

EL/Civics Lesson Plan

Program Name Euclid ESOL
 Staff Responsible for Lesson-David Hundertmark & Ruth Tracy/Mixed levels

Date(s) Used	2/18/10, 2/23/10/, 2/24/10
Civics Category	II. Civic Participation
Civics Objective	<p>17. Community Resources – Volunteers: Identify and describe volunteer opportunities in the community</p> <p>This lesson is part one of a unit on hunger in NE Ohio and the role of volunteers in addressing this problem, including a morning of volunteering at the Food Bank. All preparations for the morning of volunteering were done with the Food Bank Volunteer Coordinator. (See ELC 514)</p>
Time Frame to Complete Lesson	Time as needed depending on class levels.
EFL(s)	All levels
Standard(s)/Components of Performance	<p>C1 Determining the reading purpose.</p> <p>C4 Analyze the information and reflect on its underlying meaning.</p> <p>C5 Integrate it with prior knowledge to address reading purpose.</p>
Benchmark(s)	R1-6.1, R1-6.4, R1-6.5
Materials	<p>We used the Cleveland Food Bank in Ohio (see attached). Similar information can be obtained from your local food bank or from the Feeding America website www.feedingamerica.org which has info about all food banks in Ohio.</p> <p>Handouts from the local Food Bank on</p> <ol style="list-style-type: none"> 1) Hunger in the United States and in your city. 2) Volunteer opportunities at the Food Bank 3) Kitchen Volunteer Orientation 4) Map to the Food Bank (http://maps.yahoo.com)

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<p>Activities</p>	<p>Preparation for Volunteering at local Foodbank.</p> <p>1) Preparation: Students are asked to discuss where food from the pantry comes from. Students may mention volunteer donations from the community and the Food Bank. 2) Students are asked to volunteer information that they know about the Food Bank. Most students have seen the building and know that it is a large warehouse. Students are asked to project how many people need the services of the food pantry and Food Bank. Are there such organizations in home country? Discussion.</p> <p>3) Activity: Read information on Hunger in America: Food Bank Local Summary. Stress vocabulary: network, member agencies, hunger-relief, hot-meal programs, to distribute, clients, emergency food assistance, elderly, federal poverty level, homeless, utilities, faith-based organizations. Discuss information in large group.</p> <p>4). Read and discuss: Volunteer opportunities and guidelines.</p> <p>5) Read and discuss: Kitchen Volunteer Orientation</p> <p>6) Read and discuss: Food Bank Waiver (necessary for each volunteer)</p> <p>7) Map to the Food Bank</p>
<p>Assessment/ Evidence</p>	<p>In discussion, monitor for comprehension of hunger in America, Ohio and the role of the Food Bank. Monitor for comprehension of volunteer opportunities.</p> <p>Have student review how to reach the Food Bank by using the map and retelling the directions.</p>
<p>Reflection</p>	<p>Students seemed well prepared to work at the Food Bank. They heard the same information we had discussed in class and understood much of what was in the Food Bank orientation video. They were all very enthusiastic to get to work and filled back- packs for children, prepared containers for Meals on Wheels hot lunches for seniors and sorted food to be stored in the warehouse. Students worked in 3 different groups in different areas of the Food Bank. Each group was accompanied by a teacher or volunteer tutor. They were also paired with native speakers who were volunteering as well. Students seemed very pleased with the amount of work they accomplished and spoke about wanting to come again to volunteer. The success of the field trip was due in large part to the fact that the students chose to this activity and were well- prepared with facts and procedures to follow. They knew their work was appreciated and needed.</p>

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Cleveland Foodbank, Inc.
ODA Plant 1108

Good Manufacturing Practices: Kitchen Volunteer Orientation

Issued March 8, 2006

Revised August 6, 2008

Effective immediately the following represent the GMP procedures replacing any previously issued procedures and or instructions.

