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**K-12 Food Rescue Food Bank and Food Pantry Meeting Agenda**

1. Pantry Explains services: Population your serve: Number of meals each year distributed.
2. Pantry Explains food safety handling standards for both pick-up, as well as distribution of the food. Describe your refrigeration capacity. Keep in mind it is acknowledged that many K-12 Food Rescue pick-ups around the state are in non-refrigerated trucks driven by volunteers and picked up by volunteers, which is legal. The school simply needs to hear your plan on getting the food back into the proper temperature if required. (Dairy Items for Example).
3. Explain your volunteer or paid staff capacity to make pick-ups in accordance to the needs of the cafeteria staff.
4. Begin the discussion about which food pantries can service the individual schools.
5. Establish pick up times, and contact info from all parties, including email and phone contacts of the schools and the food pantries.
6. Explain the start process: Each food pantry will be notified by the established contact person what date the pick-ups will begin. If there are multiple schools assigned to one food pantry, the school district Food Service Director will work with the food pantry to insure the pick-ups will be the same day at staggered times in fairness to the food pantry.
7. Other items the Food Service Director would like to address.