



Bite2Go TOOLBOX

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PROGRAM OVERVIEW



Adoption: A Meaningful Model for Success and Sustainability

- At The Core pairs a church, business, or civic organization with a local elementary school. We call these entities Adoptive Organizations (AOs).
- Church congregants, business employees, or organization members sponsor needy children at their adopted school for the Bite2Go program.
- It costs \$15 a month, or \$180 a year to sponsor a child over the weekends with Bite2Go Kits. This price is based on a 36-week Bite2Go Kit delivery model for the school year.
- Bite2Go Kits contain two days' worth of food for breakfast, lunch, and a snack. These prepackaged weekend food Kits are kid friendly, healthy, require no preparation, and are shelf stable.
- Once a school has been adopted, anyone can sponsor a child at the School (not just adoptive organization members).
- AOs commit to facilitate picking up Bite2Go Kits from Second Harvest and delivering them to their adopted school weekly during the school year.
- AOs are encouraged to embrace the adoption of their school by using the "[More Menu](#)" to determine what more they can do to help kids in need there.
- Schools are encouraged to embrace the adoption model and use the "More Menu" to communicate needs of the school, and its students, to their AO.
- We offer many points of contact for community members to be involved in the program as well, such as Bite2Go packing events, volunteer delivery opportunities, child sponsorships, and more.

PROGRAM AGREEMENTS



Second Harvest Commits to the Following:

1. Offer best possible Bite2Go Kit at the best possible price
2. Provide excellent and responsive customer service.
 - a. accurate orders
 - b. on-time pick-ups and deliveries
 - c. friendly warehouse staff
3. Adjust and communicate pick-up date and time changes for school holidays.
4. Perform site monitoring visit to check for food safety.
5. Stewardship and relationship building with AO's and schools. Providing annual reviews liaison support, coaching and opportunities to build Bite2Go Kits.

At The Core Commits to the Following:

1. **INSPIRE:** Offer inspirational messages, videos, resources, statistics, and stories, (via newsletters, etc.) to inspire each AO and their constituents to engage in the program initially and maintain their engagement over the years. Also, inspire the city at large utilizing various media sources.
2. **EQUIP:** Create and share tools for success for each AO: Bite2Go ToolBox, "More Menu", school district calendars, downloadable volunteer signup sheets, downloadable form letters for donor re-upping, and downloadable form letters for thank you.
3. **EMPOWER:** Best practices, spotlights via newsletters, semiannual liaison meetings, and timely reminders about seasonal donor re-upping for each AO.
4. **REVIEW AND REVAMP:** Annual reviews/surveys to determine successes of the program and what changes should be implemented to improve year after year.
5. **LIAISON SUPPORT:** Provide updates, good communication, and coaching to make each liaison as successful as possible.

PROGRAM AGREEMENTS



Adoptive Organization Commits to the Following:

1. Choose and empower a high-capacity liaison who is passionate about feeding children as the primary facilitator of the program on the organization's end.
2. Intend to fund for 3 years and to an annual renewal funding drive:
 - a. Select and manage payment model, and stay informed about sponsorship status:
 - i. individual member sponsors
 - ii. organization pays
 - iii. combination of the 2 above
3. Pick up from Second Harvest weekly and deliver to schools weekly (rural monthly delivery of B2G Kits upon approval).
4. When possible, do more at the school utilizing the "[More Menu](#)" between AO and school.
5. Maintain consistent communication with school, ATC, and/or 2-Harvest about any issues, opportunities, and success.

School Commits to the Following:

1. Identify students with the highest need for Bite2Go. Print and send parent permission forms to kids who have been identified as B2G potential recipients. Store signed permission forms on site to be easily accessed by district staff for audits.
2. Maintain consistent communication with Adoptive Organization about any issues, opportunities, and successes. Specifically, communicate with the AO about upcoming events, (i.e.- school newsletter), needs, as an opportunity for the AO to do more. Recognizing that the AO can't do everything but can't do anything if they don't know the need.
3. Officials discreetly place Kits in students' backpacks on Fridays.
4. Inform school front desk staff and administration about the program, so they can be welcoming, and engaged with volunteer delivery person.
5. Utilize the B2G ToolBox for ideas to thank your Adoptive Organization. EX: notes, posters, emails, stories, and highlights in school newsletter.
6. Store any surplus Kits off the floor and in a dry, safe storage area.

