

Agents for Change: Agent Activation Guide

1. Reach out to a local public school

Agents should take the initiative to reach out to a principal within one of the local public schools to introduce themselves and begin the conversation about who Farm Bureau is and what Farm Bureau programs are available to schools. As the conversation evolves, the agent should learn about food scarcity programs and use the following questions to determine opportunities for involvement.

a) What MFBFoC agricultural education programs (if any) currently operate in your school/district? Examples include –

- FARM crates
- FARM Science Lab or Van

b) What hunger-relief programs for food-insecure students (if any) are operated in your school/district? Examples include –

- In-school food pantry
- Mobile distribution
- Backpack program
- School snack program
- After school meal program

c) If we were to collaborate on an agricultural education or hunger-relief project, approximately how many students would be impacted, and what would be the timeline for implementation?

d) Please collect the following school contacts and demographics –

- School name
- School address
- School W-9 (signed and dated by the school)
- Grades served
- Student population size
- Primary contact – Principal or Superintendent
 - i. Full name and position
 - ii. Email address
 - iii. Phone number
- Secondary contact – school food service staff, school social worker, counselor, etc.
 - i. Full name and position
 - ii. Email address
 - iii. Phone number

2. Connect with your county Farm Bureau

Before starting an Agents for Change grant, please connect with the County Administrative Manager (CAM) for the county Farm Bureau where the school district is based. Please let them know that you intend to nominate the school district for an Agents for Change grant, to ensure that you are not duplicating efforts.

3. Apply for an Agents for Change Grant

Once Steps 1 and 2 are complete, the agent should visit www.endhungerinmichigan.org/grants to apply for an Agents for Change grant. **The application must be initiated and filled out in entirety by the agent.** The agent can nominate the school district for up to \$2,000 in grant funding.

4. Reporting Process

It is expected that each granting agent will provide updates to the county Farm Bureau where the school district is based at both the beginning and end of each year that program support is provided.

The initial update should include the following –

- The name of the awarded school/district
- Any relevant community demographics
- The program being supported through Agents for Change
- The program timeline

At the end of the school year, the update should include the following –

- The number of students served and other relevant impact totals (ex - pounds of food distributed, etc.)
- School climate findings
- Plans for involvement in the following school year.

In addition to agent reporting, Farm Bureau will follow up with the school at the end of each school year to inquire about the program's impact on the overall school climate to measure changes related to program implementation. The local agent will be provided with the impact findings after the completion of the school year.

Who do I contact if I have questions?

If you have questions about the activation steps above, please contact Community Engagement Specialist Audrey Carey at acarey@michfb.com.