and Indemnification (“Release”).

1. **Release.** Partner Agency hereby releases (agrees that it will not sue) UFB, Feeding America and/ or their various and original donors and/or any of the individuals or companies who act on their behalf (officers, directors, employees, agents, partners, affiliates, representatives, invitees, contractors and volunteers)(“Related Entities”) from any liability resulting from the distribution of donated goods by UFB to Partner Agency and by Partner Agency to any recipients.

2. **Hold Harmless.** Partner Agency agrees to indemnify, defend and hold harmless UFB, Feeding America and/or their various and original donors and/or any Related Entities from all liabilities, damages, claims, obligations, losses, and costs (including attorney’s fees) that arise: (A) in connection with donated goods that Partner Agency has obtained from UFB, or the conduct of UFB (and its Related Entities) in distribution, transportation, use, storage, and handling of donated goods; (B) from the conduct of Partner Agency (and its Related Entities) in packing, loading, unloading and transporting donated goods, using, storing, handling, preparing, packaging and serving donated goods, distributing donated goods and participating in UFB’s food distribution program; and (C) from Partner Agency’s breach of the Agency Agreement.

3. **Disclaimer of Warranties.** UFB provides donated goods to Partner Agency “as is” which means that it is the responsibility of the Partner Agency to determine if the donated goods can be safely used, distributed and/or consumed by Partner Agency and its recipients. Partner Agency acknowledges it accepts all donated goods from UFB in their “as is” condition. UFB, Feeding America and/or their various and original donors expressly disclaim any implied warranties of merchantability or fitness for a particular use and make no warranties, express or implied with respect to donated goods. No person is authorized to give any warranties on behalf of UFB.

To the extent that any provision or application of this Release is unenforceable, the remainder and the lawful application of this Release shall remain in effect. This Release shall not waive or diminish any other of UFB’s rights or protections under the law (e.g., Good Samaritan Law).

Partner Agency hereby acknowledges that it understands and agrees to the terms of this Release.

Signature of Pastor/Director/Chief Executive

Date

Signature of Pastor/Director/Chief Executive

Date

RECORD KEEPING

CLIENT RECORDS

In-School Pantries **must** use the standardized client tracking sheet provided by the Utah Food Bank (picture included on next page). Each school pantry is free to design their own sheet for tracking any additional information they may ask for (such as names, student ID numbers, etc.) so long as they are still using the UFB tracking sheet. These tracking sheets collect the following data.

- Number of households served
- Number of snacks served
- Number of total clients served
- Number of children and adults

Client records may be stored electronically or in hard-copy format, as long as they're easily accessible during site visits.

MONTHLY SERVICE REPORTS

The total number of households served and snacks served each month is submitted to Utah Food Bank using the reporting portal. This number is a duplicated count, so if children/families are served more than once in any given month, they are counted each time.

DOCUMENT STORAGE GUIDELINES

In accordance with Feeding America and USDA guidelines, Utah Food Bank Partner Agencies **must** keep the following records on file for three (3) years:

- Client tracking sheets
- Utah Food Bank invoices
- A log of product received from all other sources

Temperature logs for fridges and freezers (if applicable) must be kept on file for six (6) months.



UTAH FOOD BANK IN-SCHOOL PANTRY TRACKING SHEET



Site: _____ Site Coordinator: _____ Reporting Month: _____

Household Orders (approx. 15+ lbs)											
Date	Household Order #	How many under 18 yrs old in your household?	How many over 18 yrs old in your household?	Date	Household Order #	How many under 18 yrs old in your household?	How many over 18 yrs old in your household?	Date	Household Order #	How many under 18 yrs old in your household?	How many over 18 yrs old in your household?
		¿Cuántos menores de 18 años hay en su casa?	¿Cuántos mayores de 18 años hay en su casa?			¿Cuántos menores de 18 años hay en su casa?	¿Cuántos mayores de 18 años hay en su casa?			¿Cuántos menores de 18 años hay en su casa?	¿Cuántos mayores de 18 años hay en su casa?
	1				21				41		
	2				22				42		
	3				23				43		
	4				24				44		
	5				25				45		
	6				26				46		
	7				27				47		
	8				28				48		
	9				29				49		
	10				30				50		
	11				31				51		
	12				32				52		
	13				33				53		
	14				34				54		
	15				35				55		
	16				36				56		
	17				37				57		
	18				38				58		
	19				39				59		
	20				40				60		

= TOTAL

[illegible]

TOTAL =

IN-SCHOOL PANTRY STANDARDS

As members of the Feeding America network, Utah Food Bank Partner Agencies must strive to promote positive interactions with students/clients, donors, volunteers, and anyone else involved in providing food to those in need. Each donor, whether an individual, church group, grocery store, or financial institution will have its own unique set of expectations.

CLIENT CONFIDENTIALITY

Utah Food Bank Partner Agencies must always strive to show respect to their clients by keeping their information confidential. Staff and/or volunteers whose Partner Agencies already have their own client confidentiality guidelines should adhere to the guidelines set for by their agencies. If there is not a formal client confidentiality policy in place, agency staff and/or volunteers should be informed that client information is confidential and follow these guidelines:

- Do not share information about clients with other clients
- Do not speak about clients with other agency staff in front of other clients
- Do not speak about clients outside the agency
- If referring a client to another agency, be sure to follow your agency's established referral protocol

EQUAL TREATMENT

In-School Pantries **may not** engage in any form of discrimination in the provision of services and distribution of donated goods against any person because of race, color, citizenship, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation (including gender identity), unfavorable discharge from the military, or status as a protected veteran.

