



Volunteer Manual

The Hastings and Prince Edward Learning Foundation



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Learning Foundation

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Introduction

Food for Learning provides food to over 10,000 local children each school year, in the form of a balanced breakfast, healthy snack or nutritious lunch.

Food for Learning is a source of administrative, financial and organizational support for schools offering student nutrition programs. Food for Learning, the education sector and the community at large are working together to meet our goal of providing food to all children who are in need of a supplement to their daily nutritional intake, whether it is one day of the school year or every day.



The Importance of Student Nutrition Programs

“Serving nutritious foods and beverages promotes good health and healthy eating habits in children and youth, and helps them to be ready to learn” -Ministry of Children and Youth, 2008.

Student Nutrition Programs allow children to eat with friends in a safe and comfortable environment. They strengthen the school community, as people from different parts of the community come together to ensure the children are well nourished. Teaches children healthy eating habits, as the programs are based on Canada’s Food Guide. As well, studies show that proper nutrition enhances a child’s ability to learn by increasing their attention span, energy levels, self-esteem, social skills and problem solving skills.

Overview

The objectives of Food for Learning

- To provide a source of nutrition to those students who are in need of a supplement to their diet
- To strive at all times to ensure the dignity of students who access the program

Mission Statement

A HEALTHY START, FOR HEALTHY MINDS

Why have Food for Learning in local schools?

- Many parents commute long distances to work and are forced to leave early in the morning, leaving children to prepare their own breakfast
- Some children don't eat breakfast because their parents never do
- Some children don't feel like eating when they first wake up, but are hungry by the time they arrive at school
- Some children eat very early, travel a long way on the bus and are ready for a snack before classes start
For some families, there is little food available at home
- Many people do not realize the importance of eating a nutritious breakfast
- Every day, there are many children who forget their lunch at home and therefore, would have no food to sustain them throughout the day

Operating Principles of Food for Learning

- Food for Learning programs are universal, i.e. a program is open and available to EVERY student enrolled in that school, regardless of their academic performance, ability to pay/donate to the program, etc.,
- Food for Learning programs are provided in a safe, nurturing environment where the dignity of the students and their families are maintained at all times
- All registered Food for Learning programs will be offered a minimum of three times per week, from September to June
- Food for Learning programs are school based programs, which reflects the unique needs of the school community, while meeting basic program guidelines
- Schools offering Food for Learning programs will reach out into the extended community to establish partnerships that will create financial support for their programs. This may include parental contributions, fundraising, School Council, local businesses, etc.
- Food for Learning programs involve the whole family. Parents/guardians/grandparents MUST be invited to participate either by volunteering their time, providing financial support, donating food, consulting on program menus, etc. This invitation can be extended through a school newsletter, letters home to parents, information booth at parent/teacher consultation evenings, etc.

- It is important that parents are aware that of the significant cost of operating a student nutrition program and that their support is required to ensure long term sustainability.
- School Councils will be aware of, and support in principle, Food for Learning programs offered in each school.
- Students participating in a Food for Learning program will receive a meal/snack of high nutritional value, in accordance with the nutritional guidelines provided.
- Food for Learning may establish partnerships with organizations, other than schools, who are committed to providing nourishment to children and youth, to offer student nutrition programs outside regular school hours (ex. summer programs).

Guidelines for Volunteers

Why volunteer?

- Experience the impact that healthy nutritious foods has on learning
- Being able to contribute to healthy eating habits and increased student achievement
- Interaction with children
- Community involvement
- Experience

Police Checks

Every volunteer is required to provide a Police check/ Criminal Reference Check, which includes vulnerable sector screening.

Screening is required:

- Prior to commencing volunteer work
- Annually at the beginning of the school year for returning volunteers.

Necessary forms for police checks can be obtained from the school's main office.

Job Descriptions

The following job descriptions are merely an overview and are intended to be a guide as to the duties and responsibilities; content and responsibility may vary from site to site.

Food for Learning Volunteer

Position Overview

Student Nutrition Program Volunteer (may performs one of more of the following duties)

- Performs safe food handling and ensures clean work surfaces
- Prepares and serves meals or replenishes snack bins
- Assist with the set-up, preparation of food served and clean-up of the program
- Supports site coordinator with purchasing healthy nutritious foods
- May assist with communication, ie. writing newsletter articles, or maintain a Food for Learning bulletin board
- Help with fundraising efforts for site program, such as obtaining parent council support, partnering with local business, and or school fundraising events specific for Food for Learning



Volunteer Recruitment

Recruitment Tips

There are many ways to recruit volunteers.