Personal Items

- Coats, purses etc, should remain in the volunteer area

ODA Inspector

- There may be one or more ODA inspectors in the plant while you are here
- If questioned by them regarding what are working on please answer them honestly
 - If you don't know the answer tell the inspector that but please don't **GUESS**
- The above having been said it is vital that you understand what you are doing
 - If you don't know, **ASK**
 - If you are uncomfortable performing a particular task ask to be reassigned

Hand Washing

- Access to all Hand Sink must not be blocked
- Hand sinks may not be used for any other purpose
- Hand washing
 - When you arrive
 - When you change jobs
 - After handling raw product
 - After handling trash or any other contaminated material
 - After touching your face or hair

Protective Coverings

- Hair cover must be in place at all times when in production area
- A lab coat must be in place at all times when in production area and changed whenever:
 - The coat becomes soiled
 - After working with raw product
 - Remove coat **BEFORE** leaving kitchen
- Volunteers with facial hair must wear a snood at all times when in production area
- Protective coverings: lab coats and aprons are to be removed and left in the kitchen on designated rack if you leave the kitchen for any reason

Preventing Physical Hazards in Food

- Pens, name badges, decorative buttons may not be worn while in the plant.
- While preparing food, volunteers may not wear jewelry on their arms, face, ears or hands. *This section does not apply to a plain ring such as a wedding band.*

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Glove Use

- Gloves
 - hand wash before
 - change gloves as often as needed
 - Only required if handling RTE ready to eat foods such as sandwiches
 - You may NOT wear gloves while performing tasks which do not require glove use.

Food Production

- Use box cutters not kitchen knives to open boxes
- Don't use the same knife to split the food packaging the you use to cut the product up

Food Prep Sinks

- No vegetables in meat sink and no meat in vegetable sink
- Sinks must be cleaned and sanitized after every use
- Ready to eat fruits and vegetables may not be in the sink at the same time as produce which needs cooking and may be a source of contamination such as potatoes.

Alternative Head Covers

Any individual wishing to wear an alternative head cover may be permitted to do so providing the following criteria are met:

- Alternative head cover must fit over the regular hair covering.
- Alternative head cover must be clean.
- Alternative head cover must not interfere with the approved hair restraints ability to contain the user's hair.

Approval of alternative head covers is provided at the discretion of the Plant Manager and may be revoked by the Plant Manager at any time for any reason deemed germane to the operation of the plant.

Labeling Requirements

- Everything we produce, prep or open needs a date label:
 - Items in Meat Cooler retain dating on shelving even if re-worked
 - Finished items are dated with the lot labels provided
 - Anything not identifiable by sight must have a label indicating what it is

Eating/ Drinking in Production Areas

- Eating only when taste-testing products and only in office area
- Drinking only in office area

Procedure for Cleaning and Sanitizing in Place Equipment

- Clear away loose food particles
- Clean surfaces with soapy water
- Rinse all surfaces with clean water
- Swab with Sanitizing Rinse

Reasonability

The Food Service Director is responsible for monitoring the functions outlined in this SSOP addendum. In the absence of the plant manager the Lead Cook is responsible.

I have read and fully understand the Kitchen Volunteer Orientation sheet.

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Signed _____ Date _____ / _____ /20 _____

Cleveland Foodbank
15500 South Waterloo Road
Cleveland, OH 44110



Contact Volunteer Services to schedule your opportunity or with any questions!

Alan Fratus, Volunteer Services Manager, 216-738-2053

Joan Szczepanik, Volunteers Services Assistant, 216-738-2069

Volunteer Opportunities

Volunteers are needed to help sort and repack nonperishable food that is later distributed to local food pantries, soup kitchens, and shelters. Volunteers can also assist in the Community Kitchen preparing hot meals that are distributed at local hot meal sites. Volunteers are needed to help at the Cleveland Foodbank's member agencies (food pantries and soup kitchens).

Volunteer Guidelines

- * Volunteers need to be at least 12 years old
- * Volunteers must be at least 16 years old to volunteer unaccompanied by an adult
- * You cannot wear sandals or open-toed shoes when you volunteer
- * With volunteer youth groups there must be one adult present for every 10 children
- * Volunteers commit to at least a two hour volunteer shift
- * You cannot volunteer if you are a convicted felon

Volunteer Hours

Repacking

Monday-Thursday: 8:30AM-8:00PM

Friday: 8:30AM-2:00PM

Saturday: 8:00AM-12:00PM (book up quickly)

Community Kitchen

Monday-Thursday: 8:30AM-3:00PM

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Friday: 8:30AM-2:00PM

- * Minimum two hour commitment (four hours on Saturday morning)
- * Please register on-line at www.clevelandfoodbank.org, then call Joan or Alan to schedule a volunteer session
- * Please visit web-site or call office for driving directions

Cleveland Foodbank's Family Night

Families with children ages 6-11 are invited to participate in Family Night at the Cleveland Foodbank. Family Night is the second Thursday and third Monday of each month from 5:30PM-7:30PM. Families volunteer in the repack room helping to repack and sort donated product for local hunger centers.

