

Contact:
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2025 – 2026 SnackPacks for Kids School Coordinator Manual

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SnackPacks for Kids - School Coordinator Responsibilities

The position of the School Coordinator should require no more than 2 hours of work per week (the amount of time depends upon how many students being supported) to manage the program.

Responsibilities:

Review/Understand SnackPacks for Kids Policies & Procedures

1. Return all tote containers at the end of the school year.
2. Ensure food is given to approved students.
3. Ensure food is distributed by approved adults each Friday.
4. Ensure total number of students receiving SnackPacks does not exceed 20% of the number of students enrolled in your school's free and reduced lunch program.

Student/Staff Liaison

1. Communicate any necessary information about SnackPacks for Kids to school staff.
2. Contact parents of referred students and obtain written permission for their child(ren) to participate in the program.
3. Contact referred students to explain the program.

Maintain all records and reports

1. Keep the SnackPacks for Kids folder from year to year. (Forms will be updated as needed.)
2. Keep student referrals and get progress reports from teachers as needed.

Inventory control

1. If the number of participating students' changes, update your order via the Change Order Request form at www.samcc.org/snackpacks by the Friday before your hub delivery/school delivery or pickup week.
2. Assure that food is being properly stored in the totes provided by Samaritan Community Center.

Evaluation

1. Assist in the completion of student evaluations (beginning of second semester). It is critical for SCC to receive the evaluations. The SCC relies on this data for reporting outcomes. Without it, the SCC cannot compel donors to continue supporting the program.

SnackPacks 2025-2026 Program Agreement

Go to samcc.org/snackpacks and click “Fill out Our 2025-2026 Program Agreement”

**Please submit program agreements by
end of day Friday, August 22nd 2025**

SnackPacks for Kids is a program for students who are food insecure and who are not getting sufficient food outside of school *on a regular basis*. The following information is provided to help define a “chronically hungry” child.

Food Insecure: If a child does not get enough food outside of school he/she is considered “food insecure.” The U.S. Department of Agriculture defines food insecurity as *households that are uncertain of having, or unable to acquire, enough food to meet basic needs of all their members because of insufficient money or other resources*. When the guardian of a child has to choose between food and other necessities, e.g., having electricity shut off because they don’t have enough money, it is an indicator of food insecurity.

A child will not necessarily tell you that he/she doesn’t have enough food at home, but through observation you can begin to see patterns and/or behaviors that set them apart.

How do you identify a hungry child? Here are some examples:

1. A chronically hungry child will be anxious for a meal to be served.
2. Perhaps they rush the cafeteria line or they show up early for breakfast.
3. During the meal, they will eat all the food, not being picky with what they have on their plate.
4. They will also linger around for second helpings or even ask for more.

How to respond to a child who says he or she is hungry.

A child who complains about being hungry does not necessarily automatically qualify for SnackPacks for Kids. As a rule, growing children have an appetite and will say they are hungry at periods throughout the day. However, in the case of a chronically hungry child, certain questions can be asked to assess need.

1. In the morning, a child may say they are hungry. Ask them if they ate breakfast. If they are eligible for free or reduced-price breakfast, then make sure they are taking advantage of this program.
2. If they say they skipped breakfast find out why. Ask if they had enough food in their house or if it was just the case that they woke up late and didn’t have time for breakfast.
3. If they did eat breakfast, ask what they ate and if it was enough to make them full. You may also ask if they ate dinner the previous night. Once again ask what they had for dinner and if it was enough to fill them up.

By asking a few questions you should be able to assess whether this is just a case of normal hunger (where your stomach growls in anticipation for food – not because of a series of involuntary missed meals) or whether this seems to be a frequent incident that results because of food insecurity (the inability to afford enough food). Obviously, a child who says there is never enough food in the house or that all they had for dinner were some potato chips is the child who is considered chronically hungry.

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Even if a child worries that there will not be enough food at home, this is a cause for concern. Food insecurity is the main reason for the SnackPacks for Kids program. Any child who exhibits this behavior should be considered a candidate for receiving food.

