



MARYLAND  
FOOD BANK

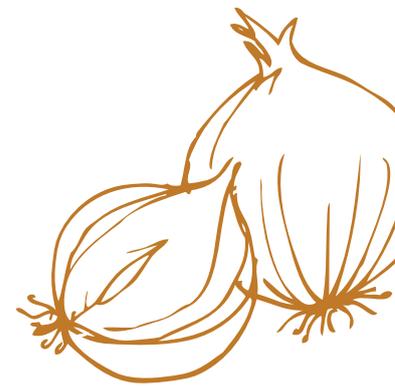
*kids*

# Supper & Summer Club Toolkit





# Welcome



## to the Supper & Summer Club Programs!

**H**ere you'll find everything needed to launch a successful after-school or summer feeding program for kids. As you read through, please know that while it may not seem easy, it is worth it. Supper and Summer Clubs are vital resources—offering healthy meals, safety, and security to kids who may have nowhere else to turn.

**Supper Clubs and Summer Clubs** are part of **MFB Kids™**—a series of initiatives that ensure a steady stream of nutritious food to children year-round. Thanks to a generous grant from Giant Food, MFB Kids has grown significantly over the past few years.

That's a good thing, because hunger affects far too many Maryland children. Read on to learn how you can have an impact on children in your community—and how the Maryland Food Bank can help.

Together, we can—and will—end childhood hunger.



### HUNGRY CHILDREN ...

- have lower academic achievement in school
- have more trouble concentrating
- have less energy for social interactions
- are more likely to suffer developmental delays
- are at greater risk for long-term impacts, such as poor health and lack of job readiness

259,330

children are food insecure in Maryland

43%

of these children do not qualify for programs, like free and reduced-price school meals



ENDING CHILDHOOD HUNGER

# What are Supper & Summer Clubs?

**The Maryland Food Bank's Supper Club and Summer Club Programs** provide nutritious breakfasts, lunches, and dinners to kids and teens after school and out of school. Meals are served at Boys & Girls Clubs, YMCAs, schools, and other community-based organizations, which also offer sports, arts and crafts, and various enrichment activities. Supper Club and Summer Club meals are federally funded through the U.S. Department of Agriculture's (U.S.D.A.) Child and Adult Care Food Program (CACFP). As a state-approved sponsor of the program, the Maryland Food Bank is able to distribute all meals free of charge.

## Supper & Summer Clubs by County

Initially launched in Baltimore City, Supper Clubs and Summer Clubs have since expanded to suburban and rural communities across the state. Now there are more than 126 sites participating throughout Maryland.



In Fiscal Year 2014, Supper and Summer Clubs served:

456,000  
meals

126  
sites

9  
counties



# First Steps

## Site Eligibility

Meal sites include schools, recreation centers, faith-based organizations, and nonprofits like Boys & Girls Clubs and YMCAs among others.

Participating sites must:

- Be located in a community where at least 50 percent of children at the local public school are eligible for free or reduced-price school meals.
- Serve meals free to any child at the site on a first-come, first-serve basis.
- Offer educational or enrichment activities after the regular school day ends or during times of the year when school is not in session.
- Meet licensing, health, or safety codes that are required by state or local law.

## Meals

Supper Club and Summer Club meals follow strict U.S.D.A. guidelines to ensure that children and teens receive the vitamins and nutrients they need to grow and thrive. Each meal will include:

### Breakfast

- 1 serving of milk
- 1 serving of vegetable, fruit, or full-strength juice
- 1 serving of grain

### Lunch / Dinner

- 1 serving of milk
- 2 or more servings of vegetables and/or fruits
- 1 serving of grain
- 1 serving of meat or meat alternative

MFB staff will visit your site prior to the program starting to review safe food-handling procedures. For more details on the quality of the food and what sets MFB Kids meals apart, refer to page 7.



### WHY SERVE MEALS?

Providing food to children in after-school and summer programs...

- Drives enrollment
- Gives children the nutrition they need to remain engaged and focused
- Helps reduce and prevent children's involvement in juvenile crime or other high-risk behaviors by engaging them in positive activities in a safe, familiar place



**MARYLAND FOOD BANK**

Statewide leader, with food, funds, and 35+ years experience fighting hunger



**SUPPER AND SUMMER CLUB SITES**

On-the-ground experts with direct access to children who need a steady stream of nutritious food to succeed



**Happy, healthy children ready to grow, learn and thrive**

# Building Blocks

## Coordinator

Site coordinators are responsible for managing the Supper Club or Summer Club. Duties include:

- Attending orientation
- Supervising activities and meal service
- Managing volunteers
- Distributing meals by following SFSP/CACFP guidelines
- Keeping daily records of meals served
- Storing food appropriately
- Keeping the site clean and sanitary