In-School Pantries **may not** refuse service to clients because they do not have a U.S. citizenship or because they're "undocumented".

The annual civil rights training aids in ensuring equal treatment of clients.



GREAT DONOR INTERACTIONS

Individual, community, and corporate donors are the lifeblood of providing food assistance to those in need. Utah Food Bank purchases less than 5% of the food provided to partner agencies. The other 95% is provided by USDA and the gracious donors wishing to join the fight against hunger. Donors may provide food, money, time or a combination of these. Some donors provide much needed sponsorships for food drives and other programs that benefit all of us within the Feeding America and Utah Food Bank networks.

In-School Pantries may have varying degrees of contact with Utah Food Bank donors, depending on which programs the partner agency participates in. In addition to these donors, almost all partner agencies will have their own donors of food, money and time.

Each donor, whether they are an individual, a church group, a grocery store, or a financial institution will have its own unique set of expectations. Positive interactions with donors inspire them to continue giving.

Utah Food Bank partner agencies should strive to promote positive interactions with all donors to help ensure that we all have enough resources to continue serving those in need. More information regarding donor relations is available through the Utah Food Bank development department.

CLIENT CHOICE

Client choice is the recommended best practice method of food distribution. Client choice pantries provide clients with the opportunity to select the product they would like, rather than providing them with a pre-made box of food. There are several different models of client choice adapted to different pantry layouts, and each pantry may choose the model best for them and adjust it to meet their needs (see the Client Choice Manual).

When client choice is not a feasible option for your pantry due to staffing or storage capacity/layout, giving clients a pre-made box and offering some choices, or just giving out a pre-made box is acceptable.

DISTRIBUTION EQUITY METHODS

In-School pantries are allowed to choose how much food to give to each student/family. There are two general methods of distribution equity:

One size fits all – a method in which every student or every family is given relatively the same amount of food.

Quantity based on family size – a customized method in which different sized families get different quantities of food.

Either method is acceptable, so long as it is utilized for all students/families in an equitable manner. Should a school decide to change methods, it is best to change the method at the start of a new month, so each student/family that accessed the pantry were given the same treatment for a particular month. It is not recommended to change your methods too frequently.

NOTIFICATION OF IN-SCHOOL PANTRY CHANGES

Utah Food Bank must be notified any time there is a change in the following at a partner agency:

- Primary Contact
- Principal
- Phone number
- Address
- Email address, phone number, or cell number of the primary contact or principal

Please contact your UFB coordinator to alert them of any of the changes listed above.



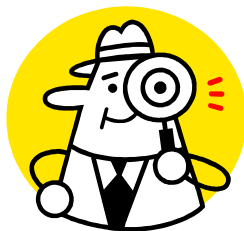
SITE VISITS

All Utah Food Bank in-school pantries are visited at least once a school year by the In-School Pantry Coordinator. These friendly site visits are intended to allow the coordinator to get to know the school pantry coordinator(s) a little better and to ensure everything is running smoothly. Site visits can last anywhere from 30 minutes to 1 hour, depending on the needs or questions of the school pantry coordinator. The following is a list of the items the In-School Pantry Coordinator will review:

- Contact information is up to date
- Any changes since last site visit
- Invoices and client sign-in sheets are kept in a secure location
- Correct signage posted with hours of operation
- Client eligibility and documentation requirements posted (if applicable)
- Client waiting area is clean and safe
- Food storage area is clean and safe
- All food/products stored at least six (6) off the floor
- No unsafe products (bulging/leaking cans, open packages, unlabeled items, etc.)
- No toxic materials or cleaning supplies stored near food
- Rodent/insect bait stations covered and away from food
- Boxes and trash removed as much as possible to prevent pest infestations
- Staff utilize the FIFO method (first-in, first-out)
- All baby products are within their dates
- Refrigerators/freezers clean and odor free with working thermometers in each (if applicable)
- Temperature log used for each refrigerator and freezer
- How Utah Food Bank may improve their services to the partner agency



The In-School Pantry Coordinator may also spend some time with the school staff to go over any needed training, such as how to navigate the Utah Food Bank website, or how to submit monthly service reports.



FOOD ORDERS- PICKUPS/DELIVERIES

During a preliminary site visit, your In-School Pantry Coordinator will help you determine which types of product and the amount that your school would like to receive, as well as the order frequency. Many schools receive one order a month, but if needed, it can be increased.

In-school pantries are eligible to receive dry products, fridge products, and freezer products, so long as they have the proper storage. Some schools elect to only receive dry products, which is perfectly acceptable.

Your coordinator will usually start you off with an order that is similar to that of other in-school pantries of the same size, and then you can increase or decrease your order as needed until it is about the right size for your needs. It usually takes a few orders to get things dialed in to a good fit for your schools specific needs.

FREQUENCY OF PICKUPS/DELIVERIES

Schools that need product less than once a month are categorized as “call-in” and reach out when they need an order.

Schools that need product on a monthly basis are put on a regular/recurring order schedule.

DAY OF PICKUP/DELIVERY

Pickups are allowed between 8am-3pm at our warehouse, while deliveries are usually made between 7am and 2pm. Deliveries are a door to door service and our drivers do not usually take the product all the way into your pantry. Someone **must** be available to receive the delivery. School staff and volunteers are responsible for bringing the food from the delivery door to the pantry and for stocking the shelves.

