



RIVER VALLEY REGIONAL
FOOD BANK



AGENCY MEMBERSHIP

APPLICATION PACKET

Approved by the Board of Trustees August 28, 2006



United Way of
Fort Smith Area



Thank you for your interest in becoming a member agency of the River Valley Regional Food Bank (Food Bank). The mission of the Food Bank is to solicit, store, and distribute food and household products; to provide services to assist those in need; and to raise public awareness about hunger and the role of food banks and hunger rescue agencies in alleviating hunger. The Food Bank, a program of the Crawford – Sebastian County Community Development Council, is a not-for-profit organization under Internal Revenue Service Code 501 (c)(3). The Food Bank is a member in good standing of Feeding America, a founding member of the Arkansas Hunger Relief Alliance, and a United Way agency.

As a member of the Arkansas Hunger Relief Alliance, the Food Bank and other members work together to increase food donations, collect information about the needs of hungry Arkansans and how these needs are being met, and raise funds and other resources to support the work of the seven hunger relief partners in Arkansas and their member agencies. The Arkansas Hunger Relief Alliance exists to eliminate hunger in Arkansas.

In order to be a member agency of the Food Bank, your organization must be an established non-profit as defined by the Internal Revenue Service. This means your organization must be a designated 501(c) (3), be wholly owned by an organization with this designation, be sponsored by a 501(c) (3) organization, or qualify for the IRS equivalent for religious organizations. Non 501(c) (3) religious organizations must meet nine (9) of the 14 IRS eligibility requirements. A form describing these requirements is included in this packet.

Enclosed in this packet are the following documents:

1) Membership Application Process	page	4
2) Agency Application Checklist	page	6
3) Membership Application	page	7
5) Membership Criteria	page	14
6) Church Qualifier Form	page	17
7) Authorized Personnel Form	page	18
8) Facsimile/email Program Application	page	19
9) Memorandum of Agreement	page	20

Please take the time to carefully read the information and follow the instructions provided.

If you have questions about meeting the non-profit requirement or about the application process, please contact Ted Clemons or Tracy D. Engel at 479-785-0582.

You are commended for your efforts to help those in need in your community. We look forward to assisting you in your endeavors.

What's Available at the River Valley Regional Food Bank?

A variety of food and non-food products are available in the Food Bank warehouse, all of which are donated. Examples of the products we distribute are fresh and frozen foods, canned goods, paper products, cereal, beverages, cleaning supplies, and USDA commodities. Availability depends on what is donated or otherwise procured; therefore, the inventory may vary greatly from week to week.

A member agency of the Food Bank may be eligible to receive products from **ONE or ALL** of the following programs:

Gratis Food: Produce and surplus items are available to all member agencies free of charge and may be picked up during an appointment visit by your agency's authorized personnel. All gratis items must be weighed and added to the invoice. An agency cannot order gratis products but they do appear on the product inventory list at no fee.

When appropriate, produce must be taken in the case or container in which it is packaged. Cases cannot be separated on the loading dock. In some instances the cases must be returned to the food bank. Bulk produce can be bagged or boxed, weighed, invoiced and loaded.

Handling Fee: Handling Fee products are grocery items which have been donated to the River Valley Regional Food Bank. There is no cost for the products; however, a handling fee or shared maintenance fee of a maximum of 19 cents per pound is charged for these items. This fee helps to cover the cost of running the warehouse and transporting the products to the River Valley Regional Food Bank. Currently the average fee is only 9 cents a pound.

Food Purchase Program: Purchased items that are included on the inventory list are available in the warehouse. These products are assessed a fee based on their cost plus 7-10% for transportation. These products are basically those which are not donated so are purchased below wholesale from a revolving fund based on grants from the Winthrop Rockefeller Foundation and the CSCDC.

USDA Commodities: Eligibility for distribution of USDA commodities is by contract only. Once approved to receive USDA commodities, an agency must comply with all regulations set forth by the Arkansas Department of Health and Human Services. Commodities are free of charge.

Assorted "Salvage" Products: These products are either cosmetically damaged name brand items or a variety of non-name brand items donated to the Food Bank. It is helpful to be creative when ordering assorted "salvage" products, and an agency can round out its selection by consistently ordering salvage products, adding variety to menus and distributions.

