



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FL

ALLISON MONBLEAU
DIRECTOR

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Hunger Relief Collaboration Team,
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**Action By:
Information Only**

TO: Principals
FROM: Joseph Sanches / Chief Operating Officer
SUBJECT: HUNGER RELIEF PROGRAMS

The District created a [Hunger Relief Collaboration Team \(HRCT\)](#) to support schools in their efforts to address food insecurity issues in our community. The HRCT works with local organizations who provide backpacks, food pantries and/or any other food distribution and hunger relief programs for students and families.

HRCT SHAREPOINT SITE

The [Hunger Relief Collaboration Team SharePoint Site](#) is used to compile information about all the hunger relief programs operating within the District. It is imperative that all schools that have a backpack, food pantry, and/or food distribution program(s) submit the required information.

- If your school has a program in place, but has NOT yet completed a [Hunger Relief School Program Participation Agreement \(PBSD 2641\)](#) with a respective agency for the 2023-2024 school year, tell us about it [HERE](#) by clicking on the 'Register New School's Hunger Relief Program' button, and then clicking on 'New'.

Note: Currently, only school principals and their administrative assistants have access to the HRCT SharePoint site. Other staff members may request access and will be granted access within 48 hours.

HUNGER RELIEF SCHOOL PROGRAM PARTICIPATION AGREEMENT

The District requires that a *Hunger Relief School Program Participation Agreement* ([PBSD 2641](#)) be completed by the school and providing agency prior to the start of any program. Once finalized, the school must keep the

original, signed agreement in the files and an electronic copy must be uploaded to the [Hunger Relief Collaboration Team SharePoint Site](#) by clicking on the 'Upload Your School Participation Agreement' button, and then clicking on 'New'.

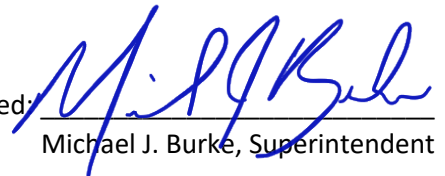
Additional required documentation must be provided when a backpack, food pantry, and/or a food distribution program is in place. Documentation may include the program's handbook/guidelines, Certificate of Liability Insurance, Workers' Compensation, etc.. Please refer to the Hunger Relief School Program Participation Agreement (PBSD 2641) ADDENDUM A & B for additional backpack and food pantry guidelines.

If your school does not currently have a hunger relief program and you are interested in starting one, please email hungerreliefteam@palmbeachschools.org and a team member will connect with you. In addition, we encourage your school to post the attached HRCT poster in a location accessible to all staff.

Thank you for supporting hunger relief in our community.

Attachments

Approved: _____



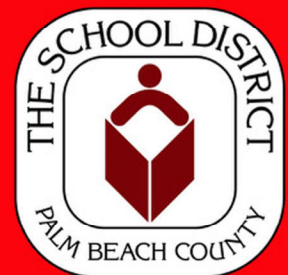
Michael J. Burke, Superintendent

Could your students benefit from receiving additional food?



**Hunger Relief Programs
make a difference!**

**Contact us today to get started at:
hungerreliefteam@palmbeachschools.org**



**Programs are available
as funding allows.**