DIFFICULTIES WITH PICKUPS/DELIVERIES

For difficulties with deliveries made by our Salt Lake City location, please call Dispatch Manager, Kyle Fisher at 801-887-1228. For difficulties with pickups, please reach out to your In-School Pantry Coordinator either by phone or email.

For difficulties with deliveries made by our St. George location, please call 435-656-9122.

ORDER CANCELLATIONS/CHANGES

Schools **MUST** provide at least 48 business hours' notice to their In-School Pantry Coordinator when cancelling an order, or as soon as possible in the event of an emergency. Our warehouse team often builds 3-4 days in advance, so we sincerely appreciate as much notice as possible.

Schools **MUST** provide at least 72 business hours' notice to their In-School Pantry Coordinator when requesting a change of quantity or particular items. Sometimes, Utah Food Bank **may not** be able to accommodate an order change request until the following order, based on when our warehouse team is currently building for.

Email is the preferred method of communication for tracking.



RECALL PROCEDURES

Utah Food Bank is required by law to forward all recall notices to all of its partner agencies, including schools. Recall notices will be forwarded via email.

When you receive a recall notice:

- Please read the recall notice to find out which product is affected
- Determine whether your agency has any of this product
- Destroy any recalled product you find in your pantry
- Notify clients of the recall if you suspect your pantry has distributed any of the recalled product

Most recalls do not require follow-up with the Utah Food Bank. Occasionally, a recall will be so severe that Utah Food Bank will require confirmation that the partner agencies checked their inventories and destroyed any product found at their agencies. For these instances, you will be notified of these additional requirements on a case-by-case basis.



FOOD/PRODUCT DISTRIBUTION

In-School Pantries are intended as stop-gap pantries to get families through an urgent need while they get connected to community pantries and mobile pantries.

Pantry food is supplemental to other food resources and is never meant to be a student's or household's sole source of food.

“IN-HOUSE” USE OF PRODUCT

In-house use refers to using donated products in the operations of the agency.

Feeding America recently updated their member guidelines/contract in 2023. In this update, they have **disallowed in-house use of all donated products**. This means that neither the member agency (Utah Food Bank) nor partner agencies may use any donated products for in-house use, including, but not limited to using donated cleaning products to clean their facilities, refreshments for business meetings/volunteer trainings, volunteer thank you bags, etc.

All products obtained for in-house use must be purchased or petitioned from donors with the express purpose of in-house use. Therefore, partner agencies may ask monetary donors to supply funds for the purchase of these items, so long as the monetary donor is made expressly aware that the items will be for in-house use rather than for client use. It is also allowable for partner agencies to create an "in-house use wish list" to petition in-kind donors for items to help them maintain their operations. If an agency chooses to do this, the agency will need to make sure everything is kept separate, knowing which donations are for clients and which are specifically for in-house use.

PRODUCT SHARING

You may share food with other Utah Food Bank in-school pantries to improve your mix of products and help disperse items that are too abundant.

Please check with your principal before you share with another school.

PROBATION AND SUSPENSION POLICY

VIOLATIONS OF AGENCY AGREEMENT



These include, but are not limited to:

1. Exchanging donated food or other products for money, property, services, or requiring clients to volunteer to receive food.
2. Removal of donated food or other products from a program for personal use.
3. Transferring Utah Food Bank product to a non-Utah Food Bank Partner Agency or outside the Utah Food Bank network.
4. Using products or donated products in a manner not related to the exempt purpose of the agency (Example: fundraising meals, bake sales, thank you bags, etc.)
5. Improperly storing and/or transporting donated food, or other products.
6. Hoarding and/or improperly stockpiling donated food, or other products.
7. Violation of any state or local statute, ordinance, code, or regulation.
8. Failure to submit In-School Pantry Reports **two months** in a row.
9. Failure to remove recalled products from inventory after recall notices.
10. Multiple no shows to appointments between your agency and UFB Representative(s).
11. Any other violation included in the Agency Agreement Form.

PROBATION/PRODUCT HOLD

A school may be placed on probation/product hold for a period not to exceed three (3) months if they're in violation of the Agency Agreement. Notification of probation will be provided in writing. The school may appeal its probationary status to the Utah Food Bank Kids Programs Manager.

The purpose of the probationary period is to allow a school to rectify the violation. During this time, the school retains all rights and privileges associated with being a Utah Food Bank Partner Agency except the ability to receive products. If the violation is not rectified by the end of the probationary period, the Kids Programs Manager and/or the UFB Coordinator have the authority to extend the probationary period or to recommend suspension of the school.

SELF-PLACED PRODUCT HOLD

A school may request to be placed on product hold for a period not to exceed six (6) months for a variety of reasons, including but not limited to renovations or moving.

DISCONTINUATION OF PARTNERSHIP

- **DISCONTINUATION INITATED BY UTAH FOOD BANK**

Utah Food Bank may decide to discontinue the agency agreement when a school is found in violation of the agreement. The discontinuation of the agency agreement may occur with or without the agency first being placed on product hold, depending on the nature or severity of the violation.

The school may reapply after one year from the discontinuation of the agreement.

Utah Food Bank reserves the right to deny the school future partnership.

