

Application Form for School Feeding Assistance

Please note that this application form must be thoroughly completed.

The Peninsula School Feeding Association (PSFA) will undertake to feed in schools that meet the following criteria:

- The school should be registered with WCED and must be situated within the Western Cape region.
- Schools should be classified as quintile 4 or 5.
- Schools should not be on the National Schools Nutrition Programme.
- The need for feeding should be a minimum of 40 learners at a school.
- The schools should have a designated area with a water supply where the feeding programme will occur.
- The preparation area should meet basic safety standards: sufficient ventilation, having one fire extinguisher per 20 square meters allowing for a 1 x 19kg gas cylinder inside.
- The school must have a proper and safe storage facility.

Name of school: _____ Built when? _____

EMDC: _____ Quintile: _____

Name of principal: _____

Name of school feeding contact person: _____

Telephone number: _____ Fax number: _____

Street address of school: _____

Postal address of school: _____

_____ Postal code: _____

E-mail address of the school: _____

Name of circuit manager: _____ Tel. no. _____

Total number of learners per grade

Lsen.....r.....1.....2.....3.....4.....5.....6.....7.....8.....9.....10.....11.....12.....

Total number of classes per grade

Lsen.....r.....1.....2.....3.....4.....5.....6.....7.....8.....9.....10.....11.....12.....

Number of learners that require feeding in each grade

Lsen.....r.....1.....2.....3.....4.....5.....6.....7.....8.....9.....10.....11.....12.....

The total number of learners requiring feeding: _____

The total number of learners enrolled in school: _____

Needs assessment

Why is your school applying for assistance? _____

How was the need for school feeding determined? _____

Briefly describe the socio-economic circumstances of the area/s where your students live

General Information

What are the school fees per learner per year? _____

What % is successfully recovered? _____

Of the list of learners that require feeding: (Please produce a full list per class and per grade)

- How many have both parents that are unemployed? _____(Please produce list)
- How many have one unemployed parent? _____(Please produce list)

Food preparation

Where will the meals be prepared? _____

Who will prepare the meals? _____

To whom will the above be accountable? _____

Where will the stock be stored? _____

Composition of School Governing Body

Designation	Name	Telephone number
Chairperson		
Vice-Chairperson		
Treasurer		
Secretary		

Bank Details

Name of bank: _____

Account number: _____ Branch: _____

School Undertaking

To qualify for assistance, the conditions mentioned below must be adhered to. Should any of these conditions not be complied with, or should a PSFA representative not be satisfied with the implementation of the school feeding programme, PSFA reserves the right to withdraw the school feeding programme and/or remove any equipment/utensils etc., that were provided.

What is expected from the school and school Principal

- The school must appoint an educator or an admin person as the school feeding coordinator.
- The principal/school feeding coordinator should discuss the below requirements with the volunteer/s.
- The form below should be signed by the principal and the School Feeding Co-ordinator
- Ensure the equipment provided is added to the asset list insured.
- Appoint one or two staff members to oversee school feeding.
- Provide a clean and suitable area for preparation.
- Provide cleaning materials, such as detergents, dishcloths, scrubs etc., to preparers to ensure the prep area and equipment are clean.
- Ensure stock is kept in a safe storage area elevated from the floor.
- Ensure gas is used only for the school feeding programme.
- **Ensure the appointment of the required number of volunteers (40-155, 1 volunteer required)**
- **Ensure the volunteers/preparers understand that the PSFA does not employ them. They are volunteers at your school, and stipends/honoraria will be paid to them by the school if agreed to.**

What is expected of the school coordinator?

- Keep a school feeding file holding all the necessary information.
- Ensure that the school adheres to the above guidelines.
- All complaints should be reported to PSFA promptly. (quality & quantity)
- Ensure that no dry goods/stock (uncooked) is given to learners to take home
- Co-operate with the PSFA fieldworker/ representative when she/he visits.
- Report any stolen stock to the police and promptly inform PSFA of the case number.
- Monitor stock usage to ensure preparers understand the preparations guidelines set out by PSFA.
- Keep a volunteer attendance register.

What should be expected of the volunteer cook?

- Ensure that preparation is done according to PSFA cooking guidelines.
- Be responsible, reliable, punctual, committed and willing to learn.
- Start preparation by 07h00.
- Ensure all PSFA meals are prepared daily.
- Ensure breakfast is fed between 7h30 and 8am.
- Ensure that learners are fed lunch no later than 11h00am.
- Keep the preparation area clean, neat and tidy at all times.
- Keep all utensils clean and maintain good personal hygiene.
- Co-operate with the PSFA field worker/representative.
- Monitor the usage of gas and use gas only for the school feeding menus.
- Sign volunteer attendance register daily.

If your school agrees to comply with the above requirements, please sign below.

1. Principal's Name/Surname: _____ Signature: _____

2. School feeding Coordinator: _____ Signature: _____