

OPERATIONS MANUAL

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End 68 Hours of Hunger Operations Manual

1. Purpose

This Operations Manual is primarily for the purpose of setting forth policy and for training End 68 Hours of Hunger volunteer Program Coordinators. It may prove useful to other organizations wishing to start their own weekend program to feed local children, and to that end, it is offered here as a fully downloadable and freely available document. It has been updated as needed to reflect both our experience and our response to challenges.

2. Specific Rules and Guidance for Program Coordinators

Program Coordinators are all volunteers, each of whom brings their own particular skill set, interests, and abilities to their program. Unique differences between programs mandate a standard set of rules and guidance that can be referred to whenever a question arises. These specific rules are listed here in two categories: The first is those things that the Program Coordinators are expected to do as they perform their jobs as Program Coordinators, and the Second is those program rules they will be expected to follow.

A. Program Coordinator Expectations

1) Each person identified as a Program Coordinator, as well as anyone with the ability to spend money must have completed a background check and credit check before being approved. This is accomplished through an online system, requiring that the Executive Director only receive their full name and email address. This is a change from the original process which required a great deal of personal and private information from the Applicant. The only exceptions to this rule are those who applied and were accepted prior to January 2018.

2) Each person identified as a Program Coordinator must complete a Program Coordinator Contract (see Appendix B) prior to being approved as a Program Coordinator. This is a change from the original process which did not require a contract. The only exception to this rule is for those who applied and were accepted prior to January 2018.

3) Program Coordinators are to exclusively use their End 68 Hours of Hunger email addresses for all End 68 Hours of Hunger business. This is to ensure that should something befall the Program Coordinator, the Executive Director can work to ensure the continuation of the program by being able to access all relevant emails.

4) Program Coordinators are required to check and respond appropriately to the official End 68 Hours of Hunger email no less than three times each week. This is to ensure that those requirements that may be time-sensitive are attended to.

5) Program Coordinators are to maintain copies of all bank statements and all receipts for a period not less than three years from the time of purchase, and are to submit the same to the auditor monthly, by the tenth of the following month. This can be done electronically to Audits@end68hoursofhunger.org.

6) Any receipt which cannot be submitted, for any reason, will be replaced by a letter of explanation as to why the receipt is not being submitted. This letter will go to the Executive Director with a copy to Audits@end68hoursofhunger.org.

7) Program Coordinators will ensure that 100% of all funds collected will be fully accounted for to the donor, either with a receipt (or letter of thanks) and will be deposited to an End 68 Hours of Hunger Bank Account) within 72 hours. The only exception to this is for cash collected at an event, which will be counted by two people following the event, the full amount documented and signed by those two people, and that statement accompanied by a copy of the deposit slip documenting the deposit of those funds to the bank within 24 hours. This cash documentation will be submitted to Audits@end68hoursofhunger.org at the same time as the receipts and bank statement for that month's activity. All income will be documented in the program's finance report on Google Drive, which will be updated by the 10th of the month following the transactions. See Appendix C for more instructions.

8) A minimum of 95% of all funds collected will be used to purchase the following: non-perishable food, backpacks/bags, shelving, bins, storage space, those items specifically designated by the donor in a letter which will also accompany the bank statement and receipt, and limited admin expenses. Reach out to ED with questions about admin expenses. All expenditures will be documented in the program's finance report on Google Drive, which will be updated by the 10th of the month following the transactions.

9) Prior to soliciting funds from a company, Program Coordinators must request authorization from the Executive Director to avoid conflicting requests by other End 68 Hours of Hunger programs.

10) Under NO CIRCUMSTANCES may gift cards be purchased with End 68 Hours of Hunger funds, even if the funds are donated for that purpose. If a donor wishes to provide gift cards to students, they must purchase them, and provide them directly to the schools. The only exceptions to this policy were during COVID and as of this update, COVID gift cards are suspended.