Limits may be placed on any item when necessary for equitable distribution. The limit will be so much per agency not per order or per visit.

If you have questions about what is available at the Food Bank and how your program might be supported, please contact Ted Clemons or Tracy Engel at 479-785-0582.

River Valley Regional Food Bank

Membership Application Process

Provided below is a step by step process for becoming a member in good standing of the Food Bank. Please follow this process to ensure that you submit a complete and thorough application packet. The process is divided into three parts:

Part 1. Completing and Submitting the Application Packet

1. Review all membership criteria and indicate agreement to comply by signing and dating the document. (Signer must be a member of the organization and authorized to enter into this agreement.)
2. Complete ALL appropriate sections of this application and all applicable attachments. If a section does not apply, please write N/A.
3. Include with this application a photocopy of the IRS letter of determination stating that your agency has 501(c)(3) tax-exempt status.
4. Religious organizations must include either the IRS 501(c)(3) letter OR a letter from the denomination's headquarters stating that your organization is in good standing in that denomination. A church qualifier form, which requires backup documentation, is included in this packet.
5. Return the completed and signed application, signed membership criteria form, tax-exempt status documentation or church qualifier form (and attachments) and authorized personnel form, to the Food Bank.

Part 2. Document Review and Site Visit

1. Once the packet is received, an evaluation team will review the information provided and determine how the Food Bank can best serve your agency and the community.
2. During the review process, a Food Bank representative will visit your site, examine program procedures, and attempt to confirm that you can maintain appropriate food storage, handling, record-keeping, and distribution standards, as well as meet all membership criteria.
3. Upon completion of a successful site visit, you will be given a legal document called a "Memorandum of Agreement" to review and sign. This signed document must be received by the Food Bank before a new member orientation will be scheduled.

Part 3. New Member Orientation and Shopping at the Food Bank

1. After the signed "Memorandum of Agreement" is received, your agency will be assigned an agency account number and given a Member Handbook.
2. You and all others who will be shopping at the Food Bank must attend a mandatory orientation session. (You will not be admitted to the Food Bank for shopping without attending this session.) A list of authorized shoppers will be kept on file at the Food Bank.
3. You will be given a tour of the Food Bank and meet staff members.
4. Handling fees may be charged for some food and grocery products. These fees may be charged to your account or you may pay by check upon receipt of grocery products. Cash payment is not allowed. Any invoice paid by personal check will be referred to your agency director.

River Valley Regional Food Bank

Agency Application Checklist

Please feel free to use this checklist to make sure you have all the documentation needed for your application.

- _____ Membership application form completed and signed

- _____ Membership Criteria, completed and signed to indicate the criteria are understood and agreement to comply

- _____ Memorandum of Agreement form completed and signed

- _____ Church Qualifier Form, completed, if applicable

- _____ Copy of IRS Letter of Determination of Tax-Exempt Status or proper documentation for religious group (letter from denomination or church qualifier form with attachments)

Date of Application: _____

River Valley Regional Food Bank

Membership Application

Organizational Information

Please provide all information that applies to your program.

Name of Organization: _____

Name of Food Program (if different): _____

Mission of Organization: _____

Date Organization Established: _____

Organization Mailing Address: _____

County: _____

Physical Address of Program (if different from organization address): _____

Phone Number: _____ Fax Number: _____

Website Address: _____

Name of Agency/Organization Director: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-Mail Address: _____

Name of Contact Person (if different from Director): _____

Position: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-Mail Address: _____

Name of Food Coordinator (if different from above): _____

Address: _____

Phone Number: _____ Fax Number: _____

E-Mail Address: _____

Billing Contact: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-Mail Address: _____

Parent Organization (if your program is part of a separate organization):

Contact Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-Mail Address: _____

Website Address: _____

Program Information

Date Program Established: _____
(If your program has not yet begun, please respond with what is planned.)

