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Contracts & Property Manager

CC: Pamela Lombardo, Directors, Business Services
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FROM: Paul Monge-Rodriguez, President, Associated Students
Guadalupe Cruz, Commissioner of Student Services, Associated Students
Marisela Marquez, Executive Director, Associated Students

RE: Associated Students Food Bank Student Service Proposal

DATE: Monday, March 14, 2011

Overview:

The Associated Students of UC Santa Barbara, in collaboration the Graduate Student Association and the Alumni Association, proposes to run a student-operated Food Bank service as a pilot for the remainder of the 2010-2011 academic year that would undergo an evaluation over the summer and re-open during Fall 2011. The AS Food Bank will work to eliminate hunger amongst UCSB students by providing food, toiletries, and other resources at no expense. Donated and purchased food and supplies will be made available twice a week throughout each quarter. After 12 months in service, an assessment of the AS Food Bank's utility and use (see *assessment*) will be conducted to decide on maintaining it in operation.

Section I. Mission Statement

Vision

As a public research institution with distinction, the University of California, Santa Barbara offers a premier undergraduate experience that enhances the creative and intellectual abilities of the diverse communities that it serves. However, in an environment of budget cuts and fee increases, students are facing new challenges that affect their performance as students and derail their academic and career goals. We are committed to promoting the retention and welfare of every student at UCSB by developing programs and services that directly address students need.

Mission

The Associated Students Food Bank is a student-run service that is available to all UCSB students, both graduate and undergraduate. We aim to eradicate hunger from our campus community by providing basic food supplies, toiletries, and information about additional resources to students in need.

In order to promote the comfort and moral support of students, the AS Food Bank will be accessible during regular school hours and will respect the confidentiality of its users.

Section II. Student Need and Demand

A. Student Need

The issue of student hunger has been a growing concern for our campus community. As tuition levels continue to rise, more students are forced to cut back from their daily expenses, which most often

happen to be food. The reported number of students who are dealing with hunger on a daily basis is rising at an alarming rate.

The Student Financial/Food Need Survey conducted by Associated Students anonymously surveyed 2,131 graduate and undergraduate students to assess the level of financial need and access to food at UCSB. Our findings reveal that 22.5% (481) of the students surveyed find themselves skipping meals every week to save money. Additionally, 61.4% (1,309) of students stated that they feel there is a need for a food bank on campus while 39.4% (839) said they would use this service if it existed. Furthermore, 50.8% (1,084) of the students stated that their combined income from all sources including financial aid, scholarships, grants and employment is not sufficient towards providing for their basic needs at UCSB. The empirical data collected in this survey demonstrates that there is a growing need and demand among UCSB students for a food bank service.

Section III. Food Bank Operations and Procedures

A. Eligibility

To be eligible to use the AS Food Bank, a person must be a UCSB registered student. This practice is based on UCLA's Food Closet, where any UCLA student (graduate or undergraduate) can receive the service by presenting student identification. Food is already inaccessible and we do not wish to create additional criteria that may discourage people from wanting to access this service. However, if we sense that there is any misuse or abuse of the service we will establish membership requirements as necessary.

A list of referrals will be developed to help individuals who seek the resources of the AS Food Bank but are not registered students.

B. Hours of Distribution

During the first year of operation, the AS Food Bank will be open every Tuesday and Wednesday, between the hours of 7:30am -12:00pm and 1:00pm-5:00pm. Hours of operation may increase depending on student needs. Additionally, hours of operation may change depending on UCEN operating hours.

C. Staffing and Oversight

An Associated Students permanent staff advisor, Tuyen Nguyen, will have oversight to ensure that all AS Food Bank practices in dealing with food supplies are in compliance with the Santa Barbara Food Bank guidelines and all applicable university health, environmental, and safety codes. The staff advisor will be responsible for attaining a list of recalled items from the FDA to maintain food safety, and arrange a quarterly space evaluation from the UCSB Environmental Health and Safety department. The staff advisor will also be responsible for coordinating the ordering, pick-up, and delivery of food items.

Student staffing will consist of two part-time student employees working between 5-10 hrs a week, who will be responsible for the dating of food, stocking, distribution of food and the general maintenance of the AS Food Bank. Student staff will be adequately trained on environmental quality maintenance, FERPA and other confidentiality guidelines. Each shift will be served on site.

D. Internal Controls and Reporting Duties

For reporting on inventories, student coordinators will report to Tuyen Nguyen, who will report to Cindy Lopez (AS Administration), and ultimately to Marisela Marquez (AS Executive Director.)

For reporting on the Food Bank center itself, student coordinators will report to the appointed AS staff advisor, who will then report directly to Marisela Marquez.

E. Maintaining Inventory

A permanent staff member, Tuyen Nguyen, will inventory all collected items first at UCEN 3167 (lounge area) at the time of arrival, and a second time at UCEN 3167 A and A.S. Annex in order to have multiple records of all supplies before they are stocked and ready for distribution. Adaptation of the inventory system software used within the AS Bike Shop will be utilized to manage the inventory of the items donated and purchased.

F. Resources Provided: Food and Toiletries

Associated Students will become a member of the Santa Barbara Food Bank and distribute free food and supplies directly to UCSB students. The AS Food Bank will purchase non-perishable food items from the Santa Barbara Food Bank every week.

While, the AS Food Bank's primary source of food will be from the Santa Barbara Food Bank, we will also accept donations of non-perishable items from the UCSB and Santa Barbara community members.

