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**Food Recovery Network at SUNY College of Environmental Science and Forestry
and Syracuse University**

By

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Candidate for Bachelor of Science

Environmental Studies

With Honors

April 2015

APPROVED

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Date: _____

Abstract

Hunger and food waste remain large and unsustainable issues across the Earth. On a college campus, this statement remains true. While Syracuse University (SU) and State University of New York College of Environmental Science and Forestry (SUNY ESF) compost pre and post-consumer food, plenty of the edible and perfectly presentable food could have been redistributed instead of composted or thrown out. In fact, over 125 college campuses across the United States participate in a non-profit organization designed to address local food waste and community hunger. This organization is called the Food Recovery Network (FRN). As the founder of the SUNY ESF and SU FRN Chapter, I, along with a group of committed student leaders, mobilized a student run organization on campus that redistributes food from the compost or landfill to the homeless and hungry in the Syracuse area. We recruited members and volunteers for this project, contacted local distributing partners, and coordinated with dining halls. What started as a couple nights a week at one SU dining hall and at a café at ESF became a daily pickup from that dining hall and a weekly pick up from two cafes. By the end of the fall semester, we redistributed about 2,000 pounds of food and by the end of the 2014-2015 academic year, we recovered over 5,000 pounds of food. Hopefully, as this organization gains more presence on campus, it will continue to combat hunger and waste as well as contribute to both universities' sustainability goals.

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Acknowledgments

A huge thanks goes out to Food Recovery Network National, Mark Tewksbury, James Zappola, staff at Syracuse University Food Services, partnering food distributing agencies (Dorothy Day, Liberty Resources, Ronald McDonald House), Green Campus Initiatives, FRN volunteers at ESF and SU, partnering student organizations (ESF Music Society, APO, NYPIRG, and BCM), and Bill Shields for making all this possible, for their ongoing support, for their encouragement, for their commitment, and on occasion, funding.

Special thanks to E. Katja Fiertz and to Zach Spangler for making FRN at ESF and SU a reality in our time and space. It is only as successful as it is now because we did it together. It was a great pleasure to do this with the both of you!

Introduction

According to National Geographic, about 1 in 7 Americans rely on local aid programs for food; that is about 46 million people who depend on shelters and soup kitchens for food (Stone, 2014). In 2013, Feeding America wrote that 49.1 million Americans were living in food insecure households which included 33.3 million adults and 15.8 children (Coleman-Jensen, 2013). In an article published by the Natural Resources Defense Council (NRDC), “getting food from the farm to our forks eats up 10 percent of the total U.S. energy budget, uses 50 percent of U.S. land, and swallows 80 percent of all freshwater consumed in the United States. Yet, 40 percent of food in the United States today goes uneaten,” (Gunders, 2012). With the amount of people who are hungry and the amount of food that goes into waste, a more sustainable way of distributing our food is in order, if not for the nation, at least on our campus.

According to Onondaga County Resource Recovery Agency (OCRRA), Syracuse University diverts 30 tons of food waste a semester (*Food Waste Composting*, 2015). A large amount of what goes into OCRRA’s compost is perfectly edible food that was left over from the buffet style food service at the dining halls. The goal of the Food Recovery Network Chapter at SUNY ESF and Syracuse University is to redistribute that good food to shelters and soup kitchens from compost or landfill.

The Food Recovery Network is a national organization that started at University of Maryland – College Park in September 2011 (*Our Story*, 2012). That year, three students from three different campuses formed the Food Recovery Network (FRN). They collected 150-200 pounds of food a night and would then deliver it to shelters in the D.C. area (*Our Story*, 2012). Then, a leadership of seven students formed the national group which would guide other schools to joining the Food Recovery Network efforts (*Our Story*, 2012).

This paper will illustrate how SUNY ESF and Syracuse University became an official chapter of Food Recovery Network.

Methods

Food Recovery Network National

Food Recovery Network National had an internet campaign that bolstered their reach to the general public. I stumbled upon their advertisement as I was scrolling through my Facebook newsfeed. After finding out that Syracuse University and SUNY ESF were not participating in the program, I decided I would seize the opportunity of starting this organization on campus.

Food Recovery National contacted me after I had submitted a notice of interest in starting this program on campus. Their first point person, Autumn Rauchwek, contacted me in June to provide me with information about how to start the organization on campus. This included what the Food Recovery Network was, what they did, and other facts regarding food waste and hunger. Additional documents included how to communicate to local shelters and soup kitchens, how to create a leadership team, how to recruit volunteers, how to talk to the dining halls and convince them to partner with us, and a food safety document that covered sanitation rules for volunteers and general food handling (Appendices). I was also informed about the Bill Emerson Good Samaritan Act of 1993 which protects the agency donating food from legal liability as long as it was done with good intentions (Appendices).

Once the school year began, a regional representative of Food Recovery Network National, Kevin Finkelstein, contacted me to continue to guide me through the process of starting this organization on campus. He contacted me weekly to make sure things were going smoothly and he provided additional resources like partnership agreement forms and an FRN member form (Appendices). Under his guidance, we were able to recruit volunteers, find partnering agencies, contact campus dining management, and run our first successful recovery. He also trained me in food safety practice and kitchen operations. After establishing a membership and becoming a chapter of the national network, a new monthly liaison, Marlene Haggblade, continued to help us in becoming a club, buy merchandise and fundraise, and support us in times of great success and challenges.

The first week of August to the first week of October was dedicated to contacting soup kitchens, pantries, and shelters. Galit Idan, a close friend of mine, helped me to

reach out to them. Information we recorded included the name of the organization, address, distance it was from campus, the contact person, their phone number, email, hours of operation, whether or not they had a refrigerator, if they were a registered 501C3 nonprofit organization, and if they seemed professional. Many of the pantries that we reached out to initially conflicted with the dining hall schedules, meaning the food pantries closed before the dining halls did or they did not take in perishable foods. It became apparent to Galit and myself that finding a shelter or soup kitchen open late enough would become difficult, so we reached out to Kevin Finkelstein. He was crucial in our process of finding a partnering distributing agency. Because of him, we were able to establish relationships with Dorothy Day and then, DePalmer.

Once the dining halls, the partnering food distributors, and the volunteers were coordinated, continued management fell upon me, Elizabeth Katja Feirtz, and Zachary Spangler. I became the main liaison between FRN and the dining halls, Katja was the main liaison for the partnering food distributors, and Zach was the liaison for the volunteers.

The Food Distributing Partners

The first successful relationship established between the Syracuse chapter and a shelter was with Dorothy Day. They are within a 10 minute drive from Syracuse University. The half-way house we worked with specifically dealt with abused women and children.

Our first recovery to them was done on October 8, 2014. Initially, we did not weigh the food on scales, but would underestimate the amount of food based on the opinion of the director at Graham Dining Hall. We estimated 50-60 pounds of food per recovery for the first couple of months until we were able to use scales and properly systemize gathering information amongst several volunteers on a daily basis. Scales were implemented in November and we realized that we were definitely underestimating the amount of food we were recovering from Graham Dining Hall.

In the spring semester, Dorothy Day received food from us four times a week, Monday, Wednesday, Thursday, and Friday. Friday's recovery was provided by ESF's Trail Head Café. This food fed up to 30 people at that house in addition to satellite houses

that did not have a full kitchen to store the food. Two of those houses helped up to 50 people each.

The second half-way house we worked with was with Liberty Resources which was also about within a 10 minute drive from Graham Dining Hall. The first day they received food from us was on October 23, 2014. They received food from the dining halls twice a week in the fall and spring semester. In the spring semester, they received food on Tuesday and Friday from Graham Dining Hall and fed up to 12 people at a time.

The third partner was a soup kitchen, Rescue Mission, which received food from us twice in the fall semester. We delivered food to them on a Saturday, October 25, 2014 from Trail Head Café. Because volunteers were harder to mobilize during the weekend, service to Rescue Mission during their operable weekend hours was discontinued. A week night was attempted in order to find out how sustainable a partnership with them would be. A volunteer from Rescue Mission let us in on Monday, November 3rd, 2014. However, this too was discontinued because Rescue Mission staff and volunteers were hard to mobilize after their kitchen's closing hour.

Another attempt was done on April 16, 2015 in order to assess if hiring a person to collect weekly night recoveries would work. This took coordinating between three dining halls: Graham, Shaw, and Brockway. This also took three times more volunteers which also included APO. This collection resulted in over 300 pounds of food.

The fourth partner established was Ronald McDonald House Charities. The first night they collected food from us was on April 7, 2015. They took in 106 pounds of food from Shaw Dining Hall and seek to perpetuate a relationship with FRN.

We also contacted many other pantries, kitchens, and non-for-profits in the Syracuse area and have found out that either they do not accept perishable foods or their hours did not work. Such organizations included St. Lucy's Pantry, Samaritan Center, Vera House, and other smaller organizations. Samaritan Center might be able to work something out in the future similar to the trial with Rescue Mission. More recent non-profits that we were considering or have reached out to include In My Father's Kitchen, ACR Health, Food Bank of Central New York, Meals on Wheels, Alibrandi Catholic Center, Salvation Army, Feeding America, and Food Waste Alliance.

The Dining Halls

The first dining hall that we recovered from was Graham Dining Hall on October 8, 2014. We showed up at 7:30 pm and were introduced to Mark, Tammy, and other staff present. To observe food safety, we wore baseball caps to act as a hair restraint, washed our hands, and wore gloves. We helped the staff load food into standard 2.5 inch deep trays that were 20.75 inches wide, and 12.75 inches long, industry standard “full” size trays. The contents of the food varied each night depending on what was not eaten from the buffet line. We took whatever the dining halls were willing to part with or would not use which included meats, fruits, vegetables, pastries, pastas, and breads. We did not take anything that was spoiled, rotten, or anything someone would not eat.

After loading the trays, we transported them into the trunk of a volunteer’s car. The car was prepped by placing down a tarp to protect the car from spills and to prevent contamination from the car. To make sure the food is not between 41° F and 135 ° F for more than two hours, we made sure that the shelters were only a couple minutes away, often only 1 or 2 miles from campus.

Once the car was loaded, we drove to the shelter and unloaded food into their trays or reusable containers or traded them with our reusable trays. We left it up to them to put food into fridges and freezers. Once we were able to get funding for 12 full sized trays, we developed a system with one shelter that included us leaving our trays with them and having the next FRN group pick up the trays the next volunteer day. That made the process more efficient for the shelters and volunteers.

After helping the shelters put their food away, we returned the trays to the dining hall to be properly washed. While these recoveries take place, we make sure to record the following data: date, time start, time end, where the food was donated from, where the food was donated to, volunteers attending and their role, types of food, and total weight of the food in pounds. Extra notes were also included if needed.

Graham dining hall was our largest food contributor, donating close to 100 pounds a night toward the latter half of the semester. Trail Head Café contributed about 20 pounds at the end of each week while People’s Place in Hendricks Chapel varied. Trail Head Café primarily donated smoothies, salads, and sandwiches while People’s

Place gave cookies and sandwiches. In April, we started to recover food from Shaw and Brockway Dining Halls.

While our efforts are not limited to receiving food from dining halls or cafes on campus, that is all we have managed to do this year. However, Bruegger's Bagels reached out to us and would like to donate their bagels to our cause. Hopefully, we can work with them and establish relationships with other restaurants as well.

Student Involvement

In order to be a successful organization on campus, it must be possible to recruit and mobilize volunteers. The first volunteers were amongst my friends whom I knew might be interested or had a car. Among my group of friends, Elizabeth Katja Fiertz and Zachary Spangler took on many responsibilities and quickly became student leaders. Among my friends, several became committed volunteers at least for the first semester before it really took off. A couple were also committed drivers, volunteering at least once a week or in short notice events when the scheduled driver would cancel.

