



Dear School Principal:

Thank you for your interest in our **2016/2017 Tools 4 Schools (T4S)**, a program of the Kids Division of the Community FoodBank of New Jersey. T4S donates supplemental school supplies to teachers in low-income school districts through our T4S Resource Center - our free store for teachers. If your school meets our criteria and is enrolled, full-time, certified teachers will be able to request appointments to “shop” for free supplies **from September 6, 2016 to June 1, 2017**. **The deadline for enrollment for the T4S 2016-2017 program year, is Friday, October 30th 2016.**

For your school to enroll in T4S, you must:

- 1) Meet all qualifying criteria for the program** (listed on page 2)
- 2) Identify yourself, or one other staff member, as your T4S Liaison** (contact person)
 - a. All T4S Liaisons must attend one of the liaison orientations that will be offered.
 - b. T4S Liaison must have regular access to his/her own email address.
 - c. T4S Liaison must be willing and able to disseminate program information to all teachers
- 3) Provide these two required documents with your application**
 - a. Completed School Participation Agreement (page 4)
 - b. Your School Roster of all full-time, certified teachers for the 2016-2017 school year. (Please also include all staff members names and email address)
It must include their first and last name, subject they teach and/or grade level

Once your school is enrolled, your T4S Liaison will receive an email confirmation with further information and instructions.

Summary of Enclosures:

- Page 2: **Tools 4 Schools: Qualifying & Participating** sheet – an information sheet to help Principals and T4S Liaisons gain a better understanding of the program.
- Page 3: **Tools 4 Schools Program Schedule & Information** sheet – an information sheet for all full-time, certified teachers upon enrollment in the program.
- Page 4: **School Participation Agreement** – to be completed and submitted with roster of teachers.
- Page 5: **Directions to our facility**

Please contact us with any questions. We look forward to the upcoming school year!

Tools 4 School Program
Alexia Witherspoon
Kids Resource Program Coordinator
908-355-3663 x 303
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is a program of the  **Division** of the



Tools 4 Schools: Qualifying & Participating

A program of the Kids Division of the Community FoodBank of New Jersey

READ EVERYTHING CAREFULLY!

To qualify:

- **You must be a public/charter school in Newark, Elizabeth, Hillside, Irvington, Passaic, Paterson, Plainfield, Perth Amboy, Jersey City, East Orange, New Brunswick, Trenton, Orange and Roselle New Jersey.** Schools must teach academic subjects to children within the range of Pre-K to High School.
- **At least 70 percent** of schools' students must qualify for the free or reduced National School Lunch program.

To Enroll & Participate:

Submit **School Participation Agreement and Roster of teachers.** Roster must include first and last name, subject they teach and/or grade level. *Alphabetic order is preferred.* Only full-time, certified teachers are eligible. (exception school liaison) **The deadline for enrollment for the T4S 2016-2017 program year, is Friday, October 30, 2016.**

Important Information:

- **All teachers must update any necessary information as soon as possible.**
 - Go to the Community Foodbank of NJ website www.cfbnj.org
 - Select HOPE
 - Select Kids Programs
 - Select Tools 4 School Page; Scroll down select Existing Teacher Registration option
 - Provide your username and password from the previous year and update your information
 - After (2) two business days, go back onto the Tools 4 School page and select **Schedule to Visit** choose a date to shop.
 - Please only register **once**, and wait two Business Days for us to verify your information. **You will only receive an email if you have NOT been approved**
 - If you are a new teacher and have **NEVER** been in the program, then, select the New Teacher Registration option and fill in all the required information.
 - After (2) two business days, go back onto the Tools 4 School page and select Schedule a Visit and choose a date.
- **An appointment is required** for each teacher shopping (**NO guests, children, friends, or spouses are permitted to enter the T4S Resource Center**). Only certified teachers may request appointments. *Special exceptions may apply.*
- **Appointments are made on our website at www.cfbnj.org**
 - Click on **HOPE**, then **KIDS Programs**, then **Tools 4 Schools**
 - Select the **Schedule to Visit** option, enter your username and password and follow all prompts
 - Select from the available dates and times
 - Your final page should display your date and time. Print out for your records.

- **Shopping appointment info:**
 - **Please bring a valid School Photo ID or Driver's License w/Photo**
 - **No open toe shoes are allowed**
 - Be sure to bring your own bags/boxes to pack up your items, after check out
 - Be sure to bring a calculator---you will need it to tally your points
 - Each teacher has 1,000 points per shopping trip. The points **DO NOT** carry over
 - Each teacher has 30 minutes to shop (*Liaisons have 60 minutes to shop*)
- **Appointment Cancellations must be done within 24 hours on our website at www.cfbnj.org**
 - Click on the **HOPE** tab, then click **Kids Programs**, then **Tools 4 School**
 - Select the **Cancel a Visit** option link and follow instructions
 - Be sure to put a reason as to why you had to cancel (i.e. sick, appt. emergency)
 - Be sure to leave a message, with the Kids Division Supervisor of the Tools 4 School Program, that you cancelled your appointment so you do not get penalized
- **All products received from our Tools 4 Schools program, must be used for instruction or incentives in the classroom, or given to students for home use.**

2016-2017 Fall/Spring Teacher Shopping Schedule:

- **September 6, 2016 – June 1, 2017:** Shoppers may only shop one time per semester

Shopping days: Monday – Thursday. Each teacher has 30 minutes to shop.