- **DISCONTINUATION INITIATED BY SCHOOL**

A school may decide at any time to discontinue the agency agreement with Utah Food Bank. If there is no violation of the agency agreement when the school decides to discontinue, they may reapply at any time.



ADDITIONAL RESOURCES

UNITED WAY 2-1-1 INFORMATION AND REFERRAL

United Way 2-1-1 helps connect people in need of services that will be of help. Services offered by 2-1-1 include:

- 2-1-1 Call Center 8:30am-6:00pm M-F
 - Provides referrals to various health and human services organizations such as food pantries, health clinics, and emergency shelters.
- Resource Lists <https://211utah.org>
 - A summary listing of resources for all counties in Utah can be found on this website. Some resource lists are in both English and Spanish. There are specialized resource lists for the Salt Lake area.

UTAH FOOD BANK WEBSITE

- <https://www.utahfoodbank.org>
- “Get Help” Tab

WORKING WITH VOLUNTEERS

- <https://www.justserve.org>
- <https://userve.utah.gov/>



UTAH
FOOD
BANK

PARTNER AGENCY APPLICATION PACKET

Contents:

- Introduction
- Agency Relations Coordinators
- Helpful Hints
- General Eligibility Criteria
- Prioritization of Services
- Agency Evaluation
- Church Organization Requirements
- Application Procedure
- Application Checklist
- Application
- Agency Agreement
- Liability Release
- Client Bill of Rights
- Signature Page
- Agency Application Checklist

Agency Relations Coordinators

Salt Lake City

Michelle Eyre	michellee@utahfoodbank.org	801-887-1252
Maureen Crean	maureenc@utahfoodbank.org	801-887-1235
Jeanie Delaney	jeanied@utahfoodbank.org	801-887-1268

Springville

Alicia Leavitt	alicial@utahfoodbank.org	801-908-8661
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St. George

Sunny Bryson	sunnyb@utahfoodbank.org	801-887-1254
Nancy Bell	nancyb@utahfoodbank.org	801-887-1294

Blanding

David Fuller	davidf@utahfoodbank.org	801-230-1319
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INTRODUCTION

Thank you for your interest in partnering with Utah Food Bank. Please have the Pastor/Director/Chief Executive of your agency review and sign all documents. Once you have completed your application and gathered all the required documents, please submit them to your agency relations coordinator.

HELPFUL HINTS – Most delays are due to an incomplete packet.

- Read through the entire packet before filling out the application.
- Use the application checklist on page 13 to make sure your packet is complete.
- Make sure all forms are signed by the Pastor/Director/Chief Executive before turning your application in.
- Make a copy of your application for your files.

GENERAL ELIGIBILITY CRITERIA

- Must be a 501(c)(3) non-profit organization, church organization, or have a 501(c)(3) Sponsor and may not be a private foundation.
- Must be incorporated for the purpose of serving the needy, ill or infants (minor children).
- Cannot charge for food, be reimbursed, compensated or require services in exchange for food.
- Cannot be an entity of a municipality (e.g., a school, hospital, or prison) without a 501(c)(3) sponsorship.
- Must have a working email address.

PRIORITIZATION OF SERVICE

- Utah Food Bank gives priority to established nonprofit agencies in underserved areas with ongoing food programs for the need, ill or infants (minor children). We reserve the right to postpone or deny partnership to agencies.

APPLICATION PROCEDURE

1. Agencies contact Utah Food Bank to apply as a Partner Agency.
2. Utah Food Bank conducts a preliminary site visit and the agency is given an application packet to complete.
3. The potential Partner Agency completes the packet and contacts their assigned Agency Relations Coordinator to set up a training orientation and a final site visit.
4. The primary contact and other pertinent agency staff attend a training orientation.
5. The final site visit is conducted.
6. Upon completing the orientation and final site visit, the Partner Agency may be allowed access to food through Utah Food Bank.

AGENCY CRITERIA

All agencies desiring to become Utah Food Bank Partner Agencies must meet the following criteria:

1. Maintain a 501(c) (3) tax-exempt status or have a 501 (c) (3) sponsor, or meet IRS criteria as a church organization* (*see criteria below) and provide a copy of the IRS letter to Utah Food Bank (no private foundations). If your agency has a sponsor organization, they must provide a copy of their IRS 501(c) (3) charity organization documentation and a letter on their original letterhead stating they are sponsoring your organization, take full responsibility to oversee compliance of all policies and procedures of Utah Food Bank and sign the Sponsoring Agency Agreement. The director of the applicant agency and the director of the sponsor organization must sign the Agency Agreement.
2. Have clearly defined mission in writing which supports the need for a food program in the community.
3. Be an equal opportunity employer/provider and provide services to eligible clients in accordance with Federal law and U.S. Department of Agriculture policy. Your agency is prohibited from discriminating on the basis of race, color, national origin, sex, age, religion or disability as stated in the “And Justice for All” poster which must be posted in a visible location at your agency.
4. The Restriction of Political Campaign Intervention by Section 501(c)(3) Tax-Exempt Organizations.
 - a. Under the Internal Revenue Code, all section 501(c)(3) organizations are absolutely prohibited from or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office. Contributions to political campaign funds or public statements of position (verbal or written) made on behalf of the organization in favor of or in opposition to any candidate for public office clearly violate the prohibition against political campaign activity. Violating this prohibition may result in denial or revocation of tax-exempt status and the imposition of certain excise taxes.
 - b. Certain activities or expenditures may not be prohibited depending on the facts and circumstances. For example, certain voter education activities (including presenting public forums and publishing voter education guides) conducted in a non-partisan manner do not constitute prohibited political campaign activity. In addition, other activities intended to encourage people to participate in the electoral process, such as voter registration and get-out-the-vote drives, would not be prohibited political campaign activity if conducted in a non-partisan manner.
 - c. On the other hand, voter education or registration activities with evidence of bias that (a) would favor one candidate over another; (b) oppose a candidate in some manner; or (c) have the effect of favoring a candidate or group of candidates, will constitute prohibited participation or intervention.
5. Must provide one of the following:
 - a. Food Service Establishment certificate or inspection documentation from Utah Department of Agriculture and Food and/or the Local Health Department.
 - b. Health Department Waiver Letter.
 - c. Closed Program Attestation.
 - d. Attestation of Immediate Distribution.
6. A current Food Handler or ServeSafe permit is required for at least one staff member.
7. Be able to receive, warehouse, and or prepare food (if applicable) in a sanitary environment, and comply with all USDA, federal, state and local regulations.