From this circle of friends, they informed everyone they knew to generate additional interest. We began reaching out to students in our classes, to students taking general classes like biology or chemistry, and to the new major, Food Studies, at Syracuse University. We reached out to the AXS, the Honors Programs at SUNY ESF and Syracuse University, to the student government at Flint and Day Residence Halls since they were next to Graham, tabled at Ernie Davis Dining Hall and at Marshall Hall in SUNY ESF, tabled in Gateway for an activities fair called Winter Carnival which was hosted by the Student Activities Planning Board (SAPB), tabled at an activities fair on the ESF quad for Earthweek, and tabled at SUNY Empire State College for a Sustainability Fair with other environmental groups. We gave Hunger U our contact information while they were on campus which also increased awareness to those who wanted to do something about food waste.

We reached out Syeisha Byrd, the director at the Office of Engagement Programs at Syracuse University, to Food Studies Professors Evan Weissman and Laura-Anne Minkoff-Zern, and to food services staff at SUNY ESF and Syracuse University to refer

interested students to us. We made a Facebook page: Food Recovery Network at SU and ESF, an Instagram: frnesfsu, and a twitter: @FRN_ESF_SU.

Fliers and table top ads were posted on the ESF campus and television ads were played in the SU dining halls. We organized our first general FRN meeting on January 22, 2015 and filled the room with a dozen people. In our second meeting about the dining centers and food safety that featured Mark Tewksbury, Jim Ponzi, and James Zappola, we had a turn-out of about 20 people. To further our recruitment efforts, we sought out media attention. We had many interviews for school projects that varied from academic reports to televised interviews. Non-school related interviews were conducted by the Daily Orange, the Post Standard, and Time Warner Cable which also furthered the awareness of our club. Volunteers included students, alumni, faculty and staff, and media.

As an organization on campus, many of our meetings had an educational component to them. We had guest speakers comprised of faculty and staff from ESF and SU to representatives from Dorothy Day and DePalmer House. This included Mark Tewksbury and Jim Ponzi who work at Food Services at SU, and Professor Laura-Anne Minoff-Zern who teaches food studies at SU. James Zappola, the manager of the Trail Head Café at ESF, was also a guest speaker. Topics covered food safety, food services, and immigrant farm workers to how the shelters operate and how organizations are using the food. Speakers like these educated our organization members and kept them coming to our meetings.

One issue we were facing was getting enough drivers. In order to address this issue, we came up with the idea to reach out to more clubs and other student organizations to partner with us. We established a relationship with ESF Music Society, Alpha Phi Omega (APO), New York Public Interest Group (NYPIRG), and Baptist Campus Ministries (BCM). They supplied their own drivers and volunteers for whatever night they signed up for which took some of the management off of us. We would like to involve more fraternity groups because we know that many require community service hours. We would also like to incorporate more service based groups, sustainability and environmentally conscious groups, faith groups, community members, and really, anyone

who would like to partner with us. Perhaps we can have faculty and staff be regular drivers and volunteers as well.

A special partnering student organization we worked with was the Green Campus Initiative (GCI). With their guidance and support, we were awarded a little more than \$1000 by the Student Sustainability Fund to purchase trays, lids, tarps, and gloves. We also received \$500 from FRN national for those items as well.

The membership contract with FRN national stated that we needed to be in the process of becoming a club or already be a club to be an official chapter with FRN. We wrote our constitution in November, but we were rejected by SU this academic school year because the applications for new clubs were competitive. My speculation is that there were several food related clubs that were applying to become a recognized student organization due to the birth of the Food Studies major at SU and due to our success already, they might have thought that we could run independently. We plan on appealing or reapplying in the next academic school year with an even stronger application. Whether we become a club at SU, ESF, or become an official joint club, being a club would greatly contribute to our number of volunteers. We would be able to fundraise for trays, tarps, gloves, and lids. We would also be able to print our own advertisements and table at school events. This would be a great way to increase student involvement.

In order for our chapter to continue on after graduation, we held elections. This included allowing volunteers to vote on whoever they thought would make a good member of our executive board or A-team. Positions included President, Vice President, Secretary, Treasurer, Dining Hall Coordinator, Food Distributor Coordinator, Volunteer Coordinator, Parliament Chair, Programming Chair, and Outreach/Public Relations. At the rate we are expanding and the amount of interest in our organization, it is crucial that the A-team be organized and act on the plans that they have made. Since our elections took place in March, it allowed the old A-team to coach and provide extra guidance and support to the new A-team before taking on those responsibilities fully in the next year. This would assure that our organization continues in the future.

Results

We achieved many things this year establishing the Food Recovery Network. We collected over 5,000 pounds of food, volunteered over 200 hours, and recruited over 60 people who have recovered at least once and with 36 volunteers being from ESF, 19 from SU, and a handful being media, staff, and alumni (Figure 3 and 4). The organization also has 32 underclassmen and 16 seniors and we only expect it to grow from there (Figure 2). We are also seeking to expand to the SU student body since the majority of our volunteers are ESF students (Figure 1).

We worked with five dining services: Trail Head at ESF, Graham Dining Hall, People's Place Café, Shaw Dining Hall, and Brockway Dining Hall. We worked with four partnering food distributors: Dorothy Day, DePalmer House, Rescue Mission, and the Ronald McDonald House. Further research might be able to disclose how many people we have fed.

We have been interviewed by several students who featured our work in papers and in video. We have also been featured in the Daily Orange, the Post Standard, and Time Warner Cable News.

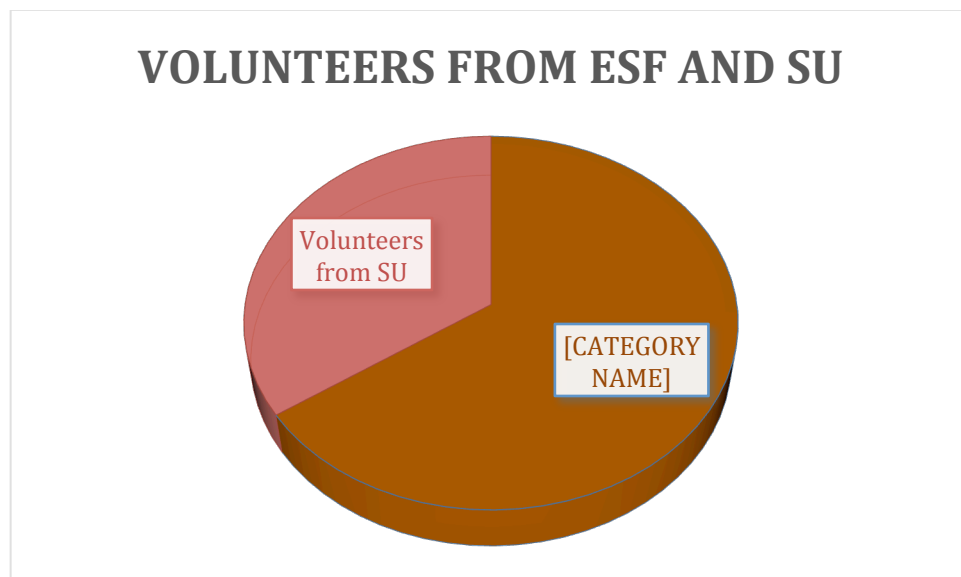


Figure 1. Volunteers that made up FRN: 36 students were from ESF, 19 from SU.

SENIORS AND UNDERCLASSMEN

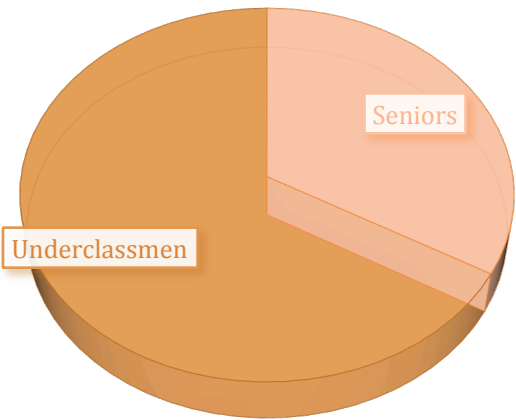


Figure 2. Volunteers that made up FRN: 16 seniors and 32 underclassmen.

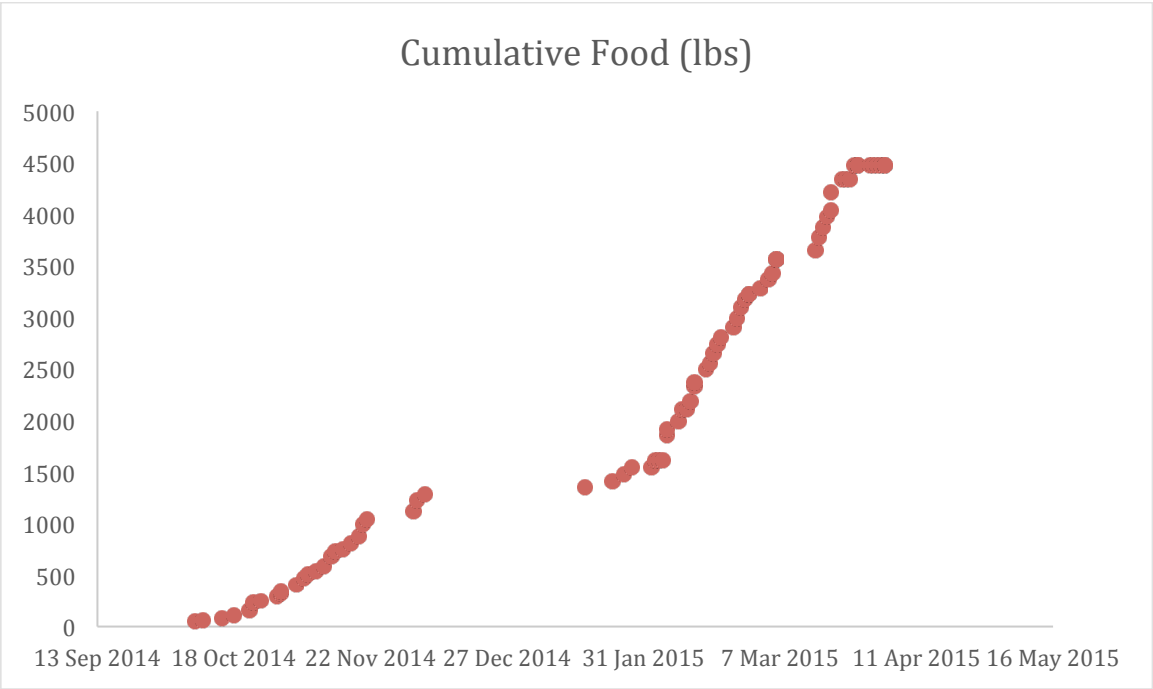


Figure 3. Last recorded cumulative weight was in the beginning of April at 4,478.4 pounds and due to low estimates prior to proper weighing, is actually over 5,000 pounds.

