



Dear School Principal:

Thank you for your interest in **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 August 24, 2011 to June 8, 2012. **The deadline for enrollment in the spring semester of 2011-2012 school year is Friday, February 3, 2012.**

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. T4S Liaison 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 two required documents**
 - a. Completed School Participation Agreement (page 4)
 - b. Roster of teachers for 2011-2012 school year with the full names and positions of all full-time, certified teachers.

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 me with any questions. I look forward to the upcoming school year!

Sincerely,

Wanda Rodriguez

Wanda Rodriguez, Kids Division Director
908-355-3663, ext 301
wrodriguez@njfoodbank.org

Vera Ohene

or Vera Ohene, Kids Resources Coordinator
908-355-3663, ext 300
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Address: 31 Evans Terminal Rd. Hillside, NJ 07205

Tools 4 Schools: Qualifying & Participating

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

READ EVERYTHING CAREFULLY!

To qualify:

- Must be a public school in Newark, Elizabeth, Hillside, Irvington, Paterson, Plainfield, Jersey City, or East Orange, New Brunswick, Orange, NJ.
- 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 the full names and positions of all full-time, certified teachers. **The deadline for enrollment in the spring semester of 2011-2012 school year is Friday, February 3, 2012.**

- **Every shopper must complete a Registration Form**
 - Go to the Community Foodbank of NJ website www.njfoodbank.org
 - Click on the **Tools 4 Schools** tab under **Kids Division**
 - Please review the list of approved schools before you register. (located right under the register, schedule, and cancel links)
 - Click on the **Register** link and fill in all the required information
 - Please only register **once**, you will only receive an email if you have **not** been approved
- **An appointment is required** for each teacher shopping (**no children, friends, or spouses are permitted**). Only certified teachers may request appointments.
- **Appointments can be made right on our website at www.njfoodbank.org**
 - Click on the **Tools 4 Schools** tab under **Kids Division**
 - Click on the **Schedule** link and pick available date and time
- **Appointments cancellations can be done right on our website at www.njfoodbank.org**
 - Click on the **Tools 4 Schools** tab under **Kids Division**
 - Click on the **Cancel** link and follow instructions

2011-2012 SY Shopping Schedule:

- **August 24 – June 8:** Shoppers may only attend once per semester, Monday – Thursday only. **T4S Liaison shopping hours** are at either 10 am or 1 pm. **General teacher shopping hours** are as follows:
- **Fall Semester:** August 28 – December 15 General teacher shopping hours are from 1 to 3 pm during August, and from 3 to 5 pm from September through December.
- **Spring Semester:** January 9 – June 8. General teacher shopping hours are from 3 to 5 pm and Wednesday at 10am.
- **Late Night Tuesdays:** See our Online Appointment Request Form for select dates with 5 pm appointments.

Vera Ohene
Kids Resources Coordinator
Email: kids@njfoodbank.org
Phone: 908-355-3663, ext. 301/300 (telephoned appointment requests not accepted)

or Wanda Rodriguez
Kids Resources Director
wrodriguez@njfoodbank.org



**Tools 4 Schools Program
School Participation Agreement**

School Name _____

Address _____ City _____ Zip Code _____

Phone _____ Fax _____

Principal _____ Liaison _____

Total Enrollment _____ Liaison's email _____

Liaison must attend one of the liaison orientation sessions

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.

How many 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: The appointment contact person for the program has to attend a mandatory meeting one of the following dates: **1/11/12 at 10:00am, 1/18/11 at 10:00am, and 1/25/12 at 10:00am.**

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 _____

*****Attach a copy of the school roster with first and last names & positions of full-time, certified teachers.**

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

31 Evans Terminal, Hillside, NJ 07205 (P) 908-355-FOOD (3663), ext. 300

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 FoodBank 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 Ford 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 FoodBank is directly ahead.

ROUTE 22 EAST: to Hillside - watch for the big Ford dealership on the right (Hillside Auto Mall). 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 FoodBank 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 FoodBank is directly ahead.

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

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