11) Annually, on June 30th, the last day of the fiscal year, the CPA will require an Excel sheet with an itemized inventory of all food on hand, by item, by average cost, and by quantity. The Program Coordinator will forward that inventory to the Executive Director by the twentieth day of the first month of the new fiscal year.

B. Program Rules

1) No child will be denied a bag/backpack because of something he/she did or didn't do at school.

2) No less than 3000 calories will be included in each bag.

3) No expired food will be included in the bags/backpacks and all food must be factory-wrapped.

4) All food will be non-perishable with the exception of donated fruit and vegetables from reputable sources.

3. Vision and Mission Statements

End 68 Hours of Hunger is a public not-for-profit, 501(c) (3) organization. Our vision is to end childhood hunger in America, one school at a time.

Our mission is to confront the approximately 68 hours of hunger that some school children experience between the free lunch they receive in school on Friday and the free breakfast they receive in school on Monday by putting bags of food in the hands of these children so that they have food to eat through the weekend.

95% of the donated funds received are used directly to purchase food and other necessary supplies to store and deliver food, and the remaining 5% is used to pay for externally mandated federal, state, and local requirements and other administrative requirements.

Food is either donated or purchased (by volunteers) and packed into bags or backpacks, which are delivered to participating schools. From there, a school employee gets the bags/backpacks to the participating students by whatever means they decide works best for them. The students take the bags/backpacks home, and, if in backpacks, return them on Monday morning. Volunteers then pick the backpacks up from the office, refill them, and the cycle starts again, every week, through the school year. If the school system supports it, we will continue to deliver bags through the summer months.

With parental permission (and as feasible), bags may be located in easily accessible locations for pick up or delivered to the homes.

4. Operations Strategy

The operation is similar in scope and responsibility to that of a manufacturing operation with three different functions: Demand, Production, and Supply which includes fundraising.

First, there is the **Demand** side. The Demand comes directly from the schools served. One person designated by the school communicates the demand from that school directly to the local Program Coordinator. The Demand is communicated in terms of a number (the number of bags/backpacks required by the school that week) the number of students receiving bags with allergies and what those allergies are.

Second, there is the **Production** side. Production is generally assigned to five teams, each of which performs the Production function once a month. The Production week begins on Monday, thus the

first Monday of the month begins the week of responsibility for Production Team #1. The first task of the Production Team is to pick up the empty backpacks (if required) from the schools where they are used. Then, sometime during the week the Production Team meets and fills the backpacks (or bags if backpacks are not used) with the designated food. Finally, the Production Team is responsible for delivering the full bags/backpacks to the designated schools.

Third, there is the **Supply** side which includes fundraising, purchasing, and storing food. The Supply function consists of ordering and purchasing the required food to fulfill the program's needs. Once the food is purchased and delivered to the storage location it must be distributed to the appropriate item location so that it is available where it needs to be for the Production Team. The ordering, purchasing, delivery, and distribution functions can be fulfilled by one person, one team, or two teams. How this function is performed is up to the Program Coordinators. Food may also come from donations. Every item of donated food must be inspected to ensure that it has not expired or been tampered with in any way and that it is appropriate to the program.

In order to have the funds to purchase the food, fundraising is required. This can take whatever form the Program Coordinator chooses so long as it is legal and state and local requirements are met. Raffles, for example, are legal, but require state approval in some states. There are numerous opportunities to participate with restaurants and stores to gain a portion of their profits for a period of time, to collect food donated for the program, and to request funds from companies and organizations. Our experience so far is that letter appeals do not work unless followed up with a personal visit.

All approaches to companies for funds must be pre-approved by the Executive Director (see Section 2, Specific Rules and Guidance for Program Coordinators). This is to ensure that no two End 68 Hours of Hunger programs approach the same company or organization to request funds and to ensure that fundraising activities comply with End 68 Hours of Hunger principles. Food drives do not need to be approved, however, if a food drive is planned in a geographic area served by more than one program, Program Coordinators should coordinate with other affected Program Coordinators.