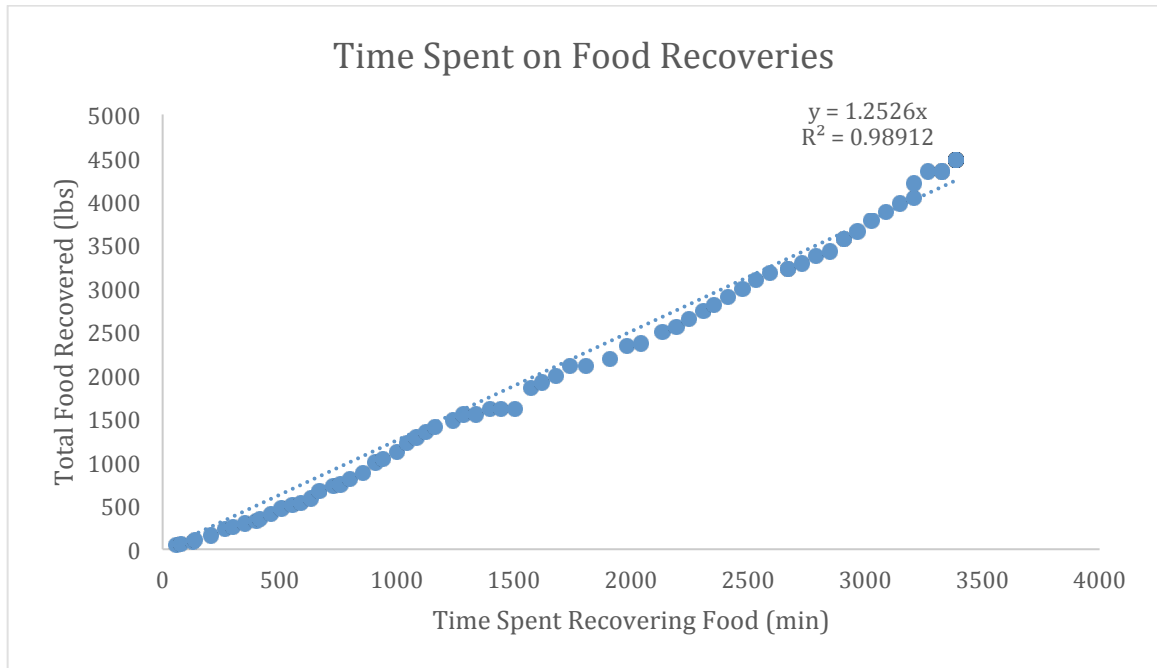


Figure 4. More than 200 hours was spent on recoveries by ESF and SU students. The total hours spent on recovering food was over 56 hours.

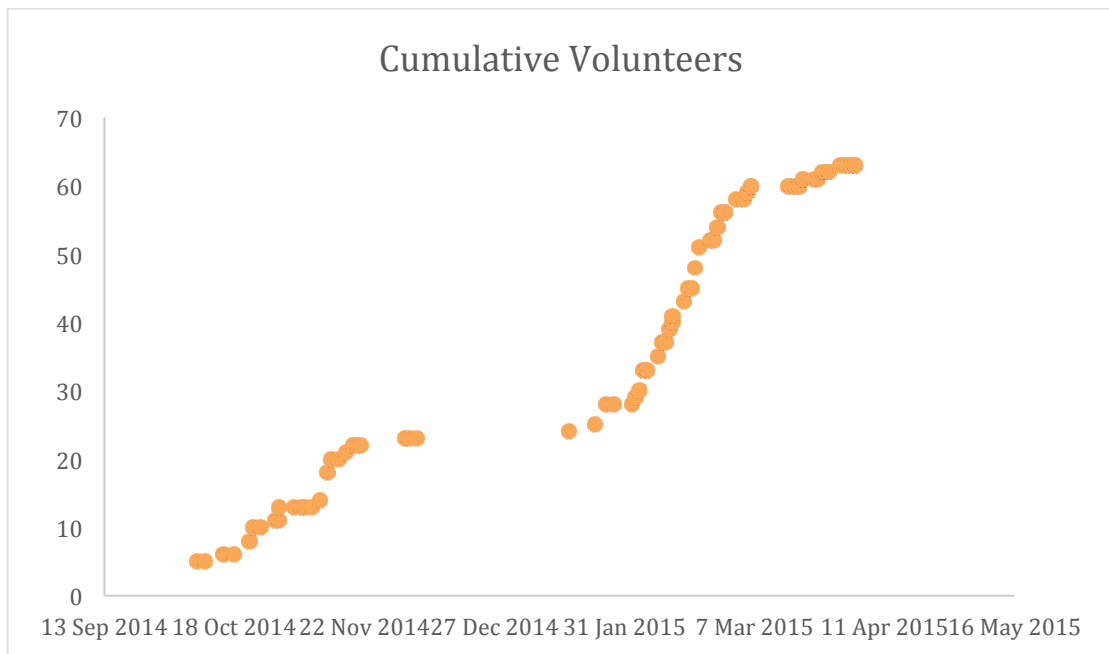


Figure 5. A total of 61 volunteers have done more than one recovery and 12 volunteers have done 5 or more recoveries.

Discussion

Data regarding the first half of the fall semester's cumulative weight of food recovered were largely underestimated as we were using food services' staff estimates (Figure 3). The second half of the fall semester and the spring semester have more accurate measurements that were taken in pounds. Cumulative food and total hours spent on recoveries are only expected to follow an upward trend as we continue to volunteer and expand. Each recovery took about an hour to complete on average. On occasion, we would end late or early depending on the route we took or how familiar we were with directions or the shelter.

The birth of this chapter took a lot of time, attention, and resources. I have tried my best to supply a comprehensive study to its origins, but amongst the business of it all, I might have left out a detail or two. Hopefully this organization will be a part of the university community for a long time.

Conclusion

Implications and Future Expansion

We have redirected over 5,000 pounds of food from the compost, partnered with four food distributing agencies, and recruited over 50 volunteers. As an organization, we have created quite an impact in our community. What is encouraging is that, conceptually, we are more sustainable now than when we started in October, redirecting food waste to feeding those who could use the food. We hope that this organization can continue.

Future expansion ideas include partnering with the rest of SU dining halls, the Tree House at ESF, and local restaurants on Marshall, Westcott, Erie, supermarkets like Wegmans, the Co-op, Tops, Sam's Club or Price Chopper, and any other interested establishment. We would also like to partner with more food distributing partners including ACRHealth, the Salvation Army, and the Central New York Food Bank. We hope to expand our number and types of volunteers. While students, alumni, faculty and staff, and media have volunteered with us, we would like to extend an invitation to anyone in the community to volunteer with us. That would make this organization more integrated into the community.


As an organization on campus, hopefully we can be a joint club at ESF and SU. I hope that expansion to specific dining halls will attract volunteers from those dining halls. As a club, it would be great to be able to participate in campus activities more and engage students in more than just club meetings and recoveries. We would like to have more guest speakers and student speakers to illustrate their food knowledge and participate in the FRN meetings. Studies on the redirected food waste could also prove to be interesting including a study on how many people we have fed.


Ultimately, we would like FRN at ESF and SU to be a successful organization on campus for volunteers to participate in our sustainability efforts.


Appendices

Advertisements

Some advertisements were designed to be posters, table top fliers, or televised.

 Food Recovery Network at SU and ESF

 www.foodrecoverynetwork.org


 frnesfsu@gmail.com

-----> EVERY DAY <-----


AMERICA WASTES **197 MILLION POUNDS** OF FOOD
WHILE **50 MILLION** PEOPLE GO HUNGRY.


Food Recovery Network unites college students to recover the surplus, unsold food from their campus dining halls that would otherwise be wasted and donate it to hungry Americans.

JOIN THE MOVEMENT




First club meeting is at:
5 pm on January 22 in Moon Library, Room 19



**FOOD
RECOVERY
NETWORK**

All are welcomed with **FREE PIZZA!!**

Email frnesfsu@gmail.com to join our listserve or for more info!



FIGHTING WASTE. FEEDING PEOPLE.

 Food Recovery Network at SU and ESF
 @FRN_ESF_SU
 frnesfsu@gmail.com

Food Recovery Network

Donate excess dining hall food from SU and ESF to local soup kitchens and emergency shelters.

Be a part of the team!

Club Meeting:

February 5th.
5 pm.
Moon 19.



Guest Speakers include:

JAMES ZAPPOLA, manager of Trailhead Cafe and
MARK TEWKSBURY, assistant food service director at
Syracuse University

Volunteer nights are Mon, Tue, Wed, and Friday, 7:30 pm, Graham.

Email frnesfsu@gmail.com to volunteer!



FOOD
RECOVERY
NETWORK

FIGHTING WASTE. FEEDING PEOPLE.

 Food Recovery Network at SU and ESF

 frnesfsu@gmail.com

 @FRN_ESF_SU

Food Recovery Network

Help donate excess dining hall food from SU and ESF to local soup kitchens and shelters.

Be a part of the team!

Club Meeting:

February 19th.
5 pm.
Moon 19.



Volunteer nights are Monday - Friday, 7:30 pm.

Email frnesfsu@gmail.com to volunteer or for more information!



FOOD
RECOVERY
NETWORK

FIGHTING WASTE. FEEDING PEOPLE.



FOOD RECOVERY NETWORK

Club Meeting: **March 19th. 5 pm. Moon 19.**

Guest Speakers include our two local food shelters.

Email frnesfsu@gmail.com to volunteer!

FIGHTING WASTE. FEEDING PEOPLE.



FOOD RECOVERY NETWORK

March 19th. 5 pm. Moon 19.

Guest Speakers are from our two local *food shelters*.

Email frnesfsu@gmail.com to volunteer or for more information!



FIGHTING WASTE. FEEDING PEOPLE.

 Food Recovery Network at SU and ESF

 @FRN_ESF_SU

 frnesfsu@gmail.com

Food Recovery Network

Donate excess dining hall food from SU and ESF
to local soup kitchens and emergency shelters.



Now redistributing food from **Graham Dining Hall**

Monday- Friday, 7:30 pm


FOOD
RECOVERY
NETWORK

Email frnesfsu@gmail.com to volunteer!

FIGHTING WASTE. FEEDING PEOPLE.

 Food Recovery Network at SU and ESF

 @FRN_ESF_SU

 frnesfsu@gmail.com

Food Recovery Network

Help donate excess dining hall food from SU and ESF to local soup kitchens and emergency shelters.



FOOD
RECOVERY
NETWORK

Volunteer nights are Monday - Friday, 7:30 pm.
Club meetings are biweekly Thursday, 5pm.

Email frnesfsu@gmail.com for more info!

FIGHTING WASTE. FEEDING PEOPLE.

The following advertisements were done by Kate Percevault.



FOOD
RECOVERY
NETWORK

**DO YOU KNOW WHERE YOUR
FOOD GOES?** HELP PREVENT FOOD WASTE AT ESF AND SU

FEB. 5TH 5-6PM IN MOON 19



FOOD
RECOVERY
NETWORK

FIGHT WASTE, FEED PEOPLE.

HELP DONATE EXCESS DINING HALL FOOD FROM SU AND ESF TO LOCAL SOUP KITCHENS AND SHELTERS

VOLUNTEER AT ESF AND SU CLUB MEETING MAR. 5TH 5-6PM IN MOON 19

BE A PART OF THE TEAM! EMAIL FRNESFSU@GMAIL.COM

SPEAKER: PROFESSOR LAURA-ANNE MINKOFF-ZERN

Grants

Student Sustainability Project Fund Information Guide

Project Selection

Step I: Project proposals, due November 21st, should be submitted using the format outlined below. A committee made up of students from the Green Campus Initiative (GCI) and appropriate faculty will review this initial round of proposals. The best proposals will move to the second step.

Step II: After students receive feedback for their proposals, the updated and more in-depth proposals will go through a second review process mid-January. Students must give an oral presentation to GCI and the Campus Climate Change Committee (CCCC) at the end of January. The finalists will then be chosen by the CCCC.

The Sustainability Fund provides an opportunity for students to receive grants to implement a project or system that embraces the school's ideals of sustainability and education. If you and or colleagues have a feasible idea which could be implemented within the year and on a portion of the \$6000 designated for this cause, this is the application for you. For more details and examples of previously funded projects, please visit <http://www.esf.edu/sustainability/ssf.htm>.

