

MEMORANDUM OF UNDERSTANDING (MOU)
Between
Food Bus, Inc.
and
_____ **Elementary School**

This is an agreement between Food Bus, Inc. hereinafter called Food Bus and _____ Elementary School hereinafter called _____ ES.

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to implementing a program of food recovery at the elementary school.

In particular, this MOU is intended to:

- Enhance students understanding of hunger in their community.
- Increase student participation in community service.
- Reduce the amount of unused/unopened food thrown out as waste.
- Establish a food recovery program in the cafeteria in order to distribute unused food to local pantries.
- Clarify the responsibility of the school coordinator, and the responsibility of Food Bus.
- Outline the process for food recovery and distribution

II. BACKGROUND

Food Bus was established as a nonprofit in order to assist elementary schools with implementing programs of food recovery and distribution in their cafeterias. Students at the elementary school level throw out enormous amounts of food where it ends up in our national waste stream, emitting methane gas. Instead, instead, we educate both staff and students regarding food recovery, as well as manage and maintain the relationship with a given food pantry that a school chooses to partner with.

III. Food Bus RESPONSIBILITIES UNDER THIS MOU

Food Bus , in collaboration with local volunteer of the school's choosing, shall undertake the following activities:

- Develop, in partnership with the school coordinator, a program of food recovery in the cafeteria.
- Inform the school regarding the necessary materials in order to implement and maintain the program, including a refrigerator, baskets, carts, and paper supplies. Food Bus will utilize grant money when available to assist with purchases.
- Educate staff, students and parents as needed.
- Support the coordinator with emails, phone calls and other assistance as required.

- Teach coordinator at school how to register a sign up genius listing for the coordinator to use in order to involve parent volunteers to help with delivery.
- Assist the school in choosing a pantry to partner with.
- Contact the chosen pantry and initiate a partnership.
- Review weekly procedures for food collection and distribution with the school coordinator.
- Comply with county regulations regarding food recovery.
- Train the school coordinator in food recovery and donation process.
- Collect yearly records across schools.

IV. _____ Elementary School RESPONSIBILITIES UNDER THIS MOU

_____ ES shall undertake the following activities:

- Develop, in partnership with Food Bus, a program of food recovery in the cafeteria.
 - Deliver food collected over the course of a week to a local food pantry.
 - Share ideas and concerns with Food Bus and other coordinators.
 - Support students at the school in this community service activity.
 - Provide space in the cafeteria for a refrigerator (to collect and store perishables in).
 - Promote the Food Bus program in PTA or other newsletter, in order to educate parents and families regarding hunger and food recovery.
 - Refer other schools if interest expressed.
 - Weigh food collected on a weekly basis and record on chart taped to refrigerator.
 - Comply with county regulations regarding food recovery and donation.
 - Train volunteers to bag food on Fridays and deliver directly to food pantry.
 - Report to Food Bus a yearly weight in pounds of the amount of recovered food donated.
 - Monitor Sign Up Genius volunteer listing to make sure Friday pick up is covered.
 - Evaluate system for food collection and change as needed.
- *ES or other will pay Food Bus for technical assistance after initial/introductory consult via billable contract hours.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. Modification clause: This agreement can be modified at any time if either party finds it necessary in order to manage the process of food recovery more efficiently.
2. Termination clause: This agreement may be terminated by either clause if the food recovery and distribution system is creating undue stress or is not manageable.

VI. EFFECTIVE DATE AND SIGNATURE

This MOU shall be in effect upon the signature of Food Bus' and _____Elementary School's authorized officials. It shall be in force from (date)_____ to (date) _____.

Food Bus, Inc. and _____Elementary School indicate agreement with this MOU by their signatures.

Signatures and dates

Kathleen D. Weil, PhD
Exec. Director
Food Bus, Inc.

School Pantry Coordinator

Elementary School

Date

Date