- Word of mouth, simply talking to community members and asking them to volunteer.
- School Newsletter Ad. Submit an ad to the school newsletter expressing the urgent need to support Food for Learning, Student Nutrition program. (*see example in Additional Resources*)
- Information tables at community events or school events
- Presentations to community groups or parent council meetings
- Flyers, posters and brochures. (*see flyer example in Additional Resources*)
- Social media post. On personal account or through the school accounts, reaching out and letting know the community there is a need is essential.
- Other organizations' newsletters. Ask local religious institutions and relevant local agencies and organizations to run your ad in materials they send out to their members.
- Web pages. Ask to have your need for volunteers posted on the schools web page.

It is important to remember that recruitment is all about relationships and networking. The school community is an essential place to start. There are many parents

Forms

Volunteer Check List

Name: _____ Start Date: _____

Primary Contact: _____

	Date Completed	Reviewed by
Volunteer Registration Form		
Police Reference Check		
Confidentiality Agreement		
Photograph Release Form		
Orientation to Student Nutrition Program		
- Volunteer duties outlined		
- Tour of school, program location, etc.		
- Location of appropriate washrooms		
- Introduction to Principal, teachers, volunteers		
- Review MCYS Nutrition Guidelines		
- Training of Safe Food Handling		
- Review of school Emergency & Safety Procedures		

Volunteer Registration Form



Name: _____

Address: _____

Phone Number: _____ Cell: _____

Email: _____

Hours Available: _____ Days Available: M T W T F

Work Place and Phone: _____

Emergency contact: _____

Phone Number: _____ Cell: _____

Medical Information medical information (extreme allergies, serious medical conditions, etc.):



Photograph/Image Consent Form

I, _____ hereby grant permission to Food for Learning and its representatives to photograph and video me, and otherwise capture my image, and to make recordings of my voice. I further grant to Food for Learning and its representatives the right to reproduce, use, exhibit, display, broadcast and distribute these images and recordings in any media now known or later developed for promoting, publicizing or explaining Food for Learning and its activities and for administrative, educational or research purposes. Photographs, video images and voice recordings are the property of Food for Learning and will not be distributed to additional sources.

I have read and understood the above and give my consent to Food for Learning.

Signed: _____
(Volunteer)

Witness: _____
(Principal/Site Coordinator)

Date: _____



Statement of Confidentiality

Volunteers are expected to adhere to the requirement for confidentiality under the *Municipal Freedom of Information and Protection of Privacy Act* and to comply with administrative procedures as they relate to them and their role within the school environment.

The proper use of privileged information is very important in a school setting. It protects the students and staff and at the same time ensures all volunteers the right to be treated with the same degree of confidentiality and respect. In a school environment volunteers will acquire information about students or staff. Volunteers should not share information with anyone other than appropriate staff. The volunteer should also refrain from expressing opinions that would cause harm to the reputation of staff or pupils.

Volunteers are not permitted to have free access to student's records for any reason. Under no circumstances will a volunteer be given such personal information as home phone numbers, addresses, birth dates, without the consent of the parent/guardian or student who is sixteen or older. The volunteer will be privy to only that personal information which they need for a consistent purpose to perform the function they have been assigned.

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I, _____, do willingly promise to hold in confidence all matters that come to my attention while a volunteer with Food for Learning. I will respect the privacy of staff and pupils with whom I am working with. While performing my volunteer duties, I will use responsibility any information gained in the course of my services with Food for Learning.

Signed: _____
(Volunteer)

Witness: _____
(Principal/Site Coordinator)

Date: _____

Volunteer Schedule – Sample



MONTH _____

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

Additional Resources

Please adjust the below resource to reflect your school community.

Volunteers Needed

SCHOOL NAME GOES HERE



**Local Student
Nutrition Program
requires support**

**a healthy start
for healthy minds**

**Prepare & serve
breakfast and early
morning meals**

**Contact Vicky Struthers at (613) 966-1170 ext. 2378
vstruthers@hpedsb.on.ca**



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Partnering Opportunities for Our Students

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