Guidelines for Initial Application

Please email an electronic copy of your completed application to GCIESF@gmail.com by 11:59pm on November 21st 2014.

Basic Information:

Student(s) Names (Please designate one person to be the main contact)

Group, Class, or Organization

Sponsoring Faculty Member

Email

Cell Phone

Project description and location (250-500 words):

Describe what the project is aiming to accomplish.

Provide a timeline for when things will get started and expected completion date.

Campus benefits (250-500 words):

Does the project engage students and faculty at ESF?

How does the project improve sustainability or environmental educational efforts at ESF?

How does the project improve the experience of ESF students?

What issue does this project address in terms of local, regional, and global relevance?

Economic Details (250-500 words):

What is the cost of the project? (Please be explicit; provide a complete itemized budget proposal)

What, if any, is the estimated economic savings/cash flow of the project?

Does the project require continuous maintenance? Who will be responsible?



Grant Application Form

Please complete and submit this form to: [your email address] to be considered for a grant. Grants are awarded on a rolling basis. All FRN chapters are invited to apply for up to \$500 worth of supplies and/or reimbursements each semester. You are only eligible for grants that will fund items and transportation directly related to performing recoveries. You cannot use this grant funding to purchase FRN apparel.

We prefer to purchase materials for you. If you would like us to send you a check, you must provide receipts for the purchase(s) made. If you expect to be reimbursed, please confirm with FRN that your purchase will be an acceptable use of grant funding.

The intention of the grant is to help a new food recovery program get started or to help an existing program greatly expand their recovery efforts. We have a limited amount of grant funding and encourage you to seek funding from your campus and community before reaching out to FRN.

Please note that this application consists of questions on two pages. You must fill out the grant completely to be considered for funding.

Contact Information

1. Name:
2. Email:
3. Phone number:
4. Mailing address

Organization Information

1. College/University:
2. Name of food recovery program:
3. Are you a recognized student group on your campus?

Yes
No
In progress

4. Are you a recognized (official chapter) of FRN?

Yes
No
In progress (list date of expected first recovery: month/day/year)

Grant Information

1. What items or how much reimbursement money are you applying for?
2. If you are applying for us to purchase and send you items, please list the prices and quantities of the items, and the links to the items your chapter needs (don't forget to refer to our recommended items).

Item	Quantity	Price	Link	Notes

3. If you are applying for money, what have you purchased that you need to be reimbursed for? Please be specific; list prices and quantities. Please send your receipts along with this application if you are applying for reimbursement for anything other than gas money.
* If you are applying for gas money, please list gas cost/gallon, mpg of the car driven (can use an average if multiple cars), and the total number of miles driven.
4. This grant is meant to cover start-up costs. What other local sources of funding has your group explored? What is your long-term plan for financial sustainability?

If you are applying for reimbursement, please list the name of the person the check should be made out to below.

Itemized List for the Food Recovery Network Grant

Item	Supplier	Description	Amount	Price	Unit Price
Gloves	Webstaurant	Case of 10 100 ct. glove boxes.	2	\$ 71.98	\$ 35.99
Metal Food Trays Full	Webstaurant	Reusable storage and transport trays, 8.3 qt volume.	36	\$ 285.84	\$ 7.94
Metal Tray Lid Full	Webstaurant	Reusable cover to fit full size trays.	18	\$ 215.82	\$ 11.99
Metal Food Tray Half	Webstaurant	Reusable storage and transport trays, 4.3 qt volume.	36	\$ 173.52	\$ 4.82
Metal Tray Lid Half	Webstaurant	Reusable cover to fit half size trays.	18	\$ 107.82	\$ 5.99
Water Tight Container	Webstaurant	Reusable watertight storage and transport container, 2 qt volume.	1	\$ 2.29	\$ 2.29
Water Tight Lid	Webstaurant	Reusable lid for watertight container.	1	\$ 0.79	\$ 0.79
Tarp	Lowes	Plastic drop cloths to protect food from vehicles (and vice versa) while in transit.	9	\$ 16.47	\$ 1.83
				\$ 858.06	
Webstaurant	\$ 862.50				
Shipping	\$ 86.44	Total	\$ 965.41		
Lowes	\$ 16.47				

Gratitude

Hello!

I am writing you about something that impacts us all (No, not the schedule.). Leftover food. From the middle part of the first semester until now we have been working with a small and dedicated group of ESF & SU students who are assisting ESF & SU with redirecting leftover food. The group of students is part of a national organization called the [Food Recovery Network](#). The FRN is designed to help get food from the kitchen to local shelters, organizations, etc. that can redistribute it to people in need right here in our community. The food being donated must be in "good" quality and be cooked, cooled, stored, transported and delivered in a safe, timely and professional manner. All food is counted and weighed. Both the location and the FRN track the food to ensure safety and accountability.

In only a few weeks that your local FRN group has been volunteering their time, they have collected over 2,000 pounds of food from both campuses and has been redistributed to local shelters and homes right here in Syracuse. To put this into perspective, that amount of food was only collected on a three day per week basis. Imagine what the other four days would yield if there were more volunteers? Why does this matter to you?

The FRN needs help. Money is not the primary goal here, but it certainly helps. **Time is the solution**. Since FRN is a small group of volunteers from both campuses, it cannot accurately rely on people recovering food and getting it to those in need. They need people to go and get the food (A car helps.), deliver it to the places in need (Again a car helps.) and track how much was donated. Please now that I am fully aware of how tight your schedules are, but if you are looking to do something for the goodness of the community you live in, or just plain like to help people, this is right up your alley. I am reaching out to you specifically as you work with food every day and now how much is unfortunately wasted or unused. There is a meeting this Thursday (The 5th) at 5:00p.m. in Moon 19. Please feel free to share this information with your friends and classmates. If any of you have any questions, please let me or the copied FRN email address know. I thank you for your time.

Hope to see you there!

James N. Zappola
Dining Services Manager
SUNY ESF Auxiliary Services
Morrisville Auxiliary Corporation
Office: [\(315\)-470-4703](tel:315-470-4703)
Fax: [\(315\)-470-4711](tel:315-470-4711)
Cell: [\(315\)-228-8646](tel:315-228-8646)

Media
The Daily Orange

Food Recovery Network collects, redistributes excess dining hall food, works to lessen food waste

By [Chizobam Nwagwu](#) STAFF WRITER

1 month ago

Curiosity and concern. That's what led Michelle Blankas, a SUNY-ESF student, to create the Food Recovery Network at her school and Syracuse University.

The goal of the FRN is to collect normally wasted excess food from university dining halls and distribute it back to the community. Blankas, a senior environmental studies major and chapter president, founded the chapter in October, according to the FRN website.

The chapter collects food Monday, Tuesday, Thursday and Friday nights at 7:30 p.m. from Graham Dining Hall, People's Place at Hendricks Chapel and the State University of New York College of Environmental Science and Forestry's Trailhead Café. Volunteers assemble the leftover food into FRN trays and weigh it to track their progress.

Afterward, the packaged food is shipped to the beneficiary organization and unloaded into their storage containers. On average, volunteers recover 66 pounds of food per night with a record of 145 pounds of food, said Katja Fiertz, a co-founder of the chapter at SUNY-ESF.

Since the chapter was established, 3,415 pounds of food have been redistributed to interested partner agencies in the Syracuse area. By the end of the semester, they hope to recover 5,000 pounds of food, Fiertz said.

Jack Gugel, a freshman physics major and Food Recovery Network SU representative, said the high influx of students served each day, lack of refrigerator space in dining facilities and inability for charities to collect the extra food themselves are all major causes of accumulated food waste at SU.

“Food waste will usually go to one of two places — a landfill or an organization that will compost or otherwise reuse it,” Gugel said. “Putting food waste into a landfill is unwise because it will eventually decompose into methane, which is a very harmful greenhouse gas.”

Over the last few years, SU has sent food waste to the Onondaga County Resource Recovery Agency, where it is composted and reused. However, even food waste that goes on to be composted is a major source of inefficiency — food production is extremely resource intensive and it is a waste of energy, water, land and labor to produce food that isn’t going to be eaten, said Gugel.

With assistance from the national organization, the chapter was able to get in touch with local soup kitchens, shelters and SU’s and SUNY-ESF’s food services administration. From there, Blankas and Fiertz, also a senior at SUNY-ESF, worked to reach out to the SU and the SUNY-ESF community to recruit volunteers.

“SU dining services was on board with the idea, but was pretty unconvinced we would find anywhere to donate the food to,” Fiertz said. “Apparently people had tried in the past and hadn’t been able to find anywhere open late enough. Without the national organization’s help I’m not sure we could have either.”

“Now, that we are set up, we’re pretty independent,” Fiertz added. “As for volunteers, it started mostly with our friends and then expanded as we talked to classes and put up fliers.”

The group is not a registered student organization, but hopes to become one in the near future. While the process to become a recognized organization plays itself out, the Food Recovery Network at SU and SUNY-ESF aims to continue the work it’s been doing.

“We hope to become a club soon and we hope to reach out to as many shelters and soup kitchens as we can,” Blankas said. “This will take longer than I will be

here, but as long as there are passionate people willing to take charge, I'm sure it will be fine."

Published on [March 17, 2015](#) at 12:01 am
Contact Chizobam: cnwagwu@syr.edu

The Post Standard

syracuse.com

SUNY-ESF students save campus food to help feed people in shelters

Zachcrane_2.JPG

SUNY-ESF student Zach Spangler loads food donated from the Syracuse University's Graham Dining Hall. (*Lateshia D. Beachum*)

Lateshia Beachum | Contributing writer By **Lateshia Beachum | Contributing writer**
Follow on Twitter

on March 28, 2015 at 3:58 PM, updated March 28, 2015 at 7:54 PM

"Composting is good, but feeding people is better."---Katja Fiertz

Three SUNY-ESF students have found a new way to help shelters feed their residents. Housemates and friends Michelle Blankas, 22; Katja Fiertz, 21; and Zach Spangler, 22, are behind the **SUNY-ESF and Syracuse University's chapter of the Food Recovery Network**.

Blankas, a senior environmental studies major, came up with the idea to bring a chapter to Central New York after she saw a Facebook post about the program and contacted the national chapter.

"It just seemed like a fun idea to collect dining hall food and giving it to people who want it," Blankas said.

The national network was founded in 2011 by **Ben Simon, who was featured in *Forbe's* magazine's "30 Under 30" list.**

As a University of Maryland senior, Simon wanted to help eliminate the amount of food that was thrown away at his college. Since then, his idea has grown to have over 110 chapters at colleges and universities in 31 states that collect food from dining halls and distribute it to people who need it.

The national chapter provided a \$500 grant to the Syracuse organizers that was mostly used to buy items like gloves, tarps and food trays. It also gave the group a list of charities in the CNY area that may need help.

Zach Spangler and Tom Badman, two SUNY-ESF students, load a car with leftover food that they are taking to local shelters. **Lateshia Beachum | Contributing writer**

Kathleen Hayden, program director for Dorothy Day House, said getting three to four food deliveries a week helps feed people in its 20-person shelter and sometimes its 54-person shelter.

"It was a Godsend for us," she said. "We are a not-for-profit agency. With the rising cost of food, it's just really helped us to offer a broader range of entrees and food in general to our guests here in the house."

Hayden's comments align with one of the reasons why Fiertz decided to start the group.

"Composting is good, but feeding people is better," she said.

The students went on its first run last October. It has since recovered more than 3,500 pounds of food, and it has grown to have 53 active volunteers.