You must call to schedule for a Family Night.



Hunger In America 2010

Cleveland Foodbank Local Summary

Background

Feeding America, the nation's network of more than 200 food banks and the largest hunger-relief charity in the United States, conducted a study of domestic hunger in 2009, the largest study ever conducted. Questionnaires were completed by more than 37,000 agencies and face-to-face interviews were conducted with more than 61,000 clients. Mathematica Policy Research Inc. provided technical advice and implemented the sampling and data analysis activities. At the Cleveland Foodbank, a total of 424 clients were interviewed and 329 agencies in our six county service area responded to the extensive questionnaire.

Numbers served

- The Cleveland Foodbank, through its member agencies, serves more than 223,700 different people annually in its six-county area.

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- This is an increase of 40% from 2006, the last time the survey was conducted. Much of this increase was in 2009: pantries reported a 31% increase and hot meal programs were up 25% according to local statistics.
- 1 in 9 people turned to local hunger centers in 2009 in our six-county service area.
- On average the Foodbank distributes enough food for 82,000 meals per day.
- 84% of pantries and 75% of hot meal programs that belong to the Cleveland Foodbank report that they have seen an increase in the number of clients who come to them for emergency food assistance since 2006.

Characteristics of those receiving food

- 34% are children under 18 years of age
- 15% are elderly
- 14% of households have at least one employed adult
- 79% have incomes below the federal poverty level (poverty level for a family of 4 was \$22,050 in 2009)
- 5% of those receiving food are homeless
- 76% of those served have completed high school

Situations facing recipients

- 39% of clients served by the Cleveland Foodbank report having to choose between paying for food and paying for utilities or heating fuel
- 27% had to choose between paying for food and paying their rent or mortgage
- 35% had to choose between paying for food and paying for medicine or medical care
- 39% had to choose between paying for food and paying for transportation
- 27% of households served by Cleveland Foodbank member agencies have at least one member living in poor health

Food distribution system in Cleveland

- In a six county area, the Cleveland Foodbank provides food to more than 400 agencies that run more than 450 programs
- 81% of pantries and 87% of hot meal programs are run by faith-based organizations

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- 70% of the pantry programs and 67% of hot meal programs have no paid staff and are run entirely by volunteers
- Foodbank food accounts for 84% of the food used by pantries

Volunteer Registration Form

Date _____ Male Female
Name (Last) _____ (First) _____ (M.I.) _____
Address _____
City _____ State _____ Zip Code _____
Phone (Home) _____ (Cell) _____ (Work) _____
Email _____

Date of Birth _____ If under 16, please review guidelines.

Are you volunteering with a group? No Yes, Name? _____

Have you ever been convicted of a felony? No Yes

Are you completing Community Service hours? No Yes

School or Civic Group Court ordered

Do you have any special restrictions? _____

In case of an emergency, please contact

Name _____ Address _____

Relationship _____ City _____

Phone _____ State _____ Zip Code _____

CLEVELAND FOODBANK RELEASE AND AGREEMENT

In consideration for permission and support by the Cleveland Foodbank (the "Foodbank") for me to participate as a volunteer for the Foodbank, which I acknowledge as good and valuable consideration, I, the undersigned, for myself, my heirs, executors, administrators and assigns do hereby release, hold harmless, indemnify, waive and discharge the Foodbank and all its officers, agents, and employees from and against any and all claims, demands, actions or causes of action arising from or relating in any way to my involvement in any activity in which I participate for the Foodbank. This release shall include, without limitation, any and all claims, demands, actions or causes of action arising from or relating in any way to any injuries or damages (physical, psychic, economic or otherwise) I may suffer or sustain by my involvement in any activity in which I participate for the Foodbank. Furthermore, in full recognition and appreciation of the potential dangers and hazards inherent in such activity, which include dangers and hazards typically encountered when working in a warehouse and/or light industrial environment, I do hereby agree to assume all the risks and responsibilities surrounding my participation in this activity, and/or any activities taken in addition thereto, on behalf of the Foodbank.

The undersigned acknowledges having read and understood the foregoing informed consent form. I have caused this Release and Agreement to be executed this _____ day of _____, 20____.

Volunteer's Signature

Guardian's Name
(for Volunteers under 18 yrs. of age)

Guardian's Signature