



## **MOW4Kids: How to prepare route sheets, label boxes, and pack boxes**

Fresh produce and shelf stable food is distributed based on the number of children in each household. Directions on how to prepare route sheets, label boxes, and pack boxes are below.

### **Prepare your route sheets**

Go through your route sheets and mark to the right of each household:

- route name-stop number (example K1-1, this is route K1 and the first stop)
- count and record: the number of children receiving meals/number of children on route sheet with a circle around it (example (2/2), this means 2 of the 2 kids will get meals)

When you are finished, use the summary document to record the totals at the top of the route sheets.

### **Label boxes**

Label the empty boxes to match the information on your route sheets. For example, if the route sheets say "k6-1", that means route k6 is the first (1) stop or household. Next, write the number of children in the household on the box that corresponds with that household and circle it.

### **Pack boxes**

Once all boxes are labeled, look at the number of the children in each family or the circled number. Every box should have generally the same food items, with every family receiving every item, just the quantity may differ. For example, a family with 4 kids may receive more of one item (4 cans of peas) than a family with only 1 child (one can of peas). However, ultimately the number of items distributed depends on the amount received in the food order. Families will receive only one of certain items, like peanut butter, jelly, red sauce, pasta, etc. The food delivery invoice should be referenced to see how many items you received. A good trick is to divide the number of food items by the number of children you are serving. It then becomes very important to take note of what food you have left over or need more of from week to week, to ensure every family is getting enough for their number of children.