Every Monday, Tuesday, Thursday and Friday night, the chapter collects food from ESF's The Trailhead Café and SU's Graham Dining Hall, The food would normally end up going to compost.

A federal law - the 1996 Bill Emerson Good Samaritan Act - protects the students from any liability as long as they donate the food in good faith.

Spangler and Fiertz said that being involved with the program has shown them a more meaningful way of looking at leftover food.

"We talk a lot about all the food waste, like what's on your plate at the end of the night, but not much about what's left that still can be used," Spangler said. "Doing this has really shown me that we can use a lot of it still."

For now, the three founders are in the process of training new officers to take over the chapter so it can continue after they graduate.

They eventually want to become a recognized school club to help with fundraising for gas and other items.

The chapter can be contacted at frnefsu@gmail.com if a restaurant or dining hall is interested in partnering with it.

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One Page Informational Documents

 www.facebook.com/foodrecoverynetwork
 www.foodrecoverynetwork.org
 [@foodrecovery](https://twitter.com/foodrecovery)

----- **EVERY DAY** -----

**AMERICA WASTES 197 MILLION POUNDS OF FOOD
WHILE 50 MILLION PEOPLE GO HUNGRY.**

Food Recovery Network unites college students to recover the surplus, unsold food from their campus dining halls that would otherwise be wasted and donate it to hungry Americans.

FOOD WASTE

- Costs America \$165 billion every year.
- Accounts for 25% of US methane emissions.
- Colleges waste 22 million pounds of good food each year.





AS OF MAY 2014, WE

- started chapters at 89 colleges.
- served over 268,000 meals to hungry people.
- diverted over 335,000 pounds of food from landfills.





BY MAY 2015, I HELP US

- reach 150 colleges.
- donate over 610,000 pounds of food.
- cultivate thousands of nonprofit leaders.



JOIN THE MOVEMENT
Get involved today at foodrecoverynetwork.org.

START A CHAPTER at your college.
VOLUNTEER at an existing chapter.
DONATE to feed hungry Americans.


UPDATED: FEBRUARY 2014

FOOD RECOVERY NETWORK



 www.facebook.com/foodrecoverynetwork

 www.foodrecoverynetwork.org

 @foodrecovery

BENEFITS OF BRINGING FOOD RECOVERY NETWORK TO YOUR CAMPUS

Food Recovery Network (FRN) is a non-profit organization whose mission is to unite students at colleges and universities to fight food waste and hunger by recovering surplus food from their campuses and surrounding communities that would otherwise go to waste and donating it to people in need.

See how easy it is!

- ➡ Feed hungry people and address food waste and sustainability on your campus. In the United States 1 in 7 households suffers from food insecurity while 40% of our food is wasted. According to the EPA, recovering is the best thing to do with surplus food.
- ➡ A New Chapter Coordinator (NCC) from the FRN National office will work with you every step of the way and provide support and all necessary resources.
- ➡ Once you become a chapter, that support does not go away! FRN has a great Member Support department that helps you maintain and grow a strong, sustainable chapter.

Gain Leadership Experience!

- ➡ Improve your communication and public speaking skills while talking with dining managers, local non-profits and your NCC.
- ➡ Gain management experience by recruiting, training, managing and organizing volunteers so that recoveries run quickly and smoothly.

Make National Connections and Participate in Conferences!

- ➡ Join the large social network of other FRN leaders from across the country.
- ➡ Attend our national conference, and take advantage of networking, leadership education, and professional development opportunities.

Grow Future Career Possibilities!

- ➡ The experience you gain while leading a FRN chapter looks great on your resume.
- ➡ The contacts you make both locally and nationally have the potential of leading to exciting career opportunities.
- ➡ Really love FRN? FRN National may offer fellowship and internship opportunities in the future, and your experience will make you a great candidate.

Interested? Fill out an interest form at foodrecoverynetwork.org, and we will contact you to get started!



FOOD RECOVERY NETWORK

FIGHTING WASTE.
FEEDING PEOPLE.

STEP 1: RECRUIT YOUR A-TEAM

The first step to joining the Food Recovery Network is building a strong leadership team. Below are ideas for positions on your team and ways to find the awesome students for those positions. Leadership teams can take on a traditional structure with a President in charge or they can have a horizontal structure in which everyone has an equal amount of say. It is completely up to you to decide what will work best, and every semester you have the chance to reorganize your leadership structure. Have fun with this opportunity to improve the leadership abilities of yourself and others!

Sample Leadership Team:

- President
- Vice President
- Treasurer
- Secretary
- Volunteer Coordinator
- Public Relations
- Community Outreach
- Shelter Coordinator

How to find your team:

- Friends
- Roommates
- Classmates
- Tabling
- Speaking to classes
- Campus listservs
- Existing student groups
- Community Service Center

 info@foodrecoverynetwork.org
 www.foodrecoverynetwork.org
 @foodrecovery



FOOD RECOVERY NETWORK



FIGHTING WASTE.
FEEDING PEOPLE.



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@foodrecovery

STEP 2 FIND A PARTNER AGENCY

Finding a partner agency is an important step to starting a successful FRN chapter. 1 in 6 Americans struggle with hunger, and now is your chance to make a difference by partnering with a local agency serving the hungry.

FRN CAN PARTNER WITH ANY 501(C)(3) NON-PROFIT THAT ADDRESSES HUNGER

- ➡ <http://www.homelesshelterdirectory.org> (enter your campus zip code).
- ➡ <http://feedingamerica.org/foodbank-results.aspx> (will help you find closest Feeding America affiliate, which may not be a match but they will be able to suggest the right local partner).
- ➡ Connect with a knowledgeable peer, a mentor, or a leader in the shelter/meal site community.
- ➡ Never doubt the power of Google!
- ➡ Shelters (women & children, general, etc.), transitional homes, after school programs (boys and girls clubs) churches, YMCA, community center, elderly home, soup kitchens.
- ➡ Research other food recovery organizations (City Harvest in New York City).



TALKING POINTS FOR PARTNERING

- ➡ FRN saves partner agencies money by providing free, nutritious food.
- ➡ FRN covers transportation.
- ➡ FRN helps connect the partner agencies to the university community.



Partnering Agency Script

"Hi, my name is _____, and I am a student at _____. I am working on starting a chapter of the Food Recovery Network at my school, and I was wondering if (Name of their organization) would be interested in accepting perishable food donations."

If they say yes/I want more information/anything other than "No, we do not accept food donations" proceed to the below information. If they say they do not accept food donations, move on to your next potential partner agency.

"What we are working on starting, pending approval of our dining hall manager, is a program to collect surplus food, anything from bagels to sandwiches to vegetables to pasta, from our dining hall and delivering it to a hunger fighting agency. The Food Recovery Network is a national non profit organization with official programs at 90 colleges and universities around the country, and we are hoping to start the next chapter! All you need to be is a registered 501c3 non profit organization with refrigerator or freezer space to store the food we bring and the ability to reheat it and serve it to the individuals and families you work with. The quantity and type of food varies by the night, and we unfortunately cannot give you an estimate ahead of time. However, once we start donating to you on a regular basis, you may observe patterns in the types and quantities of food you receive. We were wondering if your facility would be interested in being a recipient of this food?"

If he or she says yes...

"Great! Most dining halls prefer to have the food picked up right after the closing of their facilities and this is what we are anticipating will be the case with ours. What hours are you open to accept donations?"

"Thanks for that information. Is there anyone else at your organization I should explain this program to? I will be able to give you more details once I get approval from my dining hall. This isn't a guaranteed program we're just researching where the food could go before we approach them for approval."



STEP 3 - TRANSPORTATION



PERSONAL CAR

At most chapters, students use their personal cars and vans. If you can find reliable volunteers with regular access to vehicles this is by far your best bet.



CAMPUS VAN

If your volunteers don't have cars on campus, try to establish a relationship with your community service center or transportation department to see if they can lend a vehicle to deliver the food.



BYCICLE OR WALKING

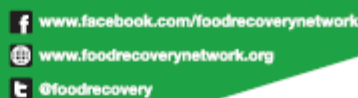
If the distance is relatively short, biking can be a way to transport the food, though it is not recommended due to food safety concerns. Make sure you talk to us about how to set this up. Walking may also be an option.

ZIPCAR.

ZIPCAR

If you can't get another vehicle and the shelter is too far to bike or walk the food within 30 minutes max, use Zipcar rental if your campus has it. Your student government and FRN can help you cover the costs.





FOOD DONORS ARE PROTECTED FROM LIABILITY

Millions of pounds of food and groceries go to waste each year. To encourage companies and organizations to donate healthy food that would otherwise go to waste, they are protected from criminal and civil liability under the Good Samaritan Food Donation Act.

The Federal Bill Emerson Good Samaritan Food Donation Act

On October 1, 1996, President Clinton signed this act to encourage donation of food and grocery products to non-profit organizations for distribution to individuals in need.

This law:

- Protects you from liability when you donate to a non-profit organization;
- Protects you from civil and criminal liability should the product donated in good faith later cause harm to the recipient;
- Standardizes donor liability exposure. You or your legal counsel do not need to investigate liability laws in 50 states; and
- Sets a floor of "gross negligence" or intentional misconduct for persons who donate grocery products. According to the new law, gross negligence is defined as "voluntary and conscious conduct by a person with knowledge (at the time of conduct) that the conduct is likely to be harmful to the health or well-being of another person."

Credit: this document was adapted from FeedingAmerica.org

FOOD RECOVERY NETWORK



FIGHTING WASTE.
FEEDING PEOPLE.



www.facebook.com/foodrecoverynetwork



www.foodrecoverynetwork.org



@foodrecovery

KITCHEN AND FOOD SAFETY CHECKLIST FOR STUDENTS

This resource was developed collaboratively by
Bon Appétit Management Company and Food Recovery Network

PERSONAL HYGIENE

- If sick, do NOT participate.
- Wash hands up to your elbows with warm water and soap and put on gloves before handling food.
- Wear long pants, clean clothes, closed-toe non-slip shoes and no jewelry.
- Wear a bandage if you have a cut.
- Must have hair pulled back off shoulders and wear a hat/hairnet.
- Wash hands again and replace gloves after you do any of the following: use the restroom, sneeze, touch your hair, face, clothes or body, handle raw meat or eggs, bus dirty dishes, eat or drink or use cleaning chemicals.
- Do not eat, drink, smoke or chew gum near prep or service areas.
- Protect food from contaminating items (staples, insects, water drippage, etc.).

KITCHEN SAFETY

- Stop and knock twice before opening any door to ensure no one gets hit.
- Wear slip resistant shoes if possible, be careful not to slip and fall on wet floors.
- Communicate: when turning corners or walking behind a person make sure to yell "corner" or "behind".
- Be aware of hot pans, burners, ovens, and surfaces that may be hot.
- Never run in the kitchen.

CONTROLLING TIME AND TEMPERATURE

- Make sure food is not between 41°F and 135°F for more than 2 hours max.
- Food from hot line -- Receive and hold at 135°F or above.
- Food from cold storage -- Receive and hold at 41°F or below.
- Check temperature when receiving using a clean and sanitized thermometer. If food is just barely inside
- Food Temperature Danger Zone (between 41°F and 135°F, ask a dining services representative to verify that food has not been in Danger Zone for longer than a few minutes).

TRANSPORTATION

- Use safe, non-absorbent, leak proof pans or reusable containers.
- Never put pans full of food on the ground.
- Use thermal bags to maintain hot or cold temperature of food; do not mix hot and cold food in the same bag.
- Use a clean transport vehicle; food should be isolated and nowhere near cleaning supplies, other chemicals, dirty clothes, trash, etc.
- If ever in doubt about whether these procedures were followed, do not donate the food.