It is our preference to only accept donations for unspecified use/general funding so the programs can use the funding as needed towards our mission. How to account for all funds, donated gift cards, and other donations is covered in Section 7 of this manual.

The organization holds a Community Support Account that is to provide individual programs that are low on funds with access to funding so they can continue to feed children in their program and to help pay for administrative costs. All End 68 Hour of Hunger programs are eligible to receive funding. This funding is available for both buying food and helping with administrative costs. This account is managed and administered by the Executive Director, who has sole access to the fund along with discretion to dispense funds to programs that request it. If a program's account drops below 50% of its annual budget, the program will have a discussion with the ED regarding its fundraising efforts, grant opportunities, and ways to increase donations. The ED will provide funding assistance to maintain a healthy fund balance for that program. The ED reports quarterly to the BOD on activity in the Community Support Account,

the account balance, and keeps records of all activity.

5. General Roles and Responsibilities

a. The Executive Director

The Executive Director has overall accountability, responsibility, and authority over the entire End 68 Hours of Hunger name, program, and policies. The Executive Director will ensure that there is training available for all Program Coordinators, will manage all funds donated to the organization that are not designated to a specific program, will collect the financial data from the Program Coordinators for the monthly reports to the Board of Directors and the annual IRS reports, and will serve as a resource for all Program Coordinators, Production Team Leaders, Supply Team Leaders, and will be the ultimate decision maker in the event of a conflict. Assistant Directors may be recruited, and responsibilities divided as the Directors agree, and State and Local Coordinators may be assigned as volunteers are available.

b. Program Coordinators

The Program Coordinators are responsible for running their own program including recruiting, supervising, and providing ongoing guidance to the Production Team Leaders, the Supply Team Leaders, and other individuals and teams specific to their program. They determine what food will be distributed in the bags/backpacks and liaison with the school system on all matters. In the absence of any team leaders, the Program Coordinators will be responsible for that function until new team leaders can be recruited and trained for that responsibility. The Program Coordinators will be responsible for all fundraising and donation programs for their site, as well as finding and arranging for space for their production and supply needs. The Program Coordinators will be responsible for ensuring that all financial reports are kept up to date, at a minimum by the **tenth of every month** for the previous month, and will ultimately be accountable for ensuring that 95% of all donated funds are used to purchase food or materials specific to the storage and delivery of food. The Program Coordinator is responsible for providing the correct and updated numbers of bags/backpacks for each school to the Production Team Leader responsible for that week. Specific responsibilities are given in Section 6, Specific Roles and Responsibilities. Each program should have a minimum of two Program Coordinators, not related by familial relationship.

c. Production Team Leader

The Production Team Leader is responsible for ensuring that the empty backpacks are picked up from the schools (where applicable), refilled (or bags filled (where used)), and the correct number delivered back to the schools during the week of their responsibility. Each week begins on a Monday, thus the first Monday of the month, even if it is the 7th of the month, is the beginning of the week of responsibility for Production Team 1. The Production Team Leader is responsible for recruiting and maintaining sufficient team members to accomplish the task assigned. The Production Team Leader will ensure that the program site is opened, and locked as appropriate, lights turned off, and recycling and trash removed.

d. Supply Team Leader

The Supply Team Leader will be responsible for inventorying the available food, and ordering, purchasing, and delivering the needed supplies to the storage site in a timely manner for the Production Team activities. In some cases the Supply Team Leader function may be split between two or more people, including the Program Coordinator, and the job functions may be assigned at the Program Coordinator's discretion.

A Program Coordinator may appoint a Fund Raising and Donation Coordinator to manage this function for their program, however, that does not absolve the Program Coordinator from responsibility for getting prior approval from the Executive Director for Fund Raising.

As the organization grows, some of these responsibilities will be shifted to additional personnel identified in Appendix D.

6. Specific Roles and Responsibilities

a. Program Coordinators:

The Program Coordinators will be responsible for running their own program as identified under the General Roles and Responsibilities above.

