

MEMORANDUM OF UNDERSTANDING (MOU)

Weekend Backpack Program | School Year 2026-27

This Memorandum of Understanding (MOU) outlines the collaborative partnership between **Caring Community Friends (CCF)** and **Sapulpa Public Schools (SPS)**. Both organizations share a mutual commitment to reducing childhood hunger and agree to work together to administrate and distribute the weekend Backpack Program.

To ensure the program runs smoothly, safely, and effectively, SPS and CCF will share roles and responsibilities:

Sapulpa Public School Sites (SPS) Responsibilities

To support the students at our school sites, SPS will:

1. **Designate a Site Coordinator:** Identify a school staff member to serve as the primary point of contact for the Backpack Program.
2. **Identify Students in Need:** Help identify students who meet the program's eligibility guidelines for weekend food assistance.
3. **Ensure Proper Food Use:** Use all food provided by CCF strictly for the weekend Backpack Program. To maintain program integrity, this food will not be sold, given to staff, or used for any purpose other than feeding chronically hungry students.
4. **Coordinate Pick-ups:** Arrange to pick up the backpack food from CCF according to our pre-determined schedule.
5. **Maintain Safe Storage:** Store all program food in a secure, sanitary, and temperature-controlled area away from cleaning supplies and toxic chemicals. In compliance with health guidelines, food must be stored:
 - a. At least **6 inches** off the floor
 - b. **2 to 4 inches** away from walls
 - c. At least **6 inches** below the ceiling
6. **Distribute to Students:** Pack and distribute the food bags to identified students according to the established weekly schedule.
7. **Keep Accurate Records:** Maintain simple, accurate records and submit necessary updates or reports to CCF.
8. **Communicate Changes:** Inform CCF in writing of any changes in program staff or fluctuations in the number of children needing food.
9. **Stay in Touch:** Keep communication open by sharing questions, requests, or concerns with CCF in a timely manner.

Caring Community Friends (CCF) Responsibilities

To support SPS and facilitate the program, CCF will:

1. **Designate a CCF Coordinator:** Identify a staff member to serve as the primary contact for school sites.
2. **Secure Program Funding:** Manage and secure funding for the program so it remains 100% free of charge to the school sites, students, and their families.
3. **Provide Food & Supplies:** Provide all food and program supplies to participating school sites at no cost.

4. **Maintain Safe Storage:** Store all inventory at the CCF facility in a secure, sanitary, and temperature-controlled area away from cleaning materials and chemicals. Food will be stored:
 - a. At least **6 inches** off the floor
 - b. **2 to 4 inches** away from walls
 - c. At least **6 inches** below the ceiling
5. **Prepare Orders:** Package and prepare food on time, matching the numbers and backpack calendar.
6. **Manage Audits & Reporting:** Keep thorough administrative records and handle all reporting required for annual audit reviews.
7. **Provide Training:** Supply program information, guidelines, and training materials whenever requested by school staff.
8. **Notify of Program Changes:** Provide written notice to school site coordinators regarding any updates or changes to the Backpack Program.
9. **Stay in Touch:** Maintain active, open communication with school site coordinators to address any program needs or concerns quickly.

Acknowledgment of Partnership

By signing below, both Caring Community Friends and Sapulpa Public Schools express their shared commitment to working together to support local students through the 2026-27 school year.

For Caring Community Friends:

Dr. Camille Teale _____
Executive Director, Caring Community Friends

Signature:  Date: 8/17/2026

For Sapulpa Public Schools:

Representative, Sapulpa Public Schools

Signature: _____ Date: _____

Questions or Comments?

Please contact Dr. Teale, Caring Community Friends at 918.224.6464, cteale@ccfok.org.