CHURCH ORGANIZATION REQUIREMENTS

All religious organizations desiring to become Utah Food Bank Partner Agencies must meet at least 9 of the following requirements:

1. A distinct legal existence.
2. A recognized creed and form of worship.
3. A definite and distinct ecclesiastical government.
4. A formal code of doctrine and discipline.
5. A distinct religious history.
6. A membership not associated with any (other) church or denomination.
7. A complete organization of ordained ministers ministering to their congregations.
8. Ordained ministers elected after completing prescribed courses of study.
9. A literature of its own.
10. Established places of worship.
11. Regular congregations.
12. Regular religious services.
13. Sunday schools for religious instruction of the young.
14. Schools for the preparation of its minister.

Please note: Utah Food Bank Partner Agencies that are church organizations must be open to the community and **may not** exclusively serve church members. Church organizations must ensure that clients do not feel obligated to participate in any church services or functions in order to receive food. These organizations must utilize every means available to ensure that clients do not feel “uncomfortable” if they are not members. All clients must be treated the same whether they are church members or not. Church members may not receive preferential treatment over clients who are not members. Utah Food Bank food **may not** be used in conjunction with any proselytizing activities including handing out flyers about church services along with food boxes. Church donations or offerings may not be requested at any time during food distribution hours and may not be connected with food distribution in any manner.

PARTNER AGENCY REQUIREMENTS

Once accepted, Utah Food Bank Partner Agencies must comply with the following requirements which align with Feeding America guidelines, Utah Food Bank guidelines, and applicable federal, state and local laws.

1. Ensure donated products are distributed to the ill, needy, or infants (minor children). Donated products will be distributed free of charge, without reimbursement, without compensation and without requiring services in exchange for said product.
2. Have a clearly defined, written policy of procedures and guidelines for the distribution of food.
3. Maintain accurate distribution records.
4. Maintain books and records, which accurately reflect the total amount of product received from all sources and the total amount of product distributed to clients.

5. Utah Food Bank delivery invoices will be kept for three (3) full years, plus current year.
6. Maintain food drive collection records (if applicable to your agency) and submit all food drive poundage reports to Utah Food Bank within the indicated time frame.
7. Maintain grocery rescue collection records and/or food drive poundage (if applicable to your agency) and submit the associated reports to Utah Food Bank within the indicated time frame.
8. Product obtained from Utah Food Bank must be used and distributed with strict adherence to the policies of Utah Food Bank and Feeding America as outlined above and as instructed in the partner agency training orientation.
9. Product must be given to clients directly by agency staff or authorized volunteers.
10. If needed, Utah Food Bank partner agencies may transfer excess product to other current Utah Food Bank partner agencies in good standing. Product may only be transferred once, and no other third-party agency distribution is allowed.
11. If needed, Utah Food Bank partner agencies may offer day-of home delivery services, so long as the food is delivered the same day and with proper temperature control.
12. Donated products may not be stored overnight in any unauthorized facility.
13. Utah Food Bank food/product may not be used as part of any fundraising activities including, but not limited to spaghetti dinners, bake sales, etc.
14. Utah Food Bank must be notified immediately of changes in tax-exemption status, changes of primary contact information, change or/addition of location(s), change in agency procedures, or change programs.
15. Accommodate site visits by Utah Food Bank representatives annually. Site visits will usually be conducted upon reasonable notice and during regular business hours. Utah Food Bank reserves the right to conduct an unannounced site visit at any time and for any reason.
16. Utah Food Bank Partner Agencies will be registered with 2-1-1 and must accept referrals to their agencies from 2-1-1.
17. Key agency staff will attend training sessions and/or conferences provided by Utah Food Bank.
18. Have at least one person at the agency trained in food safety.

Please note: Completion of this application does **NOT** guarantee acceptance as a Utah Food Bank Partner Agency. Utah Food Bank reserves the right to refuse acceptance to agencies/programs that do not meet our criteria. Please also note that upon acceptance as a Utah Food Bank Partner Agency, non-compliance with any of the above stated Partner Agency Requirements may jeopardize your agency's affiliation with Utah Food Bank.