Apart from recognizing food insecurity, physical appearance, school performance and home situation are secondary indicators that help confirm chronic hunger.

Physical Appearance: Certain physical features are indicators of vitamin and/or food deficiencies.

1. If the skin of a child appears to be puffy and swollen it can be due to a protein deficiency.
2. A child who is very thin and whose bones are starting to protrude may have a lack of protein and calories.
3. Another indicator is redness around the lips and/or cracked lips.
4. Dry and itchy eyes can be a sign of a vitamin A deficiency.

Please keep in mind that the weight of a child isn't always a sure indication of food insecurity. Some obesity is caused from poor nutrition in the diet of the child.

School Performance/Behavior: Sometimes the behavior of a child indicates problems at home with food insufficiency. By observing some of the following it may help in identifying chronic hunger:

1. Excessive absences – due to sickness or unexcused
2. Hyperactive, aggressive, irritable, anxious, withdrawn, distressed, passive/aggressive – any display of these mentioned which leads to disciplinary action
3. Repetition of a grade
4. Difficulty in forming friendships, getting along with others
5. Sickness – sore throat, common cold, stomach ache, ear infection, fatigue
6. Short attention span, inability to concentrate

Home Environment: Sometimes children will be very open about what is going on at home. For example, a child may say that his/her dad has lost a job and that the mother doesn't work. By listening to students and by being in contact with parents, the needs of the family can be assessed, which in turn can help determine whether or not the child needs to be receiving support. A single parent family where the parent works on the weekend is probably a situation in which SnackPacks for Kids can help a child who may be responsible for fixing their own meal. If the parent can fix meals for the child, but may be limited on the amount of food available, it may be more beneficial to refer the family to a food pantry.

SnackPacks for Kids is designed for children who are not able to get sufficient food at home due to neglect or other circumstances that prevent them from having regular access to food.

Any child with multiple risk factors as listed above should be considered for enrollment in the SnackPacks for Kids program.

SnackPacks for Kids Referral Form

Child's Name:

Name/title of person referring the student:

Age:

Date of referral:

Grade:

Added to SnackPacks for Kids program (yes or no):

Referral must include at least two items from each category or 6 factors total.

Behavior that demonstrated food insecurity

1. Rushing food lines
2. Extreme hunger on Monday morning
3. Eating all of the food served
4. Linger around or asking for seconds
5. Comments about not having enough food at home
6. Other:

School Performance

1. Excessive absences and/or tardiness
2. Chronic sickness
3. Short attention span/inability to concentrate
4. Chronic behavior that leads to disciplinary action (hyperactive, aggressive, irritable, anxious, withdrawn, distressed, passive/aggressive)

Home Environment

1. Often cooks own meals or has another sibling who does
2. Moves frequently
3. Often spends the night away from home (primary residence)

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4. Loss of income 5. Family crisis

6. Other:

Adapted from Nancy Cotugna, D. R. (2007). A Backpack Program Provides Help for Weekend Child hunger. *Journal of Hunger & Environmental Nutrition*, 39-45.

Dear Parent(s):

The Samaritan Community Center is partnering with schools to provide sacks of food to eligible children on a weekly basis through the SnackPacks for Kids program. The program will provide 6-10 food items to students so they will have food available for the weekend. These snack bags will be distributed to students discreetly each week by your child's school counselor.

The following is an example of the possible food items that may be included (not will be included). Shelf Stable 1% Milk, Pudding Cups, Fruit Snacks, Breakfast Cereal, Sunflower seeds, Meat Sticks. SOME ITEMS MAY CONTAIN NUTS OR MAY HAVE BEEN PROCESSED IN A FACILITY WHERE NUTS ARE PRESENT.

Your child has been selected to participate in this program. If you would like your child to participate in this program, please complete the information below, sign this letter, and return it to the school counselor.

Sincerely,

Jon Rambo
SnackPack for Kids Coordinator
jrambo@samcc.org 479-636-4198

Parental Permission Slip:

I (the undersigned parent or legal guardian) agree to allow my child or children to participate in the SnackPacks for Kids Program. I have read the list of food items shown above and have no objection to SnackPacks for Kids providing these or similar food items to my child to take home on the weekends. I also consent to my child participating in Samaritan Community Center's anonymous yearly survey facilitated by my child's school staff which help SnackPacks best meet my child's needs. Scan to view survey questions.

