

Staff Letter Template

[Date]

Dear Staff,

This school year we will be partnering with St. Mary's Food Bank to provide weekly "Backpacks" of non-perishable foods to children who may be facing hunger at home.

These backpacks may go to any children who can use a bit of help accessing healthy foods or helping their family save money to cover other important costs.

Will you please help us identify children in your classes who may be in need of this weekly assistance?

Please **use the attached form** to list the child's name and the number of adults and children in their family. We will use this information only to reserve their weekly backpack.

All referrals need to be submitted to: [Name] [Email] by [Due date and time]

If you have any questions or concerns, please do not hesitate to reach out any time.

Sincerely,

[Your Name]

[Title]

[School Name]

[*Optional: Contact Info]

Cinee Davis
Backpack Program Coordinator
St. Mary's Food Bank Alliance