Two Shopping Semesters AND each teacher can ONLY shop one time per semester

September 6, 2016 – December 1, 2016 Semester 1

AND

January 11, 2017 – June 1, 2017 Semester 2

- **Semester 1: September 6, 2016 thru December 1, 2016:** General teacher shopping hours— Monday - Thursday 3:00pm-4:30pm and Tuesdays 3:00pm-5:30pm
- **Semester 2: January 11, 2017 – June 1, 2017.** General teacher shopping hours— Monday -Thursday 3:00pm-4:30pm and on Tuesdays 3:00pm-5:30pm
- Saturday shopping is scheduled once a month from 9:30am---11:00am





**Tools 4 Schools Program
School Participation Agreement
2016/2017--School Year**



School Name _____

Address _____ City _____ Zip Code _____

Phone _____ Fax _____

Principal _____ Principal's email _____

Liaison _____ Liaison's email _____

Total Student Enrollment _____

A new Liaison must attend one of the liaison orientation sessions

***** Please remember to attach a copy of the 2016/2017 school roster with application. It must include the first and last names, grade and subject of full-time, certified teachers.**

The above named school hereby applies to participate in the Tools 4 Schools program, a program of the Kids Division of the Community FoodBank of New Jersey. In applying we verify that our school meets the following qualifications and we agree to abide by the following regulations:

School Qualifications: We certify that seventy percent or more of the students at this school qualify for assistance under the guidelines of the National School Lunch Program.

What percentage of students receive: Free lunch: _____% Reduced lunch: _____%

School Regulations: All items obtained from the Tools 4 Schools program must be brought to the school and used for the purposes for which they are intended. The Principal must appoint a Tools 4 Schools Liaison to serve as the contact person for this program. It is the appointed T4S Liaison's responsibility to attend the Liaison Orientation, disseminate all program information to classroom instructors at the school, encourage teacher participation in the program, and to provide updated paperwork to the Tools 4 Schools program, when necessary. T4S Liaisons must have an email address.

Liaison Regulations: New schools applying for the T4S Program and/or new liaisons must attend a mandatory meeting one of the following dates: **8/16/16 or 9/14/16 or 10/13/16 all start at 10:00am. RSVP is required.**

By signing, I agree that the donated merchandise will be used solely by and for the teachers and students in the above school. I agree to monitor the distribution process within my school. I hold all participating parties blameless for any harm that may come to any student using a donated product improperly or in an unsupervised situation. In addition, I agree that all T4S Liaison responsibilities will be met.

Principal's Signature _____ Date _____

Liaison's Signature _____ Date _____

Community FoodBank of New Jersey
Directions to our Hillside facility (main facility)*

31 Evans Terminal, Hillside, NJ 07205 (Phone) 908-355-3663

NJ TURNPIKE: to exit 14. Take Route 22 West. Follow Route 22 West directions below (you will be on Route 22 for approx. 2 miles before the Lottery Billboard & Honda dealership described in directions below).

GS PARKWAY SOUTH: to Exit 143B. Make left at traffic light onto Union Avenue. Make a left at third light onto Paine Avenue. Paine Avenue becomes Winans Avenue. Follow to the end and make a right at stop sign onto Maple Avenue. Follow to the first traffic light and make a left onto Hillside Avenue. Follow Hillside Avenue to first traffic light and make a right onto North Broad Street. Take the first left at the traffic light onto Evans Terminal. Follow road to end. The Community FoodBank of NJ is directly ahead.

GS PARKWAY NORTH: to Exit 140 to Route 22 East. Follow Route 22 East directions below (you will be on Route 22 for approximately 3 miles before the Nissan dealership described in directions below).

ROUTE 22 WEST: to Hillside/Irvington exit (right turn just after 4th consecutive overpass & Lottery billboard - immediately before the Honda dealership). Make right at stop sign onto Hillside Avenue, then right at the traffic light onto North Broad Street. Make first left at traffic light onto Evans Terminal. Follow road to the end. The Community FoodBank of NJ is directly ahead.

ROUTE 22 EAST: to Hillside - watch for the big Nissan dealership on the right. After dealership, make the immediate right at Hillside/Irvington exit. Follow ramp to stop sign and make a right onto Hillside Avenue. Make first right at traffic light onto North Broad Street. Make first left onto Evans Terminal at traffic light. Follow road to end. The Community FoodBank of NJ is directly ahead.

ROUTE 78 EAST: to Exit 54, Hillside. Stay left on the exit ramp and make a left at stop sign onto Winans Avenue. Follow to the end and make a right at stop sign onto Maple Avenue. Follow to the first traffic light and make a left onto Hillside Avenue. Follow Hillside Avenue to first traffic light and make a right onto North Broad Street. Take the first left at the traffic light onto Evans Terminal. Follow road to end. The Community FoodBank is directly ahead.

PARKING is located along the side of our building to the left of our main entrance. Please do not park across the street.

*Map & Directions also available on our website at www.cfbnj.org.