Specific Responsibilities:

Program Coordinators are responsible for all communication with school personnel about the number of students enrolled in the program and any allergies; with packing team leaders about changes in routines and schedules; with civic organizations and corporations about funding and food drives, and with any other teams working within that program.

They are responsible for fundraising and accounting for all expenditures and income, maintaining spaces (rodent control, neatness, lights, keys), keeping food stocks sufficient for requirements, ordering food, picking up food, sorting food, and ensuring first in first out use, picking up food from collection points, making changes as needed to quantity and type of food included in bags, clearing all fundraising requests through the Executive Director or his/her designated representative, and reconciling the banking transactions including completing the monthly financial reports online. Additionally, the Program Coordinator is responsible for sending thank you notes, printing brochures and posters for activities and publicity, reporting events to the blog master (Blog@end68hoursofhunger.org) for the monthly newsletter and the website, maintaining all records and receipts, reporting news to the webmaster and blog master for newsletters, and public speaking as required. They are also responsible for updating the financial reports on Google Drive, and submitting bank statements and receipts to the auditor at Audits@end68hoursofhunger.org.

Program Coordinators are the most important people in the program, because without them, there is no program. Thus it is incredibly important that Program Coordinators train their successors to ensure that the program can go on, even if they retire.

Because Program Coordinators handle funds in addition to all their other responsibilities, Program Coordinator candidates, and any candidates for handling money for the program, are required to undergo a background investigation and a credit check, and will be required to sign a contract. The contract can be found in Appendix B.

The distribution of debit/credit cards to program coordinators and designated shoppers is for the express purpose of making authorized purchases. Cards may not be transferred from person to person, and must only be used by the person whose name is on the card.

A note on credit cards: All the credit cards are under the same umbrella. Our Admin Assistant sends all the programs the joint monthly statement from each bank so that you can see all your program charges/totals. These total amounts will be entered (per person/per credit card) to the financial report. You should compare your monthly receipts to these amounts. Please continue sending the receipts to our internal auditor.

b. Executive Director

The Executive Director is ultimately responsible and accountable for all activities within the End 68 Hours of Hunger network. The Executive Director will recruit and manage the Program Coordinators and is the primary End 68 Hours of Hunger point of contact for the communities as well as the programs. The Executive Director will collect financial data and work with a CPA to prepare the annual IRS report and Annual Reports and respond to other Federal, State, and Local reporting requirements. The Executive Director will serve as a resource for anyone who may need questions answered, will serve as liaison with any national agencies with any overlapping missions in the area served by the organization, and will work to ensure that wherever possible assistance with what we have learned is given to those other agencies trying to feed our nation's children. For these reasons, the Executive Director should be someone who has been a Program Coordinator and has had experience doing these things.

Virtually all of the program requirements are spelled out in this Operations Manual, but for any issues that are not addressed, the Executive Director will either make the final decision or refer it to the Board of Directors for a decision.

Specific Responsibilities:

The Executive Director will be responsible for the operation of the entire End 68 Hours of Hunger organization.

The Executive Director will train Program Coordinators in the performance of their responsibilities as spelled out in the Operations Manual and will serve as a resource in the event of any questions regarding operations. He or she will communicate the End 68 Hours of Hunger mission where and how needed.

The Executive Director will communicate with Program Coordinators and the Board of Directors primarily by phone and email, however face to face-to-face communication is encouraged where,

when, and how it is possible. To that end, the Executive Director may host meetings of all Program Coordinators as needed to share ideas, brainstorm solutions, and share lessons learned. Gatherings are encouraged.

7. Finances

Each program should have a minimum of two Program Coordinators, not related by familial relationship. They can decide who will do the financial reporting for the program and may recruit a volunteer for that purpose. **Every single check or cash donation** must be deposited directly into the official End 68 Hours of Hunger account and accounted for by the donor online in the Program's finance report on the Google Drive in the Notes section.

