



Mission: To alleviate childhood hunger so kids can be kids

Purpose: To bridge the weekend hunger gap for food-insecure children & youth in Mesa County

How It Works: **Site Coordinators** will visit www.kidsaidcolorado.org, scroll to the bottom, click Site Coordinators, and follow the bullet points in order. Kids Aid will then deliver bags to the sites. Sites hand out the bags. Scan the QR code to go directly to the Site Coordinator section on our website.

Your Kids Aid Contact:

Tessa Kaiser Executive Director

tessa@kidsaidcolorado.org

970-210-8754 or 970-712-2847

Site Coordinator Start Up Schedule:

- **ASAP:** Complete your **SCHOOL/SITE INFORMATION FORM** - visit www.kidsaidcolorado.org, scroll to the bottom, click Site Coordinators. Follow the bullet points, in order.
 - This registers your site so we can set you up with a driver to receive bags. **Don't wait on this step!**
- **ASAP for Kids/Families:** Send home two forms, **SIGN UP & WHAT TO EXPECT** (printed and/or electronically)
 - Keep the forms for your records. Kids Aid is totally anonymous. Do not give us your forms.
- **ASAP:** Using the **WEEKLY BAG REQUEST FORM**, submit the number of bags needed.
- **RECEIVE BAGS:** Receive bags as early as August 16th/August 17th. We are open and ready! Don't wait to feed those kiddos and give them an even better start to the school year!
 - WED/TH Delivery date depends on our volunteer availability and the request you submit. Let us know in the School Information Form if you have special requests for delivery dates. We will do our best to accommodate.
- **ASK QUESTIONS:** Please feel free to ask us anything so we are on the same page. The more communication we have, the better we can try to meet your needs.

All sites will use the WEEKLY BAG REQUEST FORM to update bag numbers as needed.

It will be sent in an email EVERY THURSDAY AT NOON.

Please do not respond to the email with your request. FOLLOW THE LINK in the email.

The link is always on our website in the Site Coordinator section as well.

Ongoing: Numbers of bags will and should fluctuate during the year, especially through the first few weeks. THAT'S GOOD! **Submit any changes on Fridays for the following week.** We cannot guarantee that we can honor last minute changes (made after Friday at noon) because of our packing and distribution process which involves over 175 volunteers and schedules. If you are in need, call us. We'll *always* do our best to accommodate.

Students DO NOT need to return a form to benefit from our program

If there is a need- let's fill it! We would rather send home an extra bag than risk a child going hungry. Order a few extra to have on hand. We also have can openers and backpacks available upon request, quantities are limited.

Thank you for your support and work with our program! ♥ We appreciate you!

You are the eyes and ears of our program; your feedback is invaluable to us.

Do not hesitate to reach out with any questions, suggestions, or concerns.