



INTRODUCTION

The Huntington Area Food Bank (HAFB) was organized in 1983 to help the less fortunate meet their basic food needs. HAFB distributes over three million pounds of food each year to people in a 17-county area in western West Virginia, eastern Kentucky and southern Ohio.

The HAFB is a certified affiliate of America's Second Harvest, the nation's largest network of food banks, and a member of United Way. The HAFB is the hub in a network of food donors and over 290 food distribution agencies, such as neighborhood pantries, soup kitchens, shelters, youth and senior programs, and missions. Churches and social service groups operate the food distribution agencies.

Based on local needs, the agencies call in their orders to the HAFB. They may pick up the orders or have them delivered by the food bank. About half of the food the HAFB provides goes by the box-full to help families meet emergencies. Food distribution agencies also prepare and serve some of the food. The food is free, but agencies pay the HAFB a shared maintenance fee of 0 to 18 cents a pound to cover distribution costs.

Food comes to the HAFB through the generosity of local supermarkets, bakeries, retail distribution centers, individuals, and food drives. The U.S. Agriculture Department provides meat and other items from the commodities program. National producers also donate large quantities of food through our affiliation with America's Second Harvest. The HAFB is one of eight regional food banks that share donated food industry products.

Our mission is to feed hungry people by soliciting and judiciously distributing food and grocery products, and to educate the public about the hunger problem.



THE APPLICATION PROCESS

This manual contains the forms you must submit in order to apply to become a Member Agency of the Huntington Area Food Bank. Before filling out the application, please take the time to read through this manual and familiarize yourself with all the information it contains. Carefully review the “*Procedures for Using The Huntington Area Food Bank*” and “*Guidelines for the Use of Donated Product*”.

There is a \$50.00 application/membership fee required of all agencies and organizations applying to become a Member Agency. If your application is not approved, you will receive a complete refund. If your application is approved and you fail to utilize our services, your deposit is forfeited. A shared maintenance fee of 18 cents per pound is charged on all food and non-food items unless specifically stated otherwise, and a 3-cent per pound delivery fee for delivered orders. THERE ARE NO CHARGES WHATSOEVER FOR DELIVERY OF USDA COMMODITIES.

Once you have read through this manual and have a basic understanding of how the Food Bank works, you can begin the actual application process:

1. Fill out the **APPLICATION**, pages 1-5, answering all the questions as completely and accurately as possible. If there are questions you have during this process, please call us and ask. When finished, have the director/pastor/person in charge of your organization sign and date the bottom of the form. Make a copy to keep at your agency.
2. Fill out the **Food Receipt Form and Certificate of Membership**. Then have your director/pastor/person in charge and the chairpersons of your agency’s board read both and sign where indicated. Both signatures are required. Make a copy to keep at your agency.
3. Gather documentation proving your organization’s private, tax-exempt status. We need a copy of your determination letter from the Federal Internal Revenue Service indicating you are a 501(c)(3) organization. This is not the same as a form or letter from the West Virginia/Kentucky/Ohio revenue Cabinet concerning sales tax exemption. If you are a church and/or don’t know what a determination letter from the IRS is, please call us to help explain.
4. When you have completed the above forms and gathered your tax-exempt documentation, mail all information along with a \$50.00 check to: Huntington Area Food Bank, 1327 7th Avenue, Huntington, WV, 25701.
5. After we receive your complete application, we will review it and then contact you for orientation at the HAFB warehouse. The purpose of this orientation is to familiarize you, and any other representatives from your agency who would like to attend, with the warehouse and set up, procedures for taking product from the Food Bank, as well as the kinds of products available at the Food Bank. You will also have the opportunity to meet the different Food Bank staff and ask questions about how the Food Bank works. This orientation is required of all new applicants.
6. After you or other agency representatives attend a Food Bank orientation, we will contact you to