## Participants

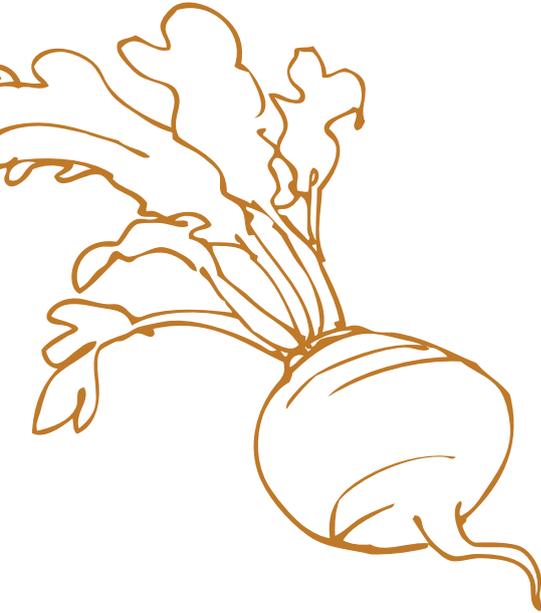
- Children age 18 or younger
- Others who are physically or mentally disabled and who participate in a special school program for the disabled.

## Meal Service

- Supper Club meals can be served at any time during an after-school program.
- Summer Club meals are served twice daily.
- All meals are free to eligible children.
- The Maryland Food Bank provides eligible sites with everything needed: delicious, healthy, balanced meals; napkins, plates, and utensils.
- Site supervisors are responsible for keeping daily records and documenting the number of meals served.
- To ensure food safety and that the food is consumed by the children, all food must be eaten on site.



# Putting It All Together



## Keeping Records

Recording service levels is very important to the success of your Supper Club or Summer Club. This data ensures that the Maryland Food Bank receives reimbursement for food costs and demonstrates the value of the programs to donors.

- Site coordinators and personnel must monitor and record meal service each day.
- Use the daily meal count sheets provided to document:
  - the number of meals delivered
  - first meals served to children
  - second meals served to children (if any)
  - excess meals left over (if any)
- Meal counts should only include the number of meals that were actually served to children.
- Keep in mind, only complete meals served to eligible children can be claimed for reimbursement.
- All meal count sheets should be faxed or emailed on the Monday after complete week of service.

## Monitoring

- All sites will be monitored at least once during the first week of operation.
- Two subsequent monitoring visits will be made during the remaining weeks of the program.
- Sites are monitored by a MFB staff person or a state representative.
- Any sites identified as having problems will receive a Corrective Action Plan.

## Scheduling Meal Service Changes

Please notify MFB staff no less than 48 hours in advance of any schedule changes that will affect:

- Time of meal service
- Meal type
- Location of meal service



# The MFB Difference

## MFB Kids™ Meals

What sets the Maryland Food Bank apart as a Supper & Summer Club sponsor? Simple: MFB Kids meals are made fresh daily using healthy, locally-sourced ingredients.

While other organizations rely on third-party caterers, our meals are prepared in-house by professional chefs who understand the importance of good nutrition and whole foods.

Last year, MFB chefs prepared hundreds of thousands of nutritious Supper and Summer Club meals, bridging the gap between kid-friendly foods and U.S.D.A. nutritional guidelines.



## WHAT'S IN A MEAL?

MFB Kids meals follow strict U.S.D.A. nutritional guidelines. We strive to use a wide variety of foods from different cultures so kids can broaden their horizons, too!

Below are a few examples of MFB Kids meals that might come your way!

### Breakfast

Apple Cinnamon Cereal  
Grapes  
Milk

Plain Bagel  
Buttery Spread  
Orange  
Milk

### Lunch/Dinner

*Soft Turkey Taco*  
Turkey 2 oz  
Salsa  
Corn Tortilla  
Fruit Salad  
Milk

*Tuna Celery Salad Sandwich*  
Tuna Celery Salad 2 oz  
Bun  
Raw Carrot Coins  
Apple Sauce  
Milk



# Tips for Success

## DO

- Have meal service supervised by a trained coordinator
- Order/prepare only one meal per child per meal service
- Count meals and check for quality as they are received
- Prepare and serve meals according to health and safety standards
- Serve all menu items at one time
- Count meals as they are served
- Keep a "sharing table" where children can leave foods they do not want, but others might
- Complete daily records in a timely manner
- Encourage kids to try new foods!

## DON'T

- Serve second meals until all children have been served one complete meal
- Serve meals to adults
- Allow discrimination against any child because of race, color, national origin, sex, age, or handicap
- Hesitate to contact us if you have questions or concerns!





ENDING CHILDHOOD HUNGER

presenting sponsor  Giant®



The Maryland Food Bank is a nonprofit hunger-relief organization, leading the movement to end hunger throughout Maryland. For more than 35 years, the Maryland Food Bank has partnered with communities across the state to distribute food to individuals and families in need. Through carefully crafted programs, the food bank aims to meet the immediate needs of Marylanders while simultaneously working to find long term ways to reduce hunger statewide. Currently distributing more than 100,000 meals per day—nearly 37 million meals annually—the Maryland Food Bank will continue to expand its efforts until hunger ends.

[www.mdfoodbank.org](http://www.mdfoodbank.org)

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