IMPORTANT THINGS TO KNOW



Bite2Go Program Starts September 13th-17th

1. **Setup a kick-off meeting with the school (principal or counselor)**
 - a. Share your organization's enthusiasm for the coming year.
 - b. Discuss the number of students that will be a part of the Bite2Go program. Do they have a change in numbers? Do you have a change in how many students you can fund?
 - c. If the school needs a copy of the parental consent form, direct them to www.atthecore.online (Tab: About Us/Resources).
 - d. Go over delivery logistics so your volunteers and the school staff are on the same page with deliveries each week.
 - e. Discuss any challenges from last year that might be avoided this year.
2. **Contact Rachelle Goodbrake** - rachelle.goodbrake@2-harvest.org, 509-252-6290, For changes in quantity, a new program liaison or if your pick-up/delivery changes.
3. **Organize your volunteers for pick-up and delivery. Pick-up will be at the Wolff Family and Child Hunger Solution Center**

Final Delivery of Kits June 6th-10th

1. At the beginning of April, decide if your organization wants to do a summer box for students, or provide any other type of summer support.
2. About one month before school ends, get in touch with the school counselor or staff point person to:
 - a. Decide how you will give out all leftover Bite2Go Kits before the last day of distribution.
 - b. Set-up an evaluative meeting to go over what worked well and what needs to be improved.
3. Invite the principal or counselor to your church or business to share how the program has benefitted kids or invite them to write something you can share with your congregation or employees.

IMPORTANT CONTACT INFORMATION



ANNA BRESNAHAN: Second Harvest/Bite2Go Program Relations, Elementary and Rural Expansion

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Email: anna.bresnahan@2-harvest.org

RACHELLE GOODBRAKE: Second Harvest/Bite2Go Program Relations, Secondary Schools/Logistics

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BRENNA SLOAN: At The Core/Program Administrator

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FREQUENTLY ASKED QUESTIONS



What is the Bite2Go forecast?

The Bite2Go forecast is the number of Kits that are distributed each week at your school based on the need of your school and the sponsorship capacity of your Adoptive Organization (AO).

What is in a Bite2Go Kit and how many Kits per box (case)?

A Bite2Go Kit contains some variety of 2 – breakfasts, 2 lunch entrees, and healthy snacks. Product mix may vary depending on availability. There are 8 to 10 Kits (or weekend bags) per box (1-case).

When is the first distribution of Bite2Go Program?

The first distribution will be the week of September 13th-17th. The final delivery of Kits will be the week of June 6th-10th. If you need any changes, please email rachelle.goodbrake@2-harvest.org

What about permission slips?

Permission slips are a requirement of the school districts. This is the sole responsibility of the school counselor, principal, or designated staff member. If you have participants that don't have permission forms returned by the start of the program, they can get their extra Kits as soon as the forms are returned.

Do children get Bite2Go Kits during school breaks?

The Bite2Go program does not include extra Kits for Winter and Spring breaks. Many AOs recognize that these are very vulnerable times for children, and they generously fund additional Kits during these times or provide a Winter/Spring break box with additional food and other fun treats for their Bite2Go recipients. Please see the [More Menu/Ideas page](#) for more information.

What do we do if there is a holiday on a Friday?

Frequently the school districts build Friday Snow Days into the calendar. When this occurs, and there is a Friday holiday, all orders are automatically moved up one day. So, a regular Thursday pick-up will be moved to Wednesday, allowing the schools to distribute the Kits on Thursday rather than Friday.

What should I do if I have more children who need Bite2Go Kits?

Talk to your church or business about the situation and perhaps additional sponsorship can be secured. If not, keep a waiting list for new participants so that if children leave the program, you have children readily available to contact.

What should I do if I have fewer children who need Bite2Go Kits?



Once you've depleted your waiting list, for a couple weeks try and give extra Kits to children with siblings or large families and continue to contact children who may be in need. If after a couple weeks the need for Bite2Go Kits has declined, please contact rachelle.goodbrake@2-harvest.org to adjust the forecast to a lower level.

What should I do if the forecast is correct, but several children have been absent, and we now have a surplus of Bite2Go Kits?

1. Try to set up a system with the counselor/teacher to get the Bite2Go Kit to any absent children as soon as they come back to class. This process will vary by school.
2. Any surplus can be given out to participants who have siblings at home or have a large family.
3. You can also redistribute the Bite2Go Kit items into other bags for the kids receiving them - bulk up the Kits with the leftover food items.

How do I know who to call about my program?