ACCEPTABLE FOODS TO DONATE

PRODUCTS ACCEPTABLE FOR DONATION:

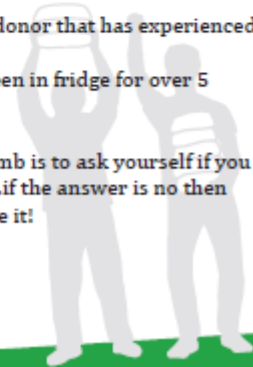
- Unserved prepared entrees, side dishes, and desserts
- Self-serve items from a buffet if approved by your food donor
- Unopened containers of food, beverages, condiments, sauces, and spices
- Fresh produce
- Dairy products
- Fresh chilled or frozen meat



PRODUCTS NOT ACCEPTABLE FOR DONATION:

- Food that will not make it to the recipient organization's refrigeration within less than two hours in the Temperature Danger Zone (41-135 F)
- Home canned, vacuum-packed or pickled foods
- Perishable foods past a "use by" date, unless frozen
- Foods in sharply dented or rusty cans
- Foods in opened or torn containers exposing the food to potential contamination
- Unpasteurized milk
- Foods with an "off" odor or color
- Foods prepared, cooked, cooled, or reheated at home (except for baked goods that do not need refrigeration)
- Donations from a donor that has experienced a power outage
- Foods that have been in fridge for over 5 days

The best rule of thumb is to ask yourself if you would eat the food...if the answer is no then you shouldn't donate it!





MEMBERSHIP AGREEMENT – GENERAL

Food Recovery Network, Inc. (FRN or FRN National) unites students at colleges and universities to fight food waste and hunger by recovering surplus perishable food that would otherwise go to waste and donating it to people in need.

This Membership Agreement sets guidelines and requirements for maintaining recognition as an official FRN chapter. It details the expected relationship between an official FRN chapter and FRN National.

FRN National will provide the following opportunities to all official chapters:

1. All FRN chapters are eligible to apply for up to \$500 in funding per semester for their first two semesters. Funding is to be used for materials related to increasing food recovery capacity. After a chapter's second semester, financial independence for recovery materials is expected.
2. FRN will connect you to food recovery activists all over the country for social and networking events, including a national conference and more intimate regional conferences each year! FRN may be able to assist with travel costs related to attending these events. Your chapter also gets to participate in the member support video chats, Facebook group, Google Group, and other platforms where you can connect with other FRN chapters and shape the direction of the food recovery movement.
3. FRN has established partnerships with major dining service providers and other organizations that help advance our mission. We work to maintain these relationships and to secure new ones.
4. FRN will give you the **resources** and **support** to help your program work through any challenges you face. Primarily, FRN chapters are encouraged to share best practices and collaborate with one another. Chapters are matched with a point person at the FRN National level who provides guidance to maintain and strengthen their program.
5. FRN licenses and will let you use our name, logo and other marks as specified or developed from time to time ("Marks") according to trademark and copyright law. As a licensee you agree that FRN is the owner of the Marks and that you will follow FRN's standards of use for the Marks. FRN has secured Federal trademark registrations for some of the Marks; however, you agree that FRN is not making any warranties or assuming any liability for the Chapter's use of the Marks. For

additional guidelines regarding the Marks, see the document *Using FRN's Logo*, which will be made available to you.

6. FRN will host a page for you on our website and regularly highlight the work of your chapter in blog posts, via social media and our email newsletter. FRN National has sole discretion over the content of the website.

FRN National requires the following from all official chapters:

1. It is necessary for each chapter to collect basic data and regularly report that to FRN National.

Required Metrics, reported after each recovery using an online form:

- **Weight of food recovered in pounds**
 - **Type(s) of food recovered**
 - **Location(s) food is recovered from**
 - **Partner agency/agencies food is delivered to**
 - **Names of volunteers that participated in the recovery**
 - **Length of recovery**
2. You use student volunteers to recover food and bring it to hunger-fighting agencies in the community. Community members and staff/faculty are allowed to participate, but the main liaison between your chapter and FRN National must be a student.
 3. As an official FRN chapter, you must either be part of an existing campus organization, or you must establish your own campus organization. You must be in the process of becoming an official campus organization by the time of your first food recovery. Attaining official recognition on campus usually entitles you to funding, use of campus vehicles and space for events and meetings, and greater opportunity to become a long-lasting part of your campus community.
 4. You must abide by all local, state, and national health codes and follow best practices from the food safety community. You also must abide by the current standards of use and of quality for the services offered in connection with the licensed Marks. Chapter agrees to indemnify FRN and its affiliates and their respective officers, directors, employees and representatives and agrees to hold them harmless from, any loss, liability, claim, damage or reasonable expense arising from the activities of the Chapter in connection herewith.
 5. Keep us in the loop! Let FRN National know if your chapter is nominated for and/or wins an award or is featured by a media outlet (newspaper, television, magazine, blog).
 6. Send us photos! All FRN chapters must submit 5 high-quality photos per semester. Photos should feature your volunteers in action. Please be sure, as, always to abide by all food safety laws in photographs. FRN National will use these photos in newsletters, blogs, social media and reports. Chapters must ensure that all subjects are comfortable with the photos being used in these ways.
 7. Designate a student leader within your program that FRN will communicate with. This person must be responsive when we contact him/her and play an active role in our Facebook group, Google Group, video chats, etc. Chapters are expected to appropriately train new leaders as necessary, and to let FRN National know about any changes in leadership.

8. As an FRN Chapter, you are not legally a part of FRN National. We are here to provide resources, advice, and grants, and to license you our brand. However, we are not liable for your program or your volunteers or clients. Please contact your college's Student Affairs office to determine if accident or liability insurance is available for your chapter and its members.
9. Each volunteer driving a personal vehicle for food recovery purposes must carry statutory auto liability insurance.

Agreement Length and Termination

This Agreement will go into effect on the executed date below and will continue until either party gives the other party at least thirty (30) days' advance written notice of termination by phone or email.

If you agree to these terms, please sign below and fill out the lines that have an “(X)”. This Agreement overrides any other previous Membership Agreement made between FRN and the Official Chapter.

(X) Name of FRN Chapter

(X) Name of University/College

(X) Name of Student Representative
Representative
from FRN Chapter

Name of FRN National

(X) Signature of Student Representative
from FRN Chapter

Signature of FRN National Representative

(X) Date

Date

Constitution and Recognized Student Organization Material

Recognized Student Organization

Officer Registration - Office of Student Activities

This form must be completed and submitted to the Office of Student Activities, 126 Schine Student Center.

Name of Organization: ____Food Recovery Network at SUNY ESF and Syracuse

University_____

Name of Student submitting application: ____Michelle Blankas_____ **E-mail:**

__mblankas@syr.edu__

Today's Date: __1/13/2014__ **Organization Website (if applicable):**

<http://www.foodrecoverynetwork.org/>

Organization Membership: ☐ Graduate ☐ Undergraduate ☒ Graduate and Undergraduate

Organization Category: ☐ Academic ☐ Art & Entertainment ☐ Cultural/International

☐ Governance ☐ Graduate ☐ Greek ☐ Honorary ☐ Media/Publication

☐ Political/Advocacy ☐ Professional ☐ Religious ☒ Service ☐ Special

Interest ☐ Sports/Recreation

Application for Tier: x1 (all new orgs) ☐ 2

Religious Orgs: x No ☐ Yes, not approved by Hendricks Chapel ☐ Yes, approved by Hendricks Chapel

x **This certifies that I have thoroughly read and understand the information included in the Student Packet.**

OFFICER ROSTER – Complete this table with the information for every officer.

Officers/Members	First Name	Last Name	SUID #	E-mail Address	Cell Phone #	Mailing Address
President/Chair/Editor:	Michelle	Blankas	202812630	mblankas@syr.edu	6464607703	231 Westminster Ave Syracuse, NY 13210
Treasurer/Fiscal Agent:	Jack	Gugel	321216731	jfgugel@syr.edu	7186006020	1275 East 51st Street Apt. 7F Brooklyn, NY

						11234
Programming Chair:	Ashia	Aubourg	715180 125	araubou r@syr.e du	857222 5711	808 Memorial Drive Apt. 508 Cambridge MA, 02139
Vice President/Co-Chair:	Elizabeth	Fiertz	455392 112	ekfiertz @syr.ed u	240750 5196	5807 Ridgefield Rd, Bethesda MD 20816
Secretary:	Zachary	Spangler	367786 309	zhspangl er@syr.e du	971570 4165	7707 SE 119 th Ct. Portland, OR 97266
Parliamentarian:	Jack	Gugel	321216 731	jfgugel@ syr.edu	315604 0282	304 Day Hall Mt Olympus Drive
Public Relations:	Natasha	Walker	580610 039	nwalk01 @syr.ed u	718600 6020	1275 East 51st Street Apt. 7F Brooklyn, NY 11234
Other: volunteers coordinator	Zachary	Spangler	367786 309	zhspangl er@syr.e du	971570 4165	7707 SE 119 th Ct. Portland, OR 97266
Other: dining hall coordinator	Michelle	Blankas	202812 630	mblanka s@syr.e du	646460 7703	231 Westminster Syracuse, NY 13210
Other: partnering agency coordinates	Elizabeth	Fiertz	455392 112	ekfiertz @syr.ed u	240750 5196	5807 Ridgefield Rd, Bethesda MD 20816
Member:	Galit	Idan	968788 036	gidan@s yr.edu	917749 5096	16 Wilson Terrace West Caldwell, NJ 07006
Member:	Bethani	Lester	981317 747	bglester @syr.ed u	315447 8072	005A Centennial Hall 142 Oakland Street
Member: Outreach Coordinator	Adam	Scicchita no	498949 508	adscicch @syr.ed u	315450 2044	140 W Genesee St. Chittenango, NY 13037
Member:						
Member:						

Advisors	First Name	Last Name	E-mail Address	Home Phone #	Work Phone #	Mailing Address
University Advisor:	Mark	Tewksbury	mhtewksb@ syr.edu	3152439 490	315443 4029	5805 Innsbruck Rd East Syracuse, NY 13057
Other:						

Organization Questions

Organization Name: Food Recovery Network at SUNY ESF and Syracuse University

Please answer the questions below as thoroughly as possible.

1) Please describe how recognition of your organization will be beneficial to the SU/ESF community.

Recognition for our organization would be beneficial to the SU/ESF community because it would provide students, staff and other participants an opportunity to volunteer. It would allow them to participate in reducing food waste and feeding hungry locals thus strengthening the relationship university students will have with the local Syracuse community. It also will further educate the public about food waste.

2) Please describe programs or events the organization plans to do if it is granted recognition, based on the vision, goals and mission statement of your organization.

We plan to have guest speakers communicate with students at general meetings and other organized events on campus. Guest speakers would involve members from our partnering food distributors, professors, involved staff, and perhaps involve interested students with the National Food Recovery Network.

We hope to be involved with other student organizations on campus to further illustrate food waste and feeding the hungry. One example would include connecting the ESF and SU community during Earth Week/Day by partnering with Green Campus Initiative (ESF organization) to demonstrate dining hall food waste.

We would also like to use our recognized organization status to further advertise for our club on campus, engage in tabling, and participate in club fairs.

3) Please describe the relationship with your advisor and the role they play or will play with the organization.

Our advisor would give us good advice whenever we sought it or whenever s/he sees fit. They will assist us in organizing events and student activities and can get involved in the club as much as their schedules allow. The advisor helps recoveries run smoothly between students and eating establishments that donate food.

4) Please describe why your organization is seeking recognition and what gains you hope to get from OSA.

