

Montgomery Area Food Bank Orientation 14 November 2012, 2:00 – 4:00PM

(Written: 23 November, 2012, and will be updated throughout the Education Team’s project documentation.)

On the 14th of November, 2012, between the hours of 2:00 – 4:00PM, Robert Lane, Kisha Langford, Marie Williams, and Ken Scott, attended the Montgomery Area Food Bank Orientation session. The session is a required course for those who desire to shop at the Montgomery Area Food Bank (MAFB) (see email of 11/16/2012 below in reference to those who will initially be able to shop at the MAFB in support of the *FoodForKids-Montgomery* project.)

Ms. Kisha Langford and Ms. Marie Williams are community volunteers in the Capitol Heights Middle School service area and will be working as volunteers for the shopping of the food for the initial food distribution, which is scheduled for the week of November 26, 2012. These gracious volunteers will also help with the food storage, backpack preparation, and the distribution of food items to the students at Capitol Heights Middle School. This distribution of food has been made possible by the donations of ALFA, St. James United Methodist Church, Target, and Little Mountain Growers, LLC. As you can see in the email below, a significant amount of “seed” money has been received and is allowing our project to proceed.

The orientation included the requisite discussion regarding Safe Food Handling, Non-Discrimination Guidelines, making appointments, shopping online, eligibility criteria, various forms required, the types of validation records to be maintained at the on-site distribution location, USDA guidelines, and the required “AND JUSTICE FOR ALL” issue: “Agencies are required to display this poster in a prominent place at all food distribution sites. It must be visible to all recipients.” (see the “AND JUSTICE FOR ALL” page after the email below.)

For any team member desiring to review these materials, please contact Bob Lane or Ken Scott. These materials will also be posted in their entirety in the Appendices as documentation and posted on the *FoodForKids-Montgomery* web site for review for any interested individual who may be reviewing the Education Team’s project design and development in the Montgomery county area.



**Mr. Robert Lane, Ms. Marie Williams, and Ms. Kisha Langford
(Ken took the photos... ☺)**



Email specific to the Montgomery Area Food Bank Orientation Session

Red Category

From: Robert B. Lane <robertlane@msn.com> Sent: Fri 11/16/2012 9:10 AM
To: CherylCarter
Cc: Ken Scott, EdD; kishalangford@gmail.com; nealiewilliams@charter.net; mrowell; allen; crobinson945; obas818; keysdude05; brett.hall; gkindrick@feedingamerica.org
Subject: Re: Change of Date for May Leadership Montgomery Class

Thanks, Cheryl:

It's a long way off, but best wishes on your travel next May outside the U.S.!

On another topic, I want you to know that we have completed all of the Food Bank's requirements to use their facility for the FoodforKids-Montgomery project, and will make our first shopping visit out there on Wednesday, 28 November. We had intended to start during Thanksgiving week but the school wasn't quite ready, so we pushed it back a week. Anyway, there are two final matters that need attention. First, I'd like to be sure that our project has on deposit with you \$2025.00. This sum represents donations from Alfa, St. James Methodist Church, and Little Mountain Growers, LLC. I think Megan handles these things, so if she would just confirm that amount for me I would be grateful. Second, we need to set up our account at the Food Bank. We will sign for the food we buy, they will send you a bill once a month, and you will issue a check to them on our behalf. To set up the account, Gretchen Kindrick, the lady who has been our point of contact, needs a very simple letter on Leadership Montgomery letterhead requesting that the Montgomery Area Food Bank establish an account for LM's FoodforKids-Montgomery project. Persons authorized to sign for purchases at this time are Robert Lane, Kisha Langford, Marie Williams, and Ken Scott. Gretchen says the letter is a formality as this has all been discussed with Parke and his colleagues, so a lot of words are not necessary. Please send the letter to gkindrick@feedingamerica.org.

Please let me know if you or Megan have any questions about this.

