

From: James Key jimkey1984@gmail.com
Subject: DPS Food Relief
Date: April 12, 2020 at 5:03 PM
To: Kyle Lamb Kyle_Lamb-Jr@dpsnc.net, Kyle Lamb kyle.lamb@dpsnc.net, Will Lamb kwilamb@ncsu.edu



Good Afternoon and Happy Easter!

I hope you and your family are safe and well.

Please read the information below and let me know by close of business on Monday whether or not you can serve as a site coordinator for the DPS Food Relief program.

We have a training scheduled for next Tuesday at 1:00 p.m. and hope to begin the food distribution program next Thursday. The training will take place at the DPS Bacon Street Facility located at 808 Bacon Street - 27703.

Thank you in advance for your consideration and for your amazing dedication to our DPS students and families!

Sincerely yours,

Jim Key
DPS Foundation
919-943-3857

The DPS Foundation, in collaboration with DPS and local government agencies, is beginning a weekly food distribution program starting next week. **Please keep this confidential for now. A public announcement is planned for Tuesday.**

The current plan is to provide restaurant prepared meals along with bags of shelf-stable food to 42 sites, twice weekly, to DPS families and students. Our goal is to provide approximately 40,000 meals per week. We're hoping to provide this service for at least the next eight weeks.

We are hoping you will agree to serve as a site coordinator at one of our 42 locations. Our sites are a mix of schools and apartment complexes.

This request has been approved and endorsed by Dr. Mubenga. Having said that, this is 100% voluntary and we don't want anyone to feel pressured into helping. For those that do, these hours will count towards part of their work day. We project this work to take 3-4 hours per day. We are working very closely with the DCO Health Department and are following all safety requirements to include gloves, masks, wiping down all equipment, monitoring

temperatures and practicing social distancing.

Here's a draft schedule of what it would look like at our food distribution sites. These are all rough approximations.

Site A:

10:00 - 10:30	Site coordinator and team of five prepares site for distribution of meals.
10:30 - 11:00	Food will be delivered by local restaurants and DPS vans/buses.
11:00 - 12:30	Food will be distributed to students and families.
12:30 - 1:00	Site coordinator and team will breakdown the food distribution area.

Site B:

10:30 - 11:00	Site coordinator and team of five prepares site for distribution of meals.
11:00 - 11:30	Food will be delivered by local restaurants and DPS vans/buses.
11:30 - 1:00	Food will be distributed to students and families.
1:00 - 1:30	Site coordinator and team will breakdown the food distribution area.

Thank you again for your consideration. Feel free to share feedback, questions or concerns.

Take care,

Jim Key

DPS Foundation