Under NO circumstances can a Program Coordinator present a check and cash it, add someone to the account, open a new account, or close the account.

By the tenth of each month, the online finance report documenting all expenditures and deposits must be updated for the previous month.

Donations:

Every donation should be acknowledged by a thank you, by letter, card, or if necessary by email, and be entered into the spreadsheet, last name first. Donations should be acknowledged by a thank you on letterhead. Donations over \$1500 should be documented on the website, by notifying the webmaster with the name and/or company at Webmaster@end68hoursofhunger.org. Donations over \$5000 will be documented on the letterhead, by notifying the Executive Director of the name and/or company. Should a donor wish no recording of their donation on the website or the letterhead, the Executive Director and Webmaster must be informed.

Each program should keep record of 1. Copies of checks/Deposit slips 2. Notes from the donor that were included with the donation (if applicable) 3. Thank you letters to the donor.

Accounting functions may be performed by a volunteer other than the Program Coordinator, however, the Program Coordinators are responsible and accountable for the function.

Cash donations must be collected and deposited by two people, or tracked by receipt and a deposit receipt to ensure accountability for all cash funds. Checks must be deposited within 72 hours of receipt and the appropriate thank you must be sent out prior to deposit of the check.

Donations of grocery gift cards must be entered just as cash, donor's last name first, and must be spent by the Program Coordinator at the grocery store within the same month as received so that the beginning balance for the month and the ending balance for the month match the beginning and ending balance on the bank statement for that month. No other gift cards will be allowed.

Programs have numerous methods of collecting donations. The primary methods approved are

by PayPal and Chip In which are all done through our website at www.end68hoursofhunger.org/donate. PayPal and Get Beyond (credit card) donations are transferred monthly, however advance email notice of these donations is provided, so that a Thank You can be sent. Entries on the spreadsheet are not made until the funds are actually transferred. An email notification will be sent when the funds are transferred.

The use of a Square or any other mobile credit card processing service is discouraged and is limited to when a donor is in person, with a credit card, and wants to make an immediate donation.

Expenditures- All expenditures for purchases must be by credit/debit card and must be for food, shelving, backpacks/plastic bags, storage space, and bins. As of 2024, purchases are allowed for administrative purposes; not to exceed 5% of donations.

All financial donations received for any other purposes than those listed above must be donor designated for that specific purpose and must be accounted for in the monthly financial report by the donor.

Receipts – Each month, all receipts must be mailed or scanned and emailed to the auditor (Audits@end68hoursofhunger.org) and must include detailed store receipts for **every** transaction. Receipts must be held for three full years following the year of the expenditure. Receipts should be maintained in chronological order and should be stapled to the bank statement on which they are posted.

Audits – Audits will be conducted monthly upon receipt of all receipts and bank statements.

Administrative Transfers – Sometime after the last day of the month a transfer of 5% of all the income received during that month will be made to the Administrative Account to pay for payroll and all other local, state, and federal requirements.

8. Space Requirements

It is the responsibility of the Program Coordinator to find space from which to operate the program. Ideally, 300 square feet of heated, lit space on the ground level is hoped for, however, the program can operate out of a smaller unheated, unlit storage unit if necessary, especially if managing under 50 children.

It is highly possible that you may find space available in a local church, that is also a great source of donations, so contacting local churches should be one of your first efforts. Your Production Team leaders will need access at a variety of different times, and your Supply Team personnel will also need access at a variety of different times.

You should have a whiteboard or some other kind of board in the space on which you can keep a record of the number of bags/backpacks required by each school by gender so that the Production Team members know how many bags/backpacks they need to pack for each school.

9. Food Storage

Foods in soft packaging (plastic wrap, cardboard, or other soft material) should be kept in bins so that it is not accessible to rodents. Canned goods and plastic bottles can be left out on shelves. Foods should be used in a First In, First Out order to ensure that the oldest product is sent out first to avoid distributing any outdated products. Any and all expired products should be thrown away or donated to a food pantry that accepts outdated items. Any and all products that are not fully sealed should be thrown away.