We seek recognition on campus primarily to increase the number of participants in our organization. With greater numbers, we can make a greater change. With larger numbers of club members, we have the potential to recover food from all the dining halls and redistribute food to people who need it. By being a recognized organization on campus, we hope to gain those numbers and see our goals completed.

Advisor Contract

A useful instrument for sharing expectations and clearly identifying an Advisor's role is the Advisor's contract. Please take a moment to review and sign this advisor contract. Please note, that duplicates of this signed document have the potential to be copied to the dean, director, or department head of the advisor's home unit. This will inform your school or department area of the commitment you are making to SU and the student organization.

The members of **Food Recovery Network at SUNY ESF and Syracuse University** request

Mark Tewksbury, Assistant Food Services Director, to serve as Advisor of the organization for a

period not to exceed academic school year beginning with Spring 2014.

Duties, responsibilities, and expectations of the position are as follows:

(List the responsibilities and expectations of the Advisor and organization. Duties and responsibilities may be reconsidered at the request of the Advisor, president, or majority vote of the membership in a regular meeting.)

- Is enthusiastic about working with students to prevent further food waste and to combat local hunger.
- Observe and oversee the mentoring of students and assist when necessary
- Be familiar with the Syracuse University Student Organization Handbook and be sure all officers and executive board members are familiar with the handbook. (Handbook can be found on the Student Activities Website, <http://syr.orgsync.com/RSOhandbook>.)
- Assist your organization with officer transition and training.
- Encourage students to build their leadership skills by taking on more difficult roles or programming more challenging events.
- Be sure to set goals with your organization and expectations. Your members should know what your role as their advisor is and what you expect from the students in the organization. Further responsibilities can be found in the advisor packet provided by Syracuse University.

Presidents/Chairperson's Name: Michelle Blankas

(signature) _____

(date) _____

I have met with the president of the above-named organization and discussed the duties and responsibilities of Advisor as listed above. I understand that this responsibility falls within the scope of my employment at Syracuse University. In addition, I agree to serve as Advisor and will fulfill these duties and responsibilities to the best of my abilities.

Advisor's Name: Mark Tewksbury

(signature) _____

(date) _____

This contract is effective for the time frame listed above and may be renewed each year thereafter upon the agreement of both parties.

Constitution of Food Recovery Network at SUNY ESF and Syracuse University

Article I. Introduction

Section I: Formal Name

- A. The name of this organization shall be the Food Recovery Network at SUNY ESF and Syracuse University and may simply be referred to as the Food Recovery Network or FRN as it will appear throughout the Constitution.

Section II: Mission Statement and Purpose

- A. Food Recovery Network will work with local charitable food distributors and producers to create a food recovery program to help combat food waste and end hunger within the community. We will also commit to educating the public on food waste and hunger in America.

Section III: Objectives

- A. To act as a liaison between club members and the Food Recovery Network administration, the University administration, the partnering agency administrations, the student body as a whole, the Student Association, and the University as a whole.
- B. To provide volunteer opportunities to students and community members.
- C. To provide social activities to enhance and enrich student life as well as community involvement.
- D. To transport food from dining halls to charitable partner agencies.
- E. To protect the academic and non-academic rights of the students.
- F. To provide a forum for the expression of student views and interests.

Article II. Organizational Structure

Section I. Executive Board (aka A-Team)

- A. Allow for flexibility for the person assuming the position to make it their own (i.e. do not state how a person should complete a responsibility, because each person has their own working style that is most effective for them).
- B. The board is responsible for seeing that Food Recovery Network reaches its goals and fulfills its duties. It is also responsible for overseeing the day-to-day operations of the Food Recovery Network.
- C. List of Executive Board Positions and General Responsibilities
 - 1. The President
 - a. Acts as the liaison to and representative of national Food Recovery Network for the SUNY ESF and Syracuse University Chapter.
 - b. Presides over all meetings of Food Recovery Network, ensuring orderly and democratic procedure at all general and executive board meetings.

- c. Oversees Vice President, Secretary, Treasurer, Volunteer Coordinator, Dining Hall Coordinator, Partner Agency Coordinator, and Public Relations and Community Outreach.
- d. Ensures that all decisions, projects, and recommendations authorized by Food Recovery Network are carried out.
- e. Has the power to appoint *ad hoc* committees should the need arise, after consulting the rest of the board. The President may appoint individual members of Food Recovery Network to deal with special concerns and projects that do not require a full committee.
- f. May call or cancel a meeting of the executive board with 72 hour' notice.
- g. May appoint a member of the executive board to handle a special concern or project.
- h. Ensures communication between Food Recovery Network national representatives and the local chapter remains constant.
- i. Reports donation logs to Food Recovery Network national organization and shares weight of total amount of food at meetings.

2. Vice President

- a. Assists the President in the execution of Presidential duties.
- b. Assumes the duties of the President in the event of the President's absence or resignation.

3. Secretary

- a. Records minutes of general and executive board meetings and ensures that these minutes are made available to all members in a timely fashion.
- b. Ensures that correspondence received by Food Recovery Network is directed to the appropriate individuals.
- c. Takes attendance at all general and executive board meetings.
- d. Ensures that minutes of committee meetings are maintained and publicized.

4. Treasurer

- a. Is responsible for all funds of Food Recovery Network which is kept in an account provided by Syracuse University.
- b. Serves as financial coordinator between Food Recovery Network and any organization providing funds.
- c. Formulates, with the assistance of the executive board, a budget at the beginning of each school year, which shall be subject to the approval of Food Recovery Network. At the

beginning of the second semester, the budget will be adjusted and presented again.

- d. Can initiate and lead fundraising efforts.
- e. Shares responsibility of recording food donations with President and presenting them at meetings.

5. Volunteer Coordinator

- a. Ensures that volunteers and supplies are in place for all scheduled food recoveries.
- b. Trains incoming volunteers with the proper information provided by the National Food Recovery Network on food safety, the Bill Emerson Act, and other relevant information via email, general club meeting, or in person.
- c. Works with Public Relations and Community Outreach to plan volunteer events, subject to approval from executive board.
- d. Keeps track of volunteer dates and members who are involved.

6. Partnering Agency Coordinator

- a. Is responsible for remaining in contact with Food Recovery Network partners and coordinating recovery schedules.

7. Dining Hall Coordinator

- a. Is responsible for remaining in contact with dining hall administrators and coordinating recovery schedules.

8. Public Relations

- a. Is responsible for advertising campus events.
- b. Works with Volunteer, Partner Agency and Dining Hall Coordinator(s) to plan volunteer events beyond scheduled food recoveries, subject to approval from the executive board.
- c. Responsible for development of flyers and communication with the public via social media and other appropriate forms.

Section II: Committees

A. Types of Committees

- 1. The head of a committee can be voted into that position or appointed by the president.
- 2. Members are appointed to a committee or can volunteer to participate in a committee.
 - a. *Ad hoc* committees may be appointed whenever necessary or appropriate by the president.
 - b. Executive Board Committee: Oversees and runs the organization based on the responsibilities provided under Article II Section I.

- c. Publicity Committee: Advertises and reaches out to student volunteers via fliers, tabling, Facebook, Twitter, Instagram, Daily Orange, the Knothole, and other appropriate mediums.
- d. Fundraising Committee: Coordinates programs to raise funds for the organization in the form of merchandise sales, grants, etc.

Section III: Advisor

A. Selection of Advisors

- 1. Advisors are selected out of a pool of candidates proposed by the executive board. Candidates are considered based on their qualifications, years of experience, relevancy, and positive support and encouragement of the organization.
- 2. For more details on advisor qualifications, expectations, and duties, refer to the Advisor Packet and Advisor Resource Sheet provided by Syracuse University, currently located at <http://studentactivities.syr.edu/studentorganizations/createrso.html>.

B. Qualifications

- 1. Is enthusiastic about working with students to prevent further food waste and to combat local hunger.
- 2. Is a member of the faculty and staff at Syracuse University or SUNY ESF.

C. Terms of Office

- 1. An advisor can serve for as long as they are willing and available.
- 2. If ever the organization seeks to review the advisor's status/role within the organization and initiate the process to find another, the executive board must hold a meeting and discuss the matter with the current advisor and take the necessary steps in finding a new one according to Syracuse University policies.

D. Roles and Duties of an Advisor

- 1. Group expectations include that the advisor observe and oversee the mentoring of students and assist when necessary.
- 2. Be familiar with the Syracuse University Student Organization Handbook and be sure all officers and executive board members are familiar with the handbook. (Handbook can be found on the Student Activities Website, <http://syr.orgsync.com/RSOhandbook>.)

Section IV: Organization Consultant:

- A. Every student organization is assigned an organization consultant out of the Office of Student Activities. The Office of Student Activities reserves the right to assign and change the organization's assigned organization consultant. The appointed person will be a professional staff member out of the Office of

Student Activities and will act as a resource and guide to the organization in the program planning process.

Article III. Membership

Section I: Membership Eligibility

- A. Open to students and faculty of Syracuse University (SU) and SUNY - College of Environmental Science and Forestry (ESF). Students must be in good standing with the university. Members will agree to the purpose and mission statement in that they will help FRN with community service acts and any other activities put on by the organization.
- B. Must participate in at least two events per semester unless otherwise allowed by executive board. Members must have a GPA of 2.0.
- C. Members must volunteer at least once with FRN before being assigned roles such as driving, leadership roles etc.

Section II: Executive Board Eligibility

- A. Only full time ESF/SU students can hold executive board positions.
- B. GPA requirement – 2.0 for executive board and 2.2 for presidents.
- C. Members of at least one year are eligible to become Food Recovery Network executive board member.
 - 1. This clause will be enforced as possible.
- D. In order to be eligible for executive board membership, a person must have attended at least 3 meetings and have attended 2 events in the semester prior to the start of their term.

Section III: Committee Eligibility

- A. FRN club members in good standing are eligible for participation in committees.
- B. Student must have attended at least 1 meeting in the semester prior to the start of the committee.
- C. Terms last for however long the committee stands.

Section IV: Executive Board Resignation

- A. Procedure for Filling Vacated Offices
 - 1. Executive Board will organize a special election to fill vacated office positions.
 - a. Except in the case of a President's resignation, the Vice President may step directly into the role of the President.

Article IV: Executive Board Election/Selection Process

Section I: Nominations

- A. Members can nominate other club members in good standing to be considered for an executive board position. In the case of self-nomination, the nomination must be seconded by another club member. Nominations may be refused by the nominee.

- B. Meetings at which nominations are held must be adequately publicized at least two weeks in advance.
- C. Nomination Committee may be created if need be.

Section II: Elections Procedures

- A. The executive board shall be responsible for the organization and execution of the election process for the upcoming year's board members.
- B. Elections for executive board members will take place one week following the opening of nominations. Elections will be held by hand raising with the nominee absent. Each candidate will be given the opportunity to provide a written or spoken position statement.
 - 1. Elections may be held by secret ballot on the advice of the executive board or should two thirds of the members present desire.
- C. Nominees with the most votes will win the board position. Absent members will not get the chance to vote. In the event of a tie, executive board members shall vote *via* secret ballot. Results will be communicated to all members
- D. Upon a two thirds vote of all members, any member of the executive board may be impeached. Upon any impeachment Article III, Section IV subsection A shall be followed.
- E. Elections shall be held on or around March 1st. New members shall take office on or around April 1st. The time in between shall be used for the training of new members of the executive board.

Section III: Notification and Posting of Elections

- A. An email to all members shall serve as notification of elections. Letters, fliers, posters, announcements, and additional emails may be sent out to notify members of elections.
- B. Notification and posting period will be two weeks ahead of election day.