Sincerely
Bob

Sent: Thursday, November 15, 2012 9:49 AM
Subject: Change of Date for May Leadership Montgomery Class

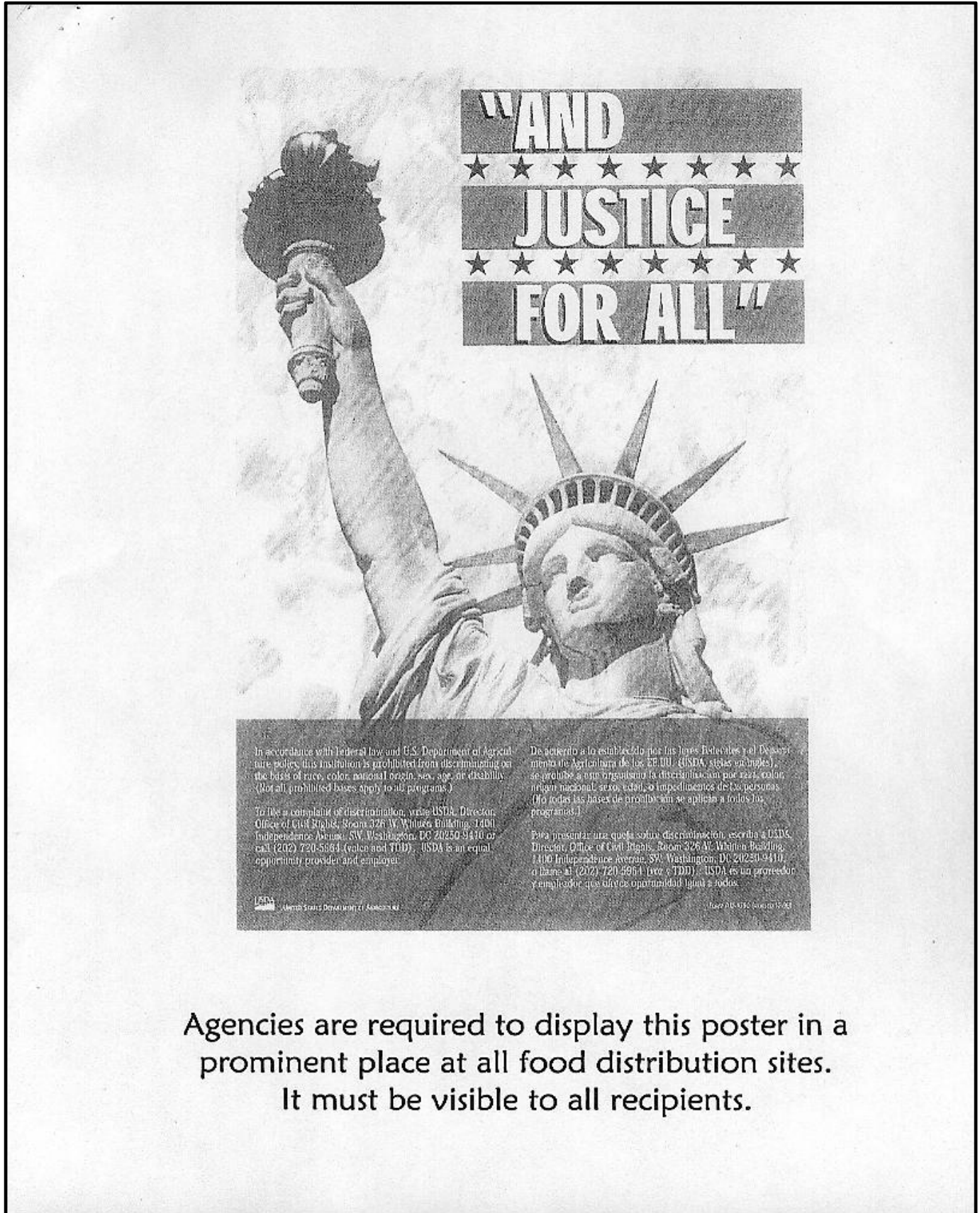
Dear Leadership Montgomery Class Members,

I have sent two emails inquiring as to whether a change in the May class date would affect any of you, and only two people have indicated a potential problem, one of which was a doctor's appointment that could be changed this far in advance. Therefore, we will move the last class date from Thursday, May 9th to Thursday, May 16th. Please mark this on your calendar, as this is also the new date for project presentations. Graduation will remain on Tuesday, May 28th.

I will work individually with the one person who cannot attend on the 16th. Thank you for your cooperation in this matter. I have never had to move a class date before, but I will be out of the country on the 9th, so I greatly appreciate your flexibility.

Have a happy Thanksgiving!

Kindest regards,
Cheryl



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