Exterior packaging can be removed and products split up as long as each product placed in a bag/backpack is in original factory-sealed packaging. For example, a box of four sleeves of saltines can be opened and a single sleeve or two sleeves of crackers placed in a bag/backpack as long as the sleeves are intact, however, **NO** products may be opened and redistributed into a zip lock or any other kind of bag.

10. Determining What to Put in the Bags/Backpacks

The food in the bags/backpacks should provide enough food for the full 68 hours for a child and **must include at least 3000 calories.**

The specific food you include can be a combination of canned and packaged goods, purchased and donated foods, and foods that can be eaten without any preparation or food that requires some very minimal preparation. It is recommended that the most complicated preparation should be boiling water either for Ramen noodles, Macaroni and Cheese, or heating soup.

There are many examples on the internet and in our Google Drive of the kinds of product programs put into bags/backpacks. It is important not to start your program with so much product that your fundraising requirements are extreme. It is recommended that you start with a bag/backpack that costs approximately \$5.00 per week.

An example of \$5.00 in food:

Walmart sells \$1.00 bags of cereal, approximately 10 oz., good for two plus breakfasts. \$1.00
Walmart sells GV brand canned pasta with meat, roughly 500 calories \$0.75
Walmart GV brand macaroni and cheese spirals, roughly 750 calories \$0.42
Ramen noodles, beef or chicken in a package (no cups) 275 calories \$0.19
Canned fruit \$0.75
GV Tuna – one can \$0.60
GV Granola Bars – packages of 18 – two in a backpack \$0.34
One sleeve of saltine crackers \$0.35

Total: \$4.40

The above should be the minimum quantity of products in each bag/backpack. Other products can be added as fundraising, or food donations are available, but be careful not to set a standard impossible

to maintain!

An example of a \$10.00 bag/backpack:

One 18 oz plastic container of Peanut Butter for \$2.56 (may be alternated with jelly and/or mayonnaise)

One box of crackers \$1.38 One can of tuna \$0.60 Two cans of soup or pasta and meat \$1.50 One \$1.00 bag of cereal \$1.00 Two granola bars \$0.34 One can of fruit \$0.75 One box of Macaroni and Cheese \$0.42 Three snack items \$1.00 **Total: \$9.55** Over school holidays and other lengthy periods away from school, the program coordinator may choose

to either add more food to the bag or to send home a second bag earlier in the week.

11. Purchasing Food

Food may be purchased from any source. Many programs shop at Dollar Tree, US Foods, Walmart, Sam's Club, and Sysco. Some programs find it helpful to create Amazon Wishlists and have the food shipped directly to them. It is a good idea to check sales at your local grocery stores as well.

When purchasing food for the program you must never purchase personal items in the same transaction! A receipt must include ONLY End 68 Hours of Hunger items.

12. Resources

Program Coordinators are authorized access to the Google Drive of the Executive Director which includes numerous folders and files. The files include an official copy of our 501 (c) (3) designation and latest W-9, logos, photos, brochures, certificates, examples of thank you letters, solicitation letters, business cards, posters, articles on food insecurity, etc., any and all of which can be modified for use. Additionally, finance reports are maintained on Google drive. Please remember that the latest quarterly version of the letterhead should be used for each document since the sponsors change.

Other resources include the Program Coordinators of other programs within the network, the website, which includes a list of foods frequently used, answers to frequently asked questions, donation information, etc., as well as the video series on YouTube. The YouTube series can be accessed by going to www.youtube.com and searching on End 68 Hours of Hunger. All videos by Claire Bloom are training videos and are good for use in the program.