Types of Service (check **all** that apply and complete **all** applicable sections below):
_____ Emergency Food Pantry _____ Soup Kitchen/Shelter _____ On Site/Residential
_____ Day Care Program

How do people learn about your services? _____

What is your total annual budget for food and grocery products? _____

Emergency Food Pantry (provides groceries, cleaning supplies and personal care items)

- Regular Days and Hours: _____
- Are referrals required? _____ Yes _____ No
If yes, please list agencies: _____

- Are appointments required? _____ Yes _____ No
- Who should people call for help?
Name _____
Phone Number _____ When (Hours/Days) _____
- Which items do you distribute? (Check all that apply.)
_____ Dry Goods (canned food, boxed foods, bottles)
_____ Fresh fruits/vegetables
_____ Dairy products
_____ Non-food items (soap, tissues, personal care items, etc.)
- How many people do you serve each month? _____
- Do you provide delivery to clients? (if so, please describe) _____

- Are people that are receiving food (check all that apply):
 - ___ asked to donate?
 - ___ required to attend services?
 - ___ required to work?
 - ___ required to provide any other participation or service to get food?
- List eligibility requirements for individuals to receive donation: _____

- How often may an individual receive food? _____
- What geographic area(s) does the program serve? _____

- What are the funding sources for this program? _____

Soup Kitchen/Shelter (cooking or serving meals to walk-in guests on a regular or occasional basis and/or providing temporary, emergency lodging)

- What days and times are meals served? _____
- What meals are served? _____
- Describe people who are served: _____
- How many people are served at the average meal? _____
- Are any of the meals catered? ___ Yes ___ No
 If yes, by whom? _____
- List names of staff who work with food: _____

- Do you have a health certificate from the local Department of Health?
 ___ Yes ___ No
- List eligibility requirements for people who are served: _____

- Who should people call for help?

Name _____

Phone Number _____ When (Hours/Days) _____

After hours emergency contact? _____

- Are people who receive services required to or asked to make donations, attend religious services, or work? _____ Yes _____ No
- What are the funding sources for this program? _____

On Site/Residential/Kids Cafe (cooking or serving meals to a registered clientele, e.g., detoxification center, half-way house, group home, day activities program, youth or senior program)

- Type of program (see list above): _____

- Number of people in program: _____ Number of staff: _____

- Days and times of operation: _____

- Meals Served (check all that apply):

_____ Breakfast

_____ Snack

_____ Lunch

_____ Dinner

_____ Occasional party

- Licenses and numbers:

_____ Arkansas Department of Health & Human Services

_____ Division of Children & Families

_____ Food Service License

_____ Other - Please specify: _____

- Are any meals catered? _____ Yes _____ No

If yes, which ones? _____

- What is the tuition or program fee? _____

- What are the funding sources for this program? _____

Day Care Program (serving meals and or snacks to either children or adults enrolled in day care program)

- Type of program (see list above): _____

- Number of people in program: _____ Number of staff: _____
- Days and times of operation: _____
- Meals Served (check all that apply):
 - _____ Breakfast
 - _____ Snack
 - _____ Lunch
 - _____ Dinner
 - _____ Occasional party
- Licenses and numbers:
 - _____ Arkansas Department of Health & Human Services
 - _____ Division of Children & Families
 - _____ Food Service License
 - _____ Other - Please specify: _____
- What is the tuition or program fee? _____
- What geographic area(s) does the program serve? _____

- What are the funding sources for this program? _____

Transportation Information

Please describe your means and/or method(s) of transporting food and grocery products to your agency and to clients. _____

(Please Print)

Name of person completing application: _____

Title: _____

Signature of person completing application: _____

Date: _____

Membership Application must be accompanied by the following completed attachments, as applicable:

Attachment A: Membership Criteria (Required from all Applicants)

Attachment B: Church Qualifier Form (for Non-501(c) (3) entities)

Attachment C: Shopping Authorization Form (Required from all Applicants)

Attachment D: email Application Form (Required from all Applicants)

Attachment E: Memorandum of Agreement (Required from all Applicants)

ATTACHMENT A

River Valley Regional Food Bank Membership Criteria

The following criteria must be agreed to and complied with for your agency to become and remain a member in good standing of the Food Bank. An official representative of your agency is required to complete and sign this agreement signifying that the following membership criteria are understood and will be faithfully met. If you have questions, Ted Clemons or Tracy Engel at the River Valley Regional Food Bank will go over each of these criteria with you.

If for any reason any of the criteria are not being met, the River Valley Regional Food Bank should be notified as soon as possible.