Child Name (Please Print) _____

Parent or Legal Guardian Name (Please Print) _____

Parent or Legal Guardian Name (Please Sign) _____

Date _____

Estimados Padres:

El Centro Comunitario Samaritano en conjunto con las escuelas estará ofreciendo semanalmente bolsas de alimentos para niños a través del programa de SnackPacks for Kids. El programa proveerá 8-10 alimentos a los estudiantes cada viernes por la tarde para que tengan alimento para el fin de semana. Estas bolsas se distribuirán de manera privada en las mochilas de los estudiantes semanalmente.

La siguiente es una lista de alimentos que se pueden proveer: Leche estable al 1%, tazas de pudín, bocadillos de frutas, cereales, semillas de girasol, palitos de carne. Algunos productos pueden contener nueces o haber sido procesados en instalaciones en las que están presente nueces.

Su hijo(a) ha sido seleccionado a participar en este programa. La escuela no podrá proveer alimento a su hijo sin su consentimiento. Si a usted le gustaría que su hijo(a) participe en este programa, por favor complete la información requerida, firme esta carta y regrésela a la escuela.

Atentamente,

Jon Rambo
Coordinador Escolar de SnackPacks para niños
jrambo@samcc.org 479-636-4198

Parental Permission:

Yo (el padre o tutor abajo firmante) doy permiso que mi hijo o hijos pueden participar en el Programa de SnackPacks. He leído la lista de alimentos arriba y no tengo ninguna objeción que el Programa de SnackPacks provee estos o alimentos similares para que mi hijo los trae al hogar en los fines de semana.

También doy permiso que mi hijo participa en los cuestionarios del Centro Comunitario Samaritano que son facilitados por la personal de la escuela de mi hijo los cuáles ayudan que el Programa de SnackPacks pueda mejorar con las necesidades de mi hijo. Escanee para obtener una vista previa de las preguntas de la encuesta.

Nombre del estudiante: _____

Padre, madre o tutor: _____

Padre, madre o tutor _____

Fecha _____

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Iakwe Mama, Baba, im ribôkeddo:

Samaritan Community Center ej koba ibben jikuul ko ñan lelok môña ñan ajiri ro kelet er, kajojo week jen būrokûram eo etan SnackPacks ñan ajiri.

Erkein laajrak in môña ko im ronaj liwoji: Shelf Stable 1% Milk, Pudding Cups, Fruit Snacks, Cereal, Slim Jim, Cheese and Crackers, Easy Mac, Ramen Noodles, Shortbread Cookies, and tuna or chicken packet. Due to allergies, no peanut products will be packed in the SnackPacks

Ajiri eo/ro nejum rômaroñ bed ilo būrokûram in ne kwonaj kanne tulal in beba in im likit eltan beium, im kadrol ñan jikuul eo.

Ilo kautiej,

Ri-lolorjake jen jikuul

Melim jen mama/baba/ribôkedoon:

Ña ij kôtlòk im ij errā bwe ajiri eo ak ajiri ro nejū ren pād ilo būrookraam in ajiri etan SnackPack. Emōj aō lale im etale laajrak in mōñā ak ekkan kein renāj lelok ñan ajiri eo nejū im lo bwe ejjelòk aō inepata im ejjelòk unin bwe ajiri eo nejū en jab eboktok mōñā ak SnackPack aolep Bōlaide. Ij bareinwōt kôtlòk bwe aolep iiō ilo an Samaritan Community Center eo kōmman survey eo an ak jet kajjitōk kōmman jen mōn jikuul eo an ñan jipañ kabbwiroiiki ad jelā ta aikuj ko an ajiri ro nejiiid.

Etan Ajiri eo (Please Print) _____

Etan Baba, Mama (Please Print) _____

Ribokeddoin Ajiri eo/ko (Please Sign) _____

Raan _____

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