



TOTES OF HOPE® PROGRAM APPLICATION

Totes consist of 7 to 9 pounds of shelf-stable food items intended for weekend use, providing food to at-risk children and their family, when they are not in school. Pick up of the totes food is at Food Bank of the Rockies each Friday between the hours of 9:00 a.m. to 3:00 p.m.

Participation requirements:

- FBR prefers to work with Partners serve children in a geographic area where 50% or more of the children residing in the area are eligible for free or reduced-price school meals.
- Food must be distributed directly to schools and to the students receiving the tote
- Distribute a minimum of 20 totes per week
- Commitment to pickup weekly. Missed pickups without prior notification may result in removal of partner from the program.
- Each site is responsible for providing the bag, tote or backpack that the food is packed in
- Completion of annual Food Safety and Civil Rights certification, provided online and at no charge by FBR
- Ensure proper storage of food after it is picked up and before distribute to kids

SITE INFORMATION

1. Totes of Hope® is available year round, including summer. Please let us know your distribution schedule

Months of Distribution	Month – From	Month - To
School Year Only		
Summer Only		
Year Round		

2. Site Location Information

Site Name:	
Street Address:	
City:	
County:	
Zip Code: + <u>4</u>	
Nearest cross streets:	

3. Site Primary Contact Information

Though duties may be delegated, either the primary or secondary contact should be the person responsible for the site and all program paperwork. At least one of these individuals will be required to attend training.

Name (First & Last):	
Phone (Best Contact Number):	
Alternate Phone:	
Email Address:	
Date of Birth (mandatory):	
Position Title:	
Date of Background Check:	

4. Site Secondary Contact Information

Name (First & Last):	
Phone (Best Contact Number):	
Alternate Phone:	
Email Address:	
Position Title:	
Date of Background Check:	
BACKGROUND CHECK: Food Bank of the Rockies and Feeding America require that individuals who participate in Totes of Hope who have direct repetitive contact with children undergo and pass a National Background search. Please review the pages following this application – ACTION REQUIRED.	

GENERAL SITE INFORMATION

5. Provide a description of the children’s program offered by your organization and the eligibility process for children receiving a tote:

Example: *“We are a daycare center providing daily or weekly care for children 1 – 10 years old. Families who receive state subsidies to cover program costs will be invited to participate in the totes program.”*

6. Site Eligibility

Public School District: _____

School Name: _____

Percent Eligible for Free or Reduced Lunches: _____

Distance to Nearest School: _____

7. Anticipated number of children to be served with Totes weekly: _____

8. Age Range of children participating: _____ years to _____ years

SITE OPERATION

9. Day and time of the weekly Totes distribution

Day: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Time: _____ A.M. P.M.

10. Food storage location (if different than site address listed previously)

Street Address:	
City:	
County:	
Zip Code: + 4	

11. Location(s) where the Totes are distributed

If your organization distributes totes to multiple school locations, please list the name, address and number of Totes per school.

SCHOOL NAME	ADDRESS	# OF TOTES

RETURN THIS APPLICATION WITH ALL AREAS COMPLETED TO:

Zack Kellerman

Email: zkellerman@foodbankrockies.org (*preferred*)

Fax: 303-375-5876

Mail: Nutrition Network Division, 10700 E. 45th Avenue, Denver, CO 80239

Questions? Contact Zack @ 303-375-5865