Partner Agency Application

AGENCY INFORMATION

Agency Name: _____

Food Distribution Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Alternative Phone: _____

Fax: _____ Website Address: _____

Organization address: _____

City: _____ State: _____ Zip: _____

AGENCY STAFF

Pastor/Director/Chief Executive Name & Title: _____

Email: _____ Phone: _____ Cell: _____

Primary Contact Person Name & Title: _____

(This person will be considered the contact person for communication from Utah Food Bank).

Email: _____ Phone: _____ Cell: _____

Secondary Contact Person Name & Title: _____

Email: _____ Phone: _____ Cell: _____

SERVICES & PROGRAMS

Our agency is applying as an (please check one):

- ☐ Emergency Food Program (distributes bagged or boxed groceries)
- ☐ On-site food program (prepares and provides meals on site)
- ☐ Snack Program (provides snacks on-site as part of an agency program)
- ☐ Non-Food Program (receives non-food items from Utah Food Bank)

Our agency provides the following services (please circle all applicable services):

Pantry	Soup Kitchen	Shelter	Childcare	Youth Center	Senior Services
Summer Camp	Community Center	Residential Facility	Substance Abuse Services		

Does your agency require/request clients to pay for any of its services? (This includes sliding scales for group, residential and senior living facilities). Yes No

If yes, please explain:

FOR PANTRIES

Please complete if your agency distributes bagged or boxed groceries. What are the days and hours of your food distribution?

Sun	Mon	Tues	Wed	Thurs	Fri	Sat

FOR ONSITE MEAL AND SNACK PROGRAMS

Please complete if your agency prepares and provides meals or snacks onsite. What are the days and hours of operation?

Meal	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Breakfast							
Lunch							
Dinner							
Snack							

ALL AGENCIES

Approximately, how many people do you serve each month? _____

How often may a client receive food from your agency? _____

How long has your program been in operation? _____

Please describe your geographic service area – include zip codes served: _____

What are your eligibility requirements? _____

What are your client restrictions (if any, like age, income, gender, or other)? (Please attach copy of written eligibility policy) _____

Is your agency registered with 2-1-1? _____

What client/product record keeping system(s) do you have in place? _____

What are your major sources of funding, and what percent does each represent? _____

Does your agency operate more than one site that will use Utah Food Bank products? Yes No

If yes, please complete a program/site information sheet for each additional site.

What type of food storage facilities do you have?

Dry Storage Yes No If yes, _____ ft. x _____ ft. = _____ ft.

Frozen Storage Yes No If yes, _____ ft. x _____ ft. = _____ ft.

Refrigerated Storage Yes No If yes, _____ ft. x _____ ft. = _____ ft.

Do you have adequate transportation to transport product from the Utah Food Bank warehouse to your agency?

Yes No

DOCUMENTS REQUESTED

- A copy of your program's current Internal Revenue Service 501(c)(3) determination letter or church eligibility form.
- A copy of your program's mission statement.
- A food handler's permit or ServeSafe certificate of at least one person overseeing your food program.
- Brochures or pictures of your site, if available.
- A copy of your health department certificate or Utah State Department of Agriculture certificate (if serving meals).

SIGNATURE

I certify that the above application is complete and the information is true and correct to the best of my knowledge. I understand that false information on this application may be grounds for non-approval of the application or termination of my organization's participation with Utah Food Bank.

Signature of Pastor/Director/Chief Executive

Date

Print name of Pastor/Director/Chief Executive

Print Title

** Utah Food Bank reserves the right to give priority to underserved areas.*

Agency Agreement

This Agency Agreement (“Agreement”) is made as of the Effective Date by Partner Agency and Utah Food Bank. The purpose of this Agreement is to define the duties and responsibilities of Partner Agency in order to participate in the food distribution program offered by Utah Food Bank. Failure to comply with any of these requirements may result in suspension or termination of service by Utah Food Bank. Many of these requirements are explained in more detail in the Training and Orientation Manual which will be provided to Partner Agency prior to Utah Food Bank signing this Agreement.

I. Partner Agency Tax Exempt Status. The purpose of this provision is to insure that the Partner Agency or Sponsoring Agency maintains its tax exempt status and that donated goods constitute “qualified contributions” under Internal Revenue Code Section 170(e)(3)(A).

1. Maintain Tax Exempt Status. The Partner Agency or Sponsoring Agency shall maintain its status as (A) a tax-exempt entity under Internal Revenue Code Section 501(c)(3) and be incorporated for the purpose of serving the ill, needy, or infants (minor children), or the religious equivalent.

2. Provide Proof of Tax Exempt Status. The Partner Agency shall provide to Utah Food Bank proof of its status as a Section 501(c)(3) tax-exempt entity in the form of: (A) a copy of an IRS exemption letter, or (B) a Utah Food Bank 501(c)(3) Sponsor Agreement and supporting documentation from a sponsor group that has a group Section 501(c)(3) exemption meeting the requirements set forth in the Orientation and Training Manual or (C) a Utah Food Bank Church Exemption Form.

3. Use of Donated Goods. The Partner Agency shall comply with the requirements of a donor for donated goods to constitute a “qualified contribution” under Section 170(e)(3)(A). All donated goods received from Utah Food Bank shall be used solely to assist low income, needy, ill or infant individuals. Donated goods from Utah Food Bank shall not be sold, traded, bartered or exchanged for cash, goods or services. No fee or cost of any kind shall be charged to any recipient. All donated goods will be distributed within the Utah Food Bank service area, and not distributed outside the United States.

