

# Administrator Letter

Dear \_\_\_\_\_,

We are writing to ask your support for our formation of a Lunch Crisis Organization team at our school. We are a group of students who are passionate about \_\_\_\_\_.

The Lunch Crisis Organization operates on the basis of three main objectives: raising money towards erasing students' lunch debt, raising awareness about lunch shaming, and bringing change to the public school lunch system.

Within a few months of the organization's founding, it was able to raise \$10,000. Hundreds of families benefited and hundreds of children had their lunch debts erased with this money. The Lunch Crisis Organization has begun the process of bringing permanent change to the public school lunch system by co-authoring a bill that will change the lunch system in New Jersey. Assemblywoman DeCroce and the Lunch Crisis plan to present the bill to the New Jersey Assembly in the near future. The Lunch Crisis has gained widespread media attention ranging from television interviews on ABC News to trending articles on NJ.com.

Through collaboration with our advisor \_\_\_\_\_, we want to use Lunch Crisis Organization as a platform to help the movement gain momentum to put pressure on policymakers to address this issue. We believe that our school has an important role to play in addressing the pressing issue of lunch debt in our nation's schools.

In almost half of America's school districts, schools are shaming and punishing students because their parents or guardians are unable to pay for their student lunch bills. In some cases, schools are ordered to withhold lunch. In other, more severe cases, lunch shaming is used — schools publicly single out these children by forcing them to wear wristbands, assigning them chores, or taking away their meal after it has been served to them. One of the many upsetting aspects of this practice is that the student's lunch debt can follow them through high school and eventually get in the way of their graduation and receiving a diploma, so the issue not only affects young children in elementary school, but is restricting and repressing graduating seniors.

Your participation in our work is invaluable to us. We invite you to attend a team meeting, where we can brainstorm ways to meet our goals of surveying raising money towards erasing students' lunch debt, raising awareness about lunch shaming, and bringing change to the public school lunch system.

Thank you,

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# ELECTION POLICIES

The Lunch Crisis Organization officers will be responsible for managing and directing the team towards its goals. Officers should be motivated and passionate about solving the problem of lunch debt in our nation's schools. As such, it's important to delegate responsibility in the a considerate and thoughtful manner. Below are some tips on how to choose your team.

## **Selection:**

- Should officers be nominated by current officers or should students volunteer to be considered for the position?
- What is the application process for officers? Will it be anonymous or will candidates advocate for themselves?
- How should voting take place? Does the advisor get a vote?
- Are there requirements to being an officer, like grade level or time of involvement with Lunch Crisis Organization?

## **Service:**

- How long is an officer's term?
- How is decision-making delegated among the Lunch Crisis Organization team?
- Who is responsible for training the new officers?

# Meeting Notes

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ LOCATION: \_\_\_\_\_

Attendees:

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Topic	Discussion/Updates	Action Items/Projects	Responsible Person/Deadline

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# Officer Duties

Lunch Crisis officers are the students who will be managing and directing your Lunch Crisis team. Officers help the team work towards and achieve the intended objectives for the year. You'll want to establish a dedicated, passionate group of student officers to guide your Lunch Crisis team. Below are some officer roles you might want to consider for your team.

**President (or Co-Presidents):**

- Attends and leads each Lunch Crisis Organization team meeting: prepares agenda, calls meeting to order, guides discussions
- Represents Lunch Crisis Organization in school-wide discussions
- Communicates with team members about their roles or duties
- Guides team members to meet team goals, including recruitment and organizing Lunch Crisis Organization projects

**Vice President:**

- Leads meetings when President is absent
- Assists the President with planning team events and fundraisers
- Coordinates with other officers to plan programs and ensure that meetings run smoothly

**Secretary:**

- Maintains organized and effective records and administration for the team
- Takes attendance and records minutes at meetings, makes sure all team members have access to notes
- Assists with managing Lunch Crisis Organization project plans

**Social Media Coordinator:**

- Creates and manages the social media platforms for the Lunch Crisis Organization team
- Updates social media pages with team news and event reminders
- Documents the Lunch Crisis Organization team at events through photo and video

**Fundraising Director**

- Develop a fundraising action plan

- Identify and suggest fundraising opportunities
- Manage and motivate a team of volunteers who engage in fundraising activities
- Lead in initiating, planning, and implementing all necessary activities, in a timely manner, to ensure that program goals and objectives are accomplished

**Advisor:**

- A school faculty member to support your chapter
- Supports the work of the Lunch Crisis Organization team
- Represents Lunch Crisis Organization to school staff
- Assists Lunch Crisis Organization team members in achieving goals and organizing projects

Not everyone on your Lunch Crisis Organization team needs to have an officer role! In addition to your advisor, your team may grow to include team members.

**Members:**

- Contribute to working towards and achieving Lunch Crisis Organization's goals
- Collaborate with the team and use unique individual skills to help advance the team's objectives

# Team Selection Advice

The issue of lunch debt needs students across the nation to stand up and raise awareness in order for school administrations and ultimately policymakers to take action. A diverse array of backgrounds and interests will help your Lunch Crisis Organization team achieve its goals.

Here are some tips for recruiting Lunch Crisis Organization team members:

- Post flyers about the organization in highly trafficked, visible locations around your school.
- Get creative! Consider how information gets shared in your school. What are the most effective ways of reaching students? Do you have school wide announcements? Advisory periods? Are there classes related to policy or activism that might be interested in Lunch Crisis Organization?
- Post about Lunch Crisis Organization on social media.
- Ask your friends to spread the word! The more people who are working to recruit team members, the more successful you will be.
- Reach out to students from diverse backgrounds and encourage them to be part of your team (e.g. ask a coach to mention it to players, put up flyers in your school's art studio, or ask your friend who runs the debate team to join and bring some friends).
- Follow-up with people who express interest or curiosity about Lunch Crisis Organization. Make sure they have all the information they need to make it to your next meeting!

Keep recruiting throughout the school year. People should feel free to join Lunch Crisis Organization at any time, so make sure to keep your doors open to everyone! Your team's success depends on the strength of its members.

Make sure to recruit a like-minded adult in your community to act as your Lunch Crisis Organization Educator Advisor. When approaching them, you might want to share why Lunch Crisis Organization is important to you and your school and why you think this person would be a good fit for your team.