Article V. Meetings

Section I: Types of Meetings

- A. General Meetings
 - 1. For anyone who desires to attend.
 - 2. Food Recovery Network does not require attendance to all meetings.
 - a. However, communication must be kept between the executive board and official members who are absent from meetings as ways to communicate future events or issues.
 - 3. Attendance shall be recorded by the Secretary.
 - 4. Meetings shall be conducted by parliamentary procedure.
 - 5. Executive Board will set the agenda for the meeting.
- B. Executive Board (A-team) Meetings

1. Board members are required to attend every meeting unless excused absence is agreed upon by the President or 2/3rd's vote by the executive board.
 2. Attendance shall be recorded by Secretary.
- C. Committee Meetings
1. For general members and executive board members interested in specific committee duties.
 2. If meetings are missed, a response to minutes is required.
 - a. After three unexcused absences from a committee meeting, formal participation in the committee will not be invited.
- D. Emergency Meetings:
1. Upon majority agreement of the executive board members, an emergency meeting may be called.
 2. Members shall be notified by quickest way of communication: email, telephone, etc.

Section II: Time and Occurrence of Meetings

- A. Frequency:
1. General Food Recovery Network meetings will meet biweekly throughout the academic year.
 2. President or their designee will advertise meeting times.
 3. Other means of communication such as telephone, social media, or face-to-face conversation may also be implemented.

Section III: Quorum

- A. Over ½ of active club members in good standing must be present for decisions to be made.
- B. Alternatively, decisions can be made through the use of absentee ballots paired with detailed meeting minutes to inform members of the proposed decision details.

Section IV: Parliamentary Procedure

- A. When questions regarding parliamentary procedure, refer to Roberts' Rules of Order.

Section V: Voting

- A. Upon the recommendation of the executive board or the request of two thirds of members present, votes will be taken by secret ballot. Otherwise, votes will be taken by show of hands.
- B. Only club members can vote.

Section VI: Meeting Minutes and Records

- A. Meeting minutes will be taken by the Secretary. In the event of the Secretary's absence, their designee will take and report minutes.
- B. The secretary is responsible for storing meeting minutes.

- C. Minutes will be emailed to all members within 48 hours after a meeting has occurred.

Section VII: Suspension

- A. Members shall be suspended if they don't comply with guidelines set up in the constitution.
 - 1. Members shall be notified of their suspension via email and/or face to face by the President.
- B. Executive board members shall be suspended if they don't uphold their responsibilities and don't comply with guidelines set up in the constitution.
 - 1. Member shall be notified of their suspension during an executive board meeting. The executive board shall designate the responsibilities amongst themselves or to a member in good standing.

Article VI. Impeachment

Section I: Grounds for Removal:

- A. Impeachment is the consequence should board members fail to uphold their responsibilities or to comply with the guidelines set up in the constitution.
- B. Any member can initiate the removal of an executive board member.

Section II: Procedure for Impeachment

- A. Charge or complaint is brought against the individual in writing and/or by email.
 - 1. This should be brought forth before the meeting regarding the impeachment and at the meeting itself.
- B. Evidence to support complaint is presented.
 - 1. This should be brought forth before the meeting regarding the impeachment and at the meeting itself.
- C. At the meeting regarding impeachment:
 - 1. The individual is given the opportunity to argue a defense and offer counter evidence.
 - 2. A vote is taken by secret ballot. A 2/3 majority of those present is necessary for impeachment.

Section III: Procedure for Appeal of Impeachment

- A. Appeals must be made within one month of being impeached.
- B. Steps Involved with Appeal
 - 1. Request for appeal must be made to the executive board within one week of impeachment.
 - 2. Evidence to support the case shall be presented. The individual is allowed to argue their innocence.
 - 3. Group members allowed to question individual. Individual must answer reasonable questions.

4. Vote is taken. A 2/3 majority of members present is required for reinstatement.
5. The appeal process is open to all member in good standing.

Article VII. Constitutional Amendments

Section I: Amendment

- A. The constitution shall be reviewed at the beginning of each academic year. Changes will be submitted to the President.
 1. The Secretary will adapt the suggested change for insertion into the constitution. The new text must then be ratified.
- B. At any time, the executive board has the option to review the Food Recovery Network Constitution to determine if changes are needed.

Section II: Ratification

- A. Changes must be proposed at least one week prior to voting.
- B. A meeting to which all members are invited must be called to discuss the changes. Changes must then be approved by a two-thirds majority of those in attendance.
- C. All members will be notified of changes.

Article VIII – Not-for-Profit Statement

This is not-for-profit organization.

Article IX – Financial Obligation

A majority of voting members of this organization may determine reasonable dues and fees assessed to each member at the beginning of each semester. A specific member or members, designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.

Article X – Statement of Non-discrimination

Syracuse University is an equal-opportunity, affirmative-action institution. We do not discriminate on the basis of race, creed, color, gender, national origin, religion, marital status, age, disability, sexual orientation, gender identity and gender expression, or status as a disabled veteran or a veteran of the Vietnam era to any extent discrimination is prohibited by law. This nondiscrimination policy covers admissions, employment, and access to and treatment in University programs, services, and activities. (As exempted by Federal law, social Greek organizations may omit “gender”).

Article XI – Statement of Non-Hazing

This organization will not conspire to engage in hazing, as defined by New York Penal Law 120.16 and New York Penal Law 120.17, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

Article XII – Statement of Compliance with Campus Regulations

This organization shall comply with the Syracuse University Code of Student Conduct.

Rejection Notice

Dear Michelle,

We regret to inform you that your application for student organization recognition has been denied by the Office of Student Activities. The committee took careful consideration while reviewing your application. Due to the increasingly high demand of applications and the large amount of RSOs that currently exist, the selection process has become more competitive. It is a common misconception that student organizations must be recognized by Student Activities to function on the Syracuse University campus. This is not true. Please be aware that there are many student organizations that are not recognized by Student Activities.

If your organization wishes to reapply for recognition we encourage you to do so in the future.

Sincerely,

Jordan Clark

New Student Organization Committee Chair



Partner Agency Agreement

Food Recovery Network's chapters are honored to partner with local agencies on the front lines of the fight to end hunger in the United States. FRN is a growing community of food donors, students, and hunger fighting agencies dedicated to recovering surplus, unsold food from college campuses and surrounding restaurants and donating it to partner agencies serving hungry people.

This Agreement is between the local Food Recovery Network chapter which is typically a student organization at the college it is based at (will be referred to as "FRN Chapter") and the recipient agency (to be referred to as "Partner Agency"). Unless otherwise noted, FRN Chapter is not legally part of the nonprofit Food Recovery Network and is a separate entity simply borrowing the brand and materials.

The purpose of this Agreement is to establish the responsibilities of the FRN Chapter and Partner Agency, set logistics and exchange contact information.

Responsibilities for FRN Chapter

The FRN Chapter is primarily responsible for recovering surplus food from its college campus dining hall, caterer, concessions, and/or local restaurants. It is also responsible to do its best to uphold basic food safety. If needed (and in most cases), the FRN Chapter will transport the food to the Partner Agency.

Products acceptable for donation:

- Unserved prepared entrees, side dishes, baked goods, and desserts
- Self-serve items from a buffet if approved by food donor
- Unopened containers of food, beverages, condiments, sauces, and spices
- The following unused products:
 - o Fresh produce
 - o Dairy products
 - o Fresh chilled or frozen meat
 - o Non-food items

Products NOT acceptable for donation:

- Food that will not make it to the recipient organization's refrigeration within less than two hours in the Temperature Danger Zone (41-135°F)
- Home canned, vacuum-packed or pickled foods
- Perishable foods past a "use by" date, unless frozen
- Foods in sharply dented or rusty cans

- Foods in opened or torn containers exposing the food to potential contamination
- Unpasteurized milk
- Foods with an “off” odor
- Foods prepared, cooked, cooled, or reheated at home (except for baked goods that do not need refrigeration)
- Donations from a donor that has experienced a power outage
- Foods that have been in a fridge for over 5 days

Responsibilities for Partner Agency

Most importantly, it is necessary that the partner agency has adequate refrigeration and freezer space to accommodate the food FRN will be providing. FRN cannot partner with an agency if it does not have enough space for cold food storage.

Below is a list of food safety guidelines to be followed by partner agencies.

Personal Hygiene

- If sick, do NOT handle the food
- Wash hands up to your elbows with warm water and soap before handling food
- Wear gloves, clean clothes, take off jewelry
- Wear a bandage if you have a cut
- Must have hair pulled back off shoulders and wear a hat/hairnet
- Wash hands again after you do any of the following: use the restroom, sneeze, touch your hair, face, clothes or body, handle raw meat or eggs, bus dirty dishes, eat or drink or use cleaning chemicals

Food

- Make sure food is not between 41°F and 135°F for more than 2 hours from time food was removed from hot or cold storage. This will be listed as “Time” and “Temp.” on the label, but if it is not filled in it is the Partner Agency’s responsibility to ask for details or reject food
- Any food that needs to be refrigerated, should be refrigerated IMMEDIATELY after it arrives at the shelter
- Reheat prepared foods to minimum internal temperature of 165°F before serving
- Inspect donations for any inadequacies
- If a container is leaky, or airtight seals have broken, throw it out
- Protect food from contaminating items (staples, insects, water drippage, etc.) and keep off of the floor
- Do not allow foods to come into contact with the outside of any transport container

- Make sure to uphold other federal, state, and local laws for safe handling and service of food. When in doubt, throw it out.

Reporting

- 10 pictures per semester of preparing, serving, and people eating the food – we love highlighting your work and the impact we're making together on social media!
- At least one written testimonial and/or quotes about the impact the food donations have made. More information about the work and overall impact of the Partner Agency is appreciated as it helps FRN publicize the work you do.

If ever in doubt about whether these procedures were followed, do not serve the food. The Partner Agency agrees to not charge money for the food FRN donates. Also, the Partner Agency agrees to release the FRN Chapter, Food Recovery Network, and the university, restaurants, or other food donors from liability resulting from any liability relating to donated food.

The FRN Chapter and Partner Agency will both...

- Support each other in partnership, e.g. assisting with public relations, event assistance, & other collaborative planning
- Schedule times and dates of food deliveries and make a plan for what to do in case of emergencies
- Meet periodically (i.e., at the end of the academic semester) to discuss what worked, what didn't, and how to improve in the future

Termination

This Agreement shall be effective as of the executed date below and will continue until either party gives the other party at least thirty (30) days' advance written notice of termination by certified mail, postage prepaid, to the address listed for the respective party. Such notice shall be deemed given five days following the dates deposited in United States mail.

Contact Information and Logistics

FRN Chapter Representative

Name:

Phone Number:

Email:

Best Time to Contact:

FRN Chapter Representative Address:

Partner Agency Representative

Name:

Phone Number:

Email:

Best Time to Contact:

Partner Agency Representative Address:

Transportation Information

Who will be transporting the food:

Estimated transportation time:

Time and Location of Drop Off:

Drop Off Logistics:

What to do in case of emergency:

By signing below, both FRN Chapter and the Partner Agency agree to the responsibilities listed above.

FRN Chapter Representative:

Partner Agency Representative:

(Signature)
(Date)

(Date)

(Signature)

Contacts

Dorothy Day House

<https://www.ccoc.us/>

Food Recovery Network

<http://www.foodrecoverynetwork.org/>

James Zappola

Manager at Trail Head Café

jnzappol@esf.edu

Liberty Resources

<http://www.liberty-resources.org/>

Mark Tewksbury

Assistant Director of Syracuse University Food Services

mhtewksb@syr.edu

Rescue Mission

<http://www.rmlifechanging.org/>

Ronald McDonald House Charities of Central New York

<http://www.cnyronaldmcdonaldhouse.org/>

References

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