II. Safe and Proper Handling of Donated Goods. This provision is intended to insure that the Partner Agency employs safe and proper handling procedures for food and products donated by Utah Food Bank. In addition to these requirements, Partner Agency shall comply with the food storage requirements set in the Training and Orientation Manual.

1. Donated Goods Must Be Accepted “As Is”. Donated goods are distributed to Partner Agency “as is” meaning that it is the responsibility of the Partner Agency to determine if the donated goods can be used, distributed or consumed by Partner Agency and its recipients. Partner Agency is solely responsible for determining whether food received from Utah Food Bank is fit for human consumption. Partner Agency shall be responsible for reviewing postings of FDA recalls, including those posted or sent out by Utah Food Bank.

2. Safe Handling. The Partner Agency shall: (a) receive, store, warehouse and prepare (if applicable) all food and products in a sanitary environment and in accordance with safe handling procedures and in compliance with all local, state and federal (e.g., USDA) regulations; (b) maintain all appliances and other equipment with sufficient capacity to store frozen and refrigerated food at the proper temperature; and (c) provide suitable transportation and equipment to transport food and products from Utah Food Bank including, without limitation, coolers.

3. Permits. In the event that the Partner Agency serves prepared meals, the Partner Agency shall obtain and provide a copy of a Health Department certificate to Utah Food Bank of all permits and licenses required by local and state authorities. This certificate shall be renewed and submitted to Utah Food Bank annually, no later than the listed expiration date on the Health Department certificate. All Partner Agencies will maintain a current food handler permit or Serve Safe certification for at least one staff member as obtained through the local Health Department, Utah Food Bank, or other approved certifying agency.

4. Compliance with Laws. The Partner Agency shall comply with all applicable local, county, state and federal laws and regulations regarding the storage, handling and, if applicable, preparation of food for public distribution including, without limitation, all health department regulations. Partner Agency shall store, handle, prepare (if applicable) and distribute food in such manner as will permit Partner Agency and Utah Food Bank, Feeding America and their various and original donors to be protected under the Utah's Good Samaritan laws (e.g., U.C.A. Section 4-34-5 and U.C.A. Section 78B-4-502) and under any federal Good Samaritan food donation act.

5. Release and Indemnification. In connection with this Agreement, the Partner Agency shall execute the Release and Indemnification provided by Utah Food Bank. The purpose of the Release is to protect Utah Food Bank, Feeding America and their various and original donors from being sued by Partner Agency regarding the donated goods that Utah Food Bank provides the Partner Agency and regarding donated goods that Partner agency provides to its recipients. The purpose of the Hold Harmless is to protect Utah Food Bank, Feeding America and their various and original donors from liability including liability for third party claims such as the individuals to whom the Partner Agency distributes these donated goods. The purpose of the Disclaimer of Warranties is to communicate to Partner Agency that Utah Food Bank is providing donated goods "as is" without any assurance that the donated goods are in a condition that can be used by the Partner Agency (e.g., that any particular food item is fit for human consumption) and that it is the responsibility of the Partner Agency to determine if the donated goods are fit to be used, distributed or consumed by Partner Agency and its recipients. The Release and Indemnification shall survive termination of this Agreement.

III. Policies, Procedures and Record Keeping for Donated Goods. Donated goods received from Utah Food Bank must be used and distributed by Partner Agency with strict adherence to the policies of Utah Food Bank, Feeding America and/or the original donor. The Partner Agency agrees to comply with any changes that Utah Food Bank, Feeding America and/or the original donor may reasonably make to their policies or additional stipulations that Utah Food Bank, Feeding America and/or the original donor may reasonably place on receipt and use of the donated goods. The Partner Agency confirms that it shall comply with the requirements as outlined in the Training Orientation Manual including, without limitation, the following:

- a) the procedures and guidelines for distribution approved by Utah Food Bank
- b) the ordering, pickup and delivery procedures
- c) the record keeping requirements, In-house Use Policy, and Monthly Service Report;
- d) the food drive requirements;
- e) the training session attendance requirements; and monitoring requirements

IV. Anti-Discrimination. The Partner Agency shall not engage in discrimination in the provision of services and distribution of donated goods against any person because of race, color, citizenship, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran.

V. Notice of Change of Status. The Partner Agency shall notify Utah Food Bank immediately if:

- a) Partner Agency's tax-exempt status changes;
- b) Partner Agency's program changes from that described in the Partner Agency Application;

- c) Partner Agency's site as disclosed in the Partner Agency Application has changed or if additional sites have been added;
- d) Partner Agency's procedures have changed from those disclosed in the Partner Agency Application;
- e) Partner Agency's contact information has changed from that disclosed in the Partner Agency Application;
- or
- f) The authorized ordering person for Partner Agency has changed.

VI. Enforcement of the Agreement. This Agreement and the Release and Indemnification are intended to be enforced to the fullest extent of the law; to the extent that any provision or application of these agreements is unenforceable, the remainder of the agreements and the lawful applications of these agreements shall remain in full force and effect to be enforced consistent with the overall objective of this Agreement. In the event of a default of the obligations of Partner Agency set forth above, Utah Food Bank shall have the right, in addition to the actions specified in the Application Packet or the Training and Orientation Manual, to terminate this Agreement and distribution of donated goods to Partner Agency. Notwithstanding the foregoing, upon ten (10) days written notice to the other party, either party shall have the right to terminate this Agreement and cease distribution of donated goods from Utah Food Bank to Partner Agency. In either event, the Partner Agency's obligations with respect to donated goods obtained from Utah Food Bank shall survive termination. This Agreement shall be governed by the laws of the State of Utah. In the event of a dispute, the prevailing party shall be entitled to attorneys' fees and court costs. This Agreement may only be modified in writing executed by an authorized officer or employee of a party. Any waiver of any provision or default hereunder must be in writing by an authorized officer or employee of a party and shall not act as a waiver of any other or later default. This Agreement may be executed in counterparts, each of which shall be deemed an original and which together shall constitute a single document. The undersigned represent and warrant that each is authorized to execute this agreement on behalf of the respective parties.

