

Thanksgiving Meal Distribution
VOLUNTEER COORDINATOR INFO

Thank you for being willing to provide volunteers to assist with our Thanksgiving meal distribution. If you had been previously notified of the process for this distribution. ***Please be aware that some details may have changed and are listed in this document.***

IMPORTANT DATES:

- Elementary Schools who are on a traditional schedule will receive their meals on Friday, November 16, 2018.
- Elementary Schools who are on an Alternative Calendar will receive their meals on Tuesday, November 20, 2018
- Middle and High Schools will receive their meals on Tuesday, November 20, 2018

DELIVERY OF MEALS TO SCHOOL SITE:

- Pre-cooked, pre-packaged meals will be delivered to your school site by APS Food and Nutrition. All meals will arrive in bags. There will be no assembly needed.
- Meals will be delivered, in a marked Transporter, with Ice Packs to hold the food until distribution at the end of the school day.

VOLUNTEER PROCEDURE FOR DISTRIBUTION

- Volunteers will report to each school site on the day of distribution. Meals will be distributed 15 minutes before school releases. We ask that volunteers arrive 45 minutes before school releases to have time to get checked in and briefed on their duties by the school staff.
- Volunteers must sign in at the front office where they will connect with their designated staff person. The designated staff person escorts volunteers to the cafeteria to set up for distribution.
- Volunteers will distribute the food to the identified students.
- The volunteers will not have a distribution list. The list is to be managed by the designated staff person at the school.

Most sites will only need 2-3 volunteers. Sites with more than 40 meals to distribute should consider having more volunteers.