

## **Service Site Requirements**

**Thank you for your interest in partnering with FoodCorps as a service site!**

The upcoming service term will run August 3rd 2020 – July 16th 2021

FoodCorps' mission is to work with communities to connect kids to healthy food in school. We partner with community organizations, school districts, and schools who play a critical role in fulfilling this mission and directly support service members on implementing high quality programming. All of our sites must demonstrate their commitment to equity, diversity, and inclusion in all aspects of program management for FoodCorps, including: recruitment and selection practices, community engagement, and participation in conversations on these topics at annual in-person state gatherings.

Outlined below are the key investments, program management responsibilities, and school partnership commitments that FoodCorps requires of all service sites. Please note that this list is not comprehensive, but reflects the highest priority requirements. All service sites are also expected to read and comply with the FoodCorps Handbook and the Service Site Agreement.

### **SERVICE SITE INVESTMENTS**

FoodCorps and AmeriCorps invest over \$40,000 per member in order to place and support well trained emerging leaders in schools across the country. In return for their full-time 1,700 hours of service, FoodCorps requires the following investments from each service site:

- Pay an annual program service fee of \$7,500 per service member to FoodCorps\*
- Provide transportation or reimburse mileage expenses for any necessary travel that members incur during service hours, not including their daily commute between home and service
- Provide service members with a safe workplace that includes consistent access to a computer, phone, printing and general office supplies
- Provide or assist service members in obtaining any supplies or funding necessary to implement projects related to their FoodCorps service activities

### **SITE SUPERVISOR RESPONSIBILITIES**

Service sites must appoint one staff member to act as the lead service site supervisor. The site supervisor will be the primary point of contact between the service site and FoodCorps. The site supervisor must be identified prior to the start of the service term, and they will be required to fulfill the following responsibilities:

- Attend a mandatory in-person Site Supervisor Training during summer 2020
- Actively participate in service member recruitment and selection processes for their site
- Meet with school leaders to review the FoodCorps Menu & Action Plan and complete the first page by August 3rd 2020
- Conduct weekly check-ins with each member to provide individualized coaching and support
- Approve weekly timesheets and ensure members stay on track to serve a minimum of 1,700 hours
- Complete a formal mid-term and end-of-term evaluation for each service member
- Adhere to all AmeriCorps rules and regulations

- Release service members for various required national and state-based trainings
- Work towards sustainability of programming through multi-year planning and annual goal setting

### SCHOOL PARTNERSHIP REQUIREMENTS

If the service site is not an individual school, the site is responsible for selecting and building strong partnerships with local schools based on the following requirements:

- Service members may be assigned to a maximum of 2 schools, one of which must include elementary grade levels. Members may not be assigned to serve high schools.
- Partnering schools must be of high-need, where at least 50% of the student population is eligible for free or reduced price lunch or an equivalent measure (such as community eligibility).
- Partnering schools must complete a formal MOU process and meet with FoodCorps state and national staff as requested throughout the year.
- Partnered schools must post provided FoodCorps partnership signage in 1-2 visible locations in the school (lobby, office, etc.)
- Partnering schools must identify a School Advisor to serve as the service member's primary point of contact and to ensure that they are included as a member of the school community

### PROGRAM REQUIREMENTS

Site supervisors and school staff must structure FoodCorps service so that each member can successfully meet the following requirements:

- **Hands-on Learning** - The FoodCorps service member must teach or co-teach ongoing hands-on, food-based lessons in the classroom or garden. Members must teach a minimum of 80 students in grades K-8 for 10+ instructional hours over the course of their service term.
- **Healthy School Meals** - The service member must maintain a regular presence as a positive role model in the school cafeteria, spending an average of at least [2-10 hours] in the cafeteria each week.
- **Schoolwide Culture of Health** - The service member must lead a FoodCorps presentation for school staff in August or September. They should also be included in school health/wellness/garden committee(s), if such teams exist.
- Service members must represent AmeriCorps and FoodCorps at all times during service, wearing a provided uniform or pin.
- Each service member must complete the following program evaluation requirements:
  - Administer a pre- and a post- Vegetable Preference Survey with one group of students in 2nd grade or above
  - Submit a Healthy School Progress Report in the Fall for any schools that are new to FoodCorps, and in the Spring for all schools
  - Provide ongoing information through submission of weekly Reporting & Reflection Logs

### **2020-2021 FoodCorps Site Partnership Timeline**

Date/Timeline	Action Step
January 10 <sup>th</sup>	<ul style="list-style-type: none"> <li>○ Service Member Application launches for 2020-2021</li> </ul>
April 2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>○ Service Site Partnership Application due for all service sites</li> </ul>
April 9 <sup>th</sup>	<ul style="list-style-type: none"> <li>○ FoodCorps informs service sites of partnership status for 2020-2021</li> </ul>
Starts April 13 <sup>th</sup>	<ul style="list-style-type: none"> <li>○ Service sites interview and select service member candidates (offers sent on a rolling basis)</li> </ul>
May 1 <sup>st</sup> -July 1 <sup>st</sup>	<ul style="list-style-type: none"> <li>○ Service Site Supervisors attend required FoodCorps training (dates vary by state)</li> </ul>
July 1 <sup>st</sup>	<ul style="list-style-type: none"> <li>○ Deadline for service sites to confirm site contact information and specific partner schools for 2020-2021 with FoodCorps staff in your state.</li> </ul>
August 3-8 <sup>th</sup>	<ul style="list-style-type: none"> <li>○ All service members attend National Orientation in Portland, OR</li> </ul>
July 16 <sup>th</sup> , 2021	<ul style="list-style-type: none"> <li>○ Last day of the 2020-2021 FoodCorps Service Term</li> </ul>