Does your agency meet the following criteria? **(Please initial each statement to confirm agreement.)**

- ___ 1. Is incorporated and operating as a private non-profit organization or under the umbrella of such an organization and is established in the community.
- ___ 2. Qualifies under section 501(c) (3) of the Internal Revenue Service code or meets the definitional requirements of the IRS code to qualify as a church.
- ___ 3. Does not engage in discrimination, in the provision of service, against any person because of race, color, citizenship, religion, sex, national origin, ancestry, age, marital status disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran.
- ___ 4. Will not sell, transfer, barter, nor offer for sale the items supplied by the Food Bank in exchange for money, property, goods, or services, or otherwise allow items to re-enter commercial channels.
- ___ 5. Will use all items drawn from the River Valley Regional Food Bank only in activities included in its tax-exempt purpose and solely for feeding people who are ill, in need, or infants.
- ___ 6. Will provide sanitary, reliable, and product appropriate transportation and sufficient personnel to pick up food at the River Valley Regional Food Bank warehouse.
- ___ 7. Is licensed by the state and/or city as a food service establishment according to the service provided and will notify the Food Bank of any changes in licensing status.
- ___ 8. Has adequate storage and refrigeration and freezer space to ensure the wholesomeness of the food until it is used.

- ___ 9. Will maintain good health and sanitation procedures for the types of food drawn.
- ___ 10. Will accept food in “as is” condition and agrees to inspect such items, withholding from distribution and/or consumption any food that might be spoiled or inedible.
- ___ 11. Will immediately discard any unfit food and advise the River Valley Regional Food Bank. (Your agency is not responsible for hidden, unobservable defects.)
- ___ 12. Will maintain records on the receipt, distribution, and use of products from the River Valley Regional Food Bank sufficient to provide a clear audit for such products for at least 36 months after the receipt of such products.
- ___ 13. Will permit representatives of the government and the River Valley Regional Food Bank to inspect records described in item 12.
- ___ 14. Agrees to regular monitoring by the River Valley Regional Food Bank representative once every two years, or an affiliate thereof, to verify compliance with these criteria and the information provided on the agency’s application and monthly reports.
- ___ 15. Will support the operation of the Food Bank by paying a handling fee on a per pound basis for applicable products.
- ___ 16. Understands that food received is a gift and not the result of any sales transaction; and as such, acknowledges that no express warranties are given and no implied warranties apply to the nature and condition of the food.
- ___ 17. Affirms that the original donor, the River Valley Regional Food Bank, Feeding America are held harmless from any claims or obligations in regard to the Agency or the donated goods.
- ___ 18. Will destroy and/or discard any food upon notice from the Food Bank or original donor that such food may not be fit for human consumption.
- ___ 19. Will notify the Food Bank whenever notice of any claim of liability with respect to food is received.
- ___ 20. Will observe and implement any use-of-product restrictions placed on items by the River Valley Regional Food Bank at the request of the original donor.
- ___ 21. Assumes any and all responsibility for food product liability relating to any act or failure to act by the agency associated with the distribution, storage, preparation, or service of food after the agency assumes possession of the food.
- ___ 22. Will not use donated products for the purpose of fundraising.

- ____ 23. Will submit a monthly report by the 8th day of the following month.
- ____ 24. Never charges clients for food.
- ____ 25. Never requires clients to pray, donate, or work to eat or receive products.
- ____ 26. Will order and pick up products at least 4 times per year, unless deemed to be a special program approved by the River Valley Regional Food Bank.
- ____ 27. Will be open at least 1 day per week for a minimum of 4 hours, unless deemed to be a special program approved by the River Valley Regional Food Bank.
- ____ 28. Will adhere to additional donor stipulations.
- ____ 29. Meets IRS eligibility requirements for receipt, transfer and use of donated food under IRS 170e3.
- ____ 30. Will ensure that product picked up from the River Valley Food Bank in an open truck will be tarped and all frozen and refrigerated items will be covered with a blanket or stored in an ice chest for transportation from food bank to your site.
- ____ 31. Any member picking up product donations directly from national retailers instead of that instead of that being done by the River Valley Regional Food Bank must ensure that they are using appropriate passive or active temperature retention systems (either refrigerated vehicles, ice chest or thermal blankets) and that they are taking/documenting temperatures of refrigerated/frozen product when picking up that product directly from the retailers as well as upon return back to their agency.