Rachelle Goodbrake is responsible for all logistics related to Bite2Go. If you'd like to change your forecast or pick-up day/time, please contact her at rachelle.goodbrake@2-harvest.org or 509-252-6290. Anna Bresnahan is responsible for all sponsorship, funding and "more" options related to Bite2Go. She can be reached at anna.bresnahan@2-harvest.org or 509-252-6276.

What if I missed a pick-up or my volunteer is going to be late?

If you've forgotten a pick-up, Rachelle will likely give you a call or email reminder. If you know you'll miss a pick-up or be late, it is helpful to our warehouse team to know about your changes. A quick email to Rachelle is greatly appreciated.

Why doesn't the program extend into the Summer?

We encourage the Adoptive Organization to take opportunities outside of Bite2Go to support their school. One opportunity might be to provide summer boxes (include full size cereal boxes, shelf stable milk, granola bars, apple sauce packets, etc.).

Why does Bite2Go not cover Spring Break and Christmas?

We encourage Adoptive Organization to provide their own special version of a kit or double up so there are more kits going home over the school breaks.

MORE MENU



Your name and contact information: _____

I am filling this form as a:

- School Business Church/Faith-Based
 Nonprofit Other: _____ Organization

Name of the partnering business, school, church, nonprofit or organization that you represent: _____

Please check all boxes that indicate the resources you are interested in providing to a school or receiving at your school.

Basic Needs & Supplies

- Bite2Go Weekend Food Kits
- Food for School Food Pantry
- Holiday Meals/Gifts for School/Families
- Volunteers to Pack & Distribute Food
- Emergency Clothing Pantry Donations
- Winter Clothing for Students
- Shoe Drive
- Hygiene Supplies for Students
- School Supplies
- Playground Equipment
- Incentives/Prizes for Student Recognition
- Technology Supplies

Academic Supports

- Reading Buddies
- Guest Readers
- After School Tutoring/Homework Help
- Observing/Giving Feedback to Students

College & Career Readiness

- Guest Speaker for Classrooms
- Volunteers for Career Fairs
- Student Job Shadow Opportunities

School Activities and Supports

- After School Club or Activity Assistance
- Fund runs (Volunteers and/or Supplies)
- Carnival (Volunteers and/or Supplies)
- Family Nights (Volunteers and/or Supplies)
- Student Move-Up (Volunteers and/or Supplies)
- Staff and Teacher Appreciation
- Parent Engagement Support
- Technology Supplies

Social-Emotional Supports

- Lunchtime Mentors
- After School Mentors
- Recess Volunteer

IDEAS & INSPIRATION



IDEA	DESCRIPTION
Backpack Distribution	At the beginning of the school year each B2G student received a backpack full of supplies and some food. *New, empty backpacks were available for employees/congregants/members to take and fill with supplies and return with a check for their sponsorship of that child for B2G.
Birthday Buddies	Provide snacks for the class, balloons, etc. for each B2G student for their birthday in class.
Lunch Buddies	Volunteers go eat lunch with students.
"Out of the Box" Mentoring	Teaching a group of boys how to be gentlemen, or a group of girls how to be kind and good to one another.
Best Food Forward	Shoe drive.
Sweatpants Sunday or Undie Sunday	Sweatpants drive and/or underwear drive for kids who come to school dirty or soil their clothes during school.
Playground Equipment	Various playground balls, jump ropes, etc.
Office Supplies	Purchasing supplies for schools such as binders, a laminator, etc.
Buddy Bench	Example: https://www.thebenchfactory.com/buddy-bench-benefits
Provide School Spirit Shirts	Pay for all or some of the cost for school shirts.
"Warming Hearts and Hands"	Hat and glove drive.
Thanksgiving Boxes	Food items for a Thanksgiving meal.
Winter Activity Supply Drive	Paints, arts and crafts, books, etc. for winter break.
Tree of Sharing	Include food items as well (create your own or participate if there is one at the school).
End of the Year Play Date	6-10 volunteers for play day at the school/recess.
Fun in the Sun Drive	Book donations, summer fun packs including frisbee, sidewalk chalk, bubbles, etc.
Summer Boxes	Similar to Tree of Sharing, purchase items written on beach balls (food supplies, sidewalk chalk, water guns, summer movie tickets, etc.).
Summer Feeding Program	Partner with a local food bank and do a food distribution at local parks.
Include Local Food Bank Information in Bite2Go Bags	For more information contact Second Harvest.

**For questions or more information on any of these ideas, or contact information for those who have already done one of the items above, please email Brenna Sloan at brenna@lifeatthecore.org*