



Partner Membership Agreement

1 January 2018 – 31 December 2018

Agency Name: _____

Foodshare and the Member Agency agree to the following terms and conditions:

_____ **Our agency will properly handle and distribute the products we receive from Foodshare including:**

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- Using products received from Foodshare only for the purpose outlined in our agency's approved application.
- Using products received from Foodshare only for distribution to persons who are needy.
- Not selling, transferring, offering for sale or bartering the items supplied by Foodshare in exchange for money, property or services, or otherwise allowing the items to re-enter commercial channels.
- Not denying access to the products received from Foodshare on the basis of race, color, religious creed, age, marital status, familial status, citizenship, national origin, ancestry, sex, mental retardation, mental disability, learning disability, lawful source of income, sexual orientation including gender identity, physical disability, including but not limited to blindness or deafness, unfavorable discharge from the military or status as a protected veteran, or any other characteristic protected by state or federal law.
- Providing meals or other products free of charge. (Programs where clients contribute to operating expenses must sign the "Addendum to the Agency Agreement" and must operate with a written sliding scale policy that does not deny entry to those who cannot pay.)
- Storing product received from Foodshare only in an approved agency facility that has been inspected by Foodshare.
- Providing adequate refrigeration, freezer and dry storage space to ensure the integrity of the food until it is used or distributed and routinely inspecting the condition of the food in storage.

_____ **Our agency will provide and maintain the information and documentation required by Foodshare, including:**

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- Proof that our agency is an established 501(c)3 organization that serves needy people.
- Proof that our agency serves a minimum of 60% low-income individuals.
- Providing timely and accurate counts of the meals and people served by our program, as required.
- Providing proof that our agency meets all Federal, State and local licensing requirements or other requirements appropriate to the service it provides.

_____ **In addition, our agency will:**

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- Allow Foodshare to conduct site visits with or without prior notice.
- Support the operations of Foodshare with a per pound "handling fee" contribution not to exceed 18 cents per pound for food received and a non-refundable annual fee of up to \$50.
- Provide suitable transportation and personnel to pick up food at Foodshare's warehouse.

- Inform Foodshare of any changes in the program's name, location, telephone number, contact person, type of service or stated purpose within thirty (30) days of the change.
- Not receive food from any other food bank.
- Have at least one person directly associated with the food assistance program who is trained in food safety practices, as required by Foodshare and Feeding America.
- Follow food pickup and other guidelines Foodshare establishes to support its efficient and effective operation.
- Acquire at least 3,000 pounds of product from Foodshare in the calendar year (excluding product received at Thanksgiving and Buying Club product).
- Maintain regular, posted hours of distribution. Pantries will distribute groceries a minimum of four hours every month during planned and scheduled hours. Community Kitchens will provide a meal on a regularly scheduled day at least once a month. Meal schedules and pantry hours of distribution must be kept current on 211.org website. Additionally, changes to meal schedule and hours of grocery distribution must be communicated to Foodshare.
- Adhere to any additional donor stipulations on the product we receive from Foodshare.

Conditions and Stipulations:

- Both parties enter into this agreement voluntarily.
- Either party may terminate the agreement by notifying the other party.
- All attachments are part of this agreement.
- Foodshare reserves the right to make changes in the shared maintenance system.
- Foodshare reserves the right to limit the amount and type of food and non-food items the agency may receive.

I have read, understood, and agree to accept the conditions outlined in this Partner Agency Agreement:

Signature of Agency Executive Director or Head Clergy

Date

Print name

Phone

FAX

Title

Email address

Administrative mailing address

City

State

Zip

For Foodshare Use Only:

Signature of authorized Foodshare representative

Date