I understand these membership criteria; and, as an authorized representative of _____ (Agency),

I will ensure that these criteria are faithfully met. If for any reason any of the criteria are not being met, I agree to notify the River Valley Regional Food Bank as soon as possible.

Signature of Representative

Date Signed

Print Name and Title

**River Valley Regional Food Bank
Authorized Personnel Information**

Date: _____

Name of Agency: _____

Contact Person: _____

Address: _____

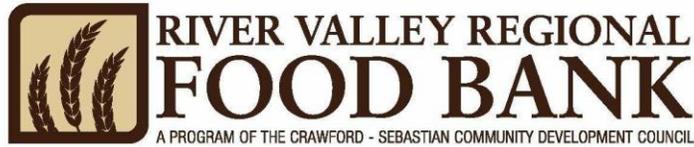
Telephone: _____ E-Mail Address: _____

The names and signatures of the persons below are authorized by:

_____ (agency name)
to pick up products on behalf of your agency at the Food Bank. Their signatures indicate they have read and understand Food Bank regulations and agree to abide by them. Agencies are limited to seven (7) selectors.

_____	_____
Print Name	Signature
_____	_____
Print Name	Signature
_____	_____
Print Name	Signature
_____	_____
Print Name	Signature
_____	_____
Print Name	Signature
_____	_____
Print Name	Signature
_____	_____
Print Name	Signature

Please inform Ted Clemons or Tracy Engel at the Food Bank as soon as any changes are made in your agency's list of people authorized to pick up products.



**River Valley Regional Food Bank
REQUIRED EMAIL PROGRAM APPLICATION**

Name of Agency: _____

Address: _____

Email Address: _____

As the designated contact person for the above named organization, I recognize and acknowledge the requirement of a designated email recipient. By participating in the Email Program in this role, I understand that I will be notified on a regular basis of the current Food Bank inventory. I acknowledge that all orders must be placed by FAX or email and that no orders can be made by phone. I understand that all inventories of frozen, refrigerated, no fee, and products listed as “assorted” cannot be place “on hold” and that these inventories may only be selected by appointment. I further acknowledge that all notifications of Product Recalls will be sent to the Email address provided above. I will notify our organization representatives of our participation in this program and its procedures and of any product recalls sent by email.

Contact Person: _____
(print)

Contact Person: _____
(signature)



**River Valley Regional Food Bank
Memorandum of Agreement**

This memorandum of agreement is entered into between the River Valley Regional Food Bank (Food Bank) and _____ (Agency). This agreement is binding unless renegotiated by both parties and an amended agreement signed by representatives of both parties.

Under this agreement, the Food Bank will:

1. Seek and develop resources for food donations on behalf of the Agency.
2. Provide and maintain a central warehouse for food storage and distribution.
3. Provide types and quantities of food and grocery product inventory.
4. Not interfere with the internal affairs of the Agency.

Under this agreement, the Agency will:

1. Meet ALL criteria of the Food Bank participation as set forth in the application packet and handbook.
2. Contribute to the support of the Food Bank through a handling fee applied per pound of food and grocery products received for applicable products, if required.
3. Designate authorized, informed persons to select products from the Food Bank and to notify the Food Bank as changes occur.
4. Provide adequate transportation and personnel to pick up and load Food Bank products.
5. Never sell or trade any Food Bank products.

Under this agreement, the Food Bank and the Agency are committed to the following values:

1. Integrity – We will be open and honest in all relationships, dealings, and transactions.
2. Stewardship – We will maximize and wisely use our resources for the long-term benefit of the community.
3. Accountability – We will set clear standards against which to measure competence, efficiency, effectiveness, and accuracy.
4. Service – We are committed to providing excellent service. We will continue to strive to study, understand, and meet challenging needs with competence and compassion.
5. Partnership – We will strive to collaborate, network, and enhance hunger relief efforts in Arkansas.

Food Bank Representative Signature

Agency Representative Signature

Print Name & Title

Print Name & Title

Date: _____

Date: _____