[Date]

Dear Teachers,

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