APPENDIX A - What You Need to Start a Program

The following must be in place to start a program:

- A Minimum of Two Program Coordinators not of the same family. This is to ensure that a family emergency doesn't take both coordinators out of the picture.
- Space that can be locked. Preferably heated and lighted.
- School District Authorization
- Bag/Backpack Packing Teams
- A specifically identified list of what food will go into the backpacks
by week Tables or shelving to hold the food
- Bins to hold the food with soft packaging
- Bags or backpacks (if backpacks, you must have at least 2 per child to allow for non-returns) Special bag/backpack marking for children with food allergies.
- A minimum of two weeks of food
- A plan in place to raise money to continue to purchase food.
- Training and scheduling in place for the bag/backpack packing teams.
- The number of children by school who will be receiving the bags/backpacks including any allergy information.
- Debit/Credit Cards for those authorized buyers

Appendix B

Instructions for Monthly Finance Reports

This documents instructions for how to do the financial report for your End 68 Hours of Hunger program. Please follow these instructions exactly to avoid having to do rework.

Log in to your End 68 Hours of Hunger email account. (xxxxx@end68hoursofhunger.org)

At the top of the screen, under the red "X" for closing the screen, is a circle for your picture, or a letter if you have not applied a picture. To the left of that circle is a set of nine small grey boxes, which themselves make a box. When you click on that set of grey boxes, a set of icons will appear. The one that looks like a green, blue and yellow triangle is your google drive. Click on that icon, and you have access to the google drive. On the google drive are files you have saved, as well as files the Executive Director has shared. If you click on the left hand side "Shared With Me" you will see a file folder called Drop Box. These are the files shared with you. Within the Drop Box are several folders, one of which is "Finance Reports". Under "Finance Reports" you will find your finance reports, in folders, by year.

The first line of the report under these heading lines should be the date 7/1/Year and the balance should exactly equal the June 30th bank balance from the previous fiscal year.

Our Administrative Assistant will input the data from each Program's bank statement into the finance report spreadsheets on a monthly basis. She will enter the deposit and withdrawals from the month's transactions. Each program must review their bank statements each month to ensure the amounts are accurate.

Your designated finance person will add the following every month:

-Volunteer Hours: Column N

-Food Donation Amounts: Column P

-Number of Students Fed: Column R

-Total value of the month's cash donations deposited: Notes Column. Example: \$20 total cash for month of August. (please note, we will use this information for the total of the cash donations in YTD summary red box at top of page)

-You should add the breakdown of deposits in the Notes column (example: monthly PayPal donor breakdown) with the Donor's last name.

AT THE TOP OF YOUR SHEET IS A PINK SHADED BOX, IN WHICH THE TOTALS FROM YOUR REPORT SHOULD APPEAR. IF THEY ARE NOT CORRECT, EMAIL FINANCEREPORTS@END68HOURSOFHUNGER.ORG AND DOCUMENT THE PROBLEM.

Please remember that all funds must be spent on food, shelving, bins, bags and/or backpacks for the children and if necessary storage. No funds may be spent on **any other items** unless funds were donated for a different purpose, in which case they must be documented as follows:

Documenting donations for items other than food

In the event that you receive a donation for items other than food, you document them exactly as any other income, but put the last name of the donor, and the specific purpose for which the money was donated. These funds must be spent **within the calendar month in which they are deposited**, on the items for which they were donated, and receipts provided to document those expenses.

Under no circumstances should any funds donated for any purpose other than food remain in the account more than one month unless you have the express approval of the Executive Director.

Documenting donations of gift cards

Donations of gift cards should be documented just as any other income, with the donor name and the dollar amount of the gift cards. These gift cards must be spent immediately **or within the calendar month in which they are received**. The expense is documented under the expense column just as any other expense. Receipts must be submitted for these expenses just as any other.

Under no circumstances should any gift cards donated remain in your possession beyond the calendar month in which they were donated.

EVERY REPORT MUST BE UP TO DATE BY THE 10TH OF THE MONTH FOLLOWING THE EXPENSE OR INCOME, AND THE BANK BALANCE ON EVERY ACCOUNT MUST MATCH THE BANK BALANCE ON YOUR REPORT ON THE LAST DAY OF EVERY MONTH.