G. Facilities

The A.S. Food Bank space is accessible to the UCSB population and complies with ADA campus policies. The A.S. Food Bank will be temporarily located at the following address:

University of California, Santa Barbara

University Center 3167 A

Santa Barbara, CA 93106

We will be looking for a more permanent location for the Food Bank in the future.

H. Disposal

By working with the Santa Barbara Food Bank, UCSB food service providers and EH&S, AS will develop a system for dating food supplies and maintaining optimal health and safety standards.

Once food items reach their expiration date, items will be transported to the AS Department of Public Worms for composting. Trash and recyclable materials will be disposed of accordingly.

I. Injuries

If student staff members are injured while fulfilling their work responsibilities for the Food Bank, we will have them fill out a university incident report and refer them to Student Health. We will follow all federal, state, and university policies and guidelines in dealing with any injuries.

J. Pick up, Transportation, and Drop Offs

The full time AS staff advisor will serve as a primary point of contact for pick-up and delivery. Groups and individuals may drop off food supplies at any of the following designated drop-off donation sites:

1. The Associated Students Bike Shop (Parking Lot 29)
2. The Associated Students Main Office (University Center 1523)
3. The Associated Students Legal Resource Center (6550 Pardall Road, Suite B)
4. The Associated Students Annex (Building 434)
5. The Associated Students Storke Communications Tower Complex

We will spend \$25 a week to rent transportation for pick up and drop off from the Santa Barbara Food Bank.



Transportation & Parking Services

UNIVERSITY OF CALIFORNIA, SANTA BARBARA MAP & DIRECTORY

UCSB Parking Permit required at all times.

Short-term permits may be purchased from permit dispensers throughout campus, and from the Parking Sales Office in Building 381 off Stadium Road. To buy a permit, please follow instructions on the dispenser. Payment options are Visa, MasterCard, cash or campus Access card. A short-term permit entitles you to Visitor parking status.

Take care to observe parking signs as parking violations are subject to citation. Do not park at any time in spaces marked "Enforced at All Times", "Reserved" or "Restricted".

What do the lot colors mean?

Yellow Parking at any time for anyone with a valid UCSB parking permit.

Green Parking for faculty and staff from 7:30 AM to 5:00 PM on weekdays. Parking for anyone with a valid UCSB parking permit from 5:00 PM to 7:30 AM on weekdays, and all day Saturday and Sunday. Some spaces may be designated "Faculty Only" or have other restrictions.

Violet Parking at all times for faculty and staff only.

Orange Parking for residential students with the appropriate permit.

For updated parking information, please visit our web site at www.tps.ucsb.edu

Emergency

- For fire, police or medical emergency assistance call **9-911** or use emergency phones (in red boxes).
- UCSB Police Department, Public Safety Building, non-emergency **805-893-3446** (24 hours).
- CSO Escort Service is available by calling **805-893-2000**.

JULY 2010

PARKING DESIGNATIONS

Permit required at all times.

- B1** Residential Students
- 22B** Residential Students
- B3** Residential Students
- S** Commuting Students
- V** Visitors
- Accessible Parking
- Motorcycles
- Bus Stop
- Coastal Access
- Residence Halls
- Traffic Light
- Parking Meters (available to general public)
- Parking Dispensers
- Parking

SPEED LIMIT 25

Enforced by Radar



K. Assessments and Governance

We will establish an AS Food Bank Governance Board that will have the primary responsibility of defining and executing the assessment process. This governance board will convene once every quarter to guide the AS Food Bank's development, discuss assessment processes and results, and assist in improving the service.

Membership to the Governance Board shall include:

2 Student employees from the AS Food Bank

1 Undergraduate student appointed by the AS Office of the President

1 Undergraduate student appointed by the AS Student Initiated Recruitment and Retention Committee

1 Undergraduate student appointed by the AS Business Services

1 Graduate student appointed by the Graduate Student Association

1 Permanent staff advisor to the AS Food Bank

1 Representative from the Environmental Health & Services Department

1 Representative from UCSB Business Services

1 Representative from Dining Services

If an unrepresented entity applies for a position on the AS Food Bank Governance Board, the said board can create a new seat to represent the applying entity with a two-thirds majority vote.

Section IV. Outreach Plan

A. Informing Students about the AS Food Bank

Students will find out about the AS Food Bank program through the publicity and outreach efforts of Associated Students. We regularly advertise our programs and services through the residence halls, student organization meetings, class announcements, tabling, and university-wide listserves. We also plan on utilizing departmental list-serves as well as student media sources (Daily Nexus, The Bottomline, KCSB Radio.)

B. Informing Faculty and Staff about the AS Food Bank

To educate and inform staff and faculty about the AS Food Bank, the AS Student-Initiated Recruitment and Retention Committee (SIRRC) can offer presentations about the service to departments. It is critical that counselors and other student service providers know to refer students to the AS Food Bank.

Section V. External References

This list includes several other university campuses that presently have student-run food distribution centers.

College or University	Program Name	Est.	Web link
University of California, Los Angeles	Food Closet	2009	http://articles.latimes.com/2010/jun/14/local/la-me-ucla-food-20100614
University of California, Davis	The Pantry	2010	http://thepantry.ucdavis.edu/
Iowa State University	The SHOP (Student Helping Our Peers)	2010	http://www.insidehighered.com/news/2011/02/03/students_start_college_campus_food_pantries_and_banks
University of Arkansas at Fayetteville	The Full Circle Food Pantry	2010	http://fullcircle.uark.edu/
Michigan State University	Student Food Bank	1993	https://www.msu.edu/~foodbank/index.htm