Release and Indemnification

Partner Agency and Utah Food Bank have entered into an Agency Agreement under which Utah Food Bank will provide donated goods. As a condition to providing donated goods, Utah Food Bank requires that Partner Agency sign this Release and Indemnification (“Release”).

1. Release. Partner Agency hereby releases (agrees that it will not sue) Utah Food Bank, Feeding America and/ or their various and original donors and/or any of the individuals or companies who act on their behalf (officers, directors, employees, agents, partners, affiliates, representatives, invitees, contractors and volunteers) (“Related Entities”) from any liability resulting from the distribution of donated goods by Utah Food Bank to Partner Agency and by Partner Agency to any recipients.
2. Hold Harmless. Partner Agency agrees to indemnify, defend and hold harmless Utah Food Bank, Feeding America and/or their various and original donors and/or any Related Entities from all liabilities, damages, claims, obligations, losses, and costs (including attorney’s fees) that arise: (A) in connection with donated goods that Partner Agency has obtained from Utah Food Bank, or the conduct of Utah Food Bank (and its Related Entities) in distribution, transportation, use, storage, and handling of donated goods; (B) from the conduct of Partner Agency (and its Related Entities) in packing, loading, unloading and transporting donated goods, using, storing, handling, preparing, packaging and serving donated goods, distributing donated goods and participating in Utah Food Bank’s food distribution program; and (C) from Partner Agency’s breach of the Agency Agreement.
3. Disclaimer of Warranties. Utah Food Bank provides donated goods to Partner Agency “as is” which means that it is the responsibility of the Partner Agency to determine if the donated goods can be safely used, distributed and/or consumed by Partner Agency and its recipients. Partner Agency acknowledges it accepts all donated goods from Utah Food Bank in their “as is” condition. Utah Food Bank, Feeding America and/or their various and original donors expressly disclaim any implied warranties of merchantability or fitness for a particular use and make no warranties, express or implied with respect to donated goods. No person is authorized to give any warranties on behalf of Utah Food Bank.

To the extent that any provision or application of this Release is unenforceable, the remainder and the lawful application of this Release shall remain in effect. This Release shall not waive or diminish any other of Utah Food Bank’s rights or protections under the law (e.g., Good Samaritan Law).

Client Bill of Rights

- Clients are to receive food free of charge
- Clients are not required to give donations, pay, work, or participate in religious services in order to receive food
- Clients are to be treated with respect and dignity at all times
- Clients are free to refuse any items that do not meet their dietary or religious standards
- Clients are to receive food that meets local, state, and federal standards for food safety
- Clients are not to be turned away on their first visit because of lack of identification, referral, or documentation of need
- Clients are never to be asked for their Social Security Number for any reason

The number of people that Emergency Food Providers are able to serve and the amount of food they can provide are dependent upon the amount of food and funding available to them. Utah Food Bank is dedicated to reducing hunger by utilizing its resources in the most efficient and effective manner to support the efforts of Emergency Food Providers in the community.

Signature Page for

Agency Agreement, Release and Indemnification, and Client Bill of Rights

Partner Agency: _____

Partner Agency hereby acknowledges that it understands and agrees to the terms of Utah Food Bank Agency Agreement, Release and Indemnification, and Client Bill of Rights.

Signature of Pastor/Director/Chief Executive

Date

Print name of Pastor/Director/Chief Executive

Print Title

Signature of Utah Food Bank, Agency Relations

Date

Print name of Utah Food Bank, Agency Relations

Print Title

FOR SPONSORED AGENCIES ONLY

Signature of Director/Authorized Representative of Sponsor

Date

Print name of Director/Authorized Representative of Sponsor

Print Title

Agency Application Checklist

Signed Application

Signed Signature Page

501(c) (3) Letter

Food Handlers Permit

Mission Statement

One of the following:

Food Establishment Certificate
(From UDAF or from the Local Health Department)

Health Department Waiver Letter

Closed Program Attestation

Attestation of Immediate Distribution



Bridge Elementary 2025-2026

2nd Friday

Month	Date
September	NA
October	NA
November	14
December	12
January	16
February	13!! – No School
March	13!! – No School (PTC)
April	17
May	15

Dates may be subject to change due to weather or holiday closures.



Acknowledgement of Receipt

*I acknowledge that I received the Executive Director Job Duties and Responsibilities, Confidentiality Agreement, and the Compensation and Benefits Description contained in this agreement. I represent and warrant that I have carefully read each provision of this agreement, that I fully and completely understand and agree to each provision of this agreement, and that I understand and accept that my employment with the School is for a(n) **indefinite period** and is **at will**.*

Janey Stoddard

Employee Name (print)

Brittani Brown

School Representative (print)

Employee Name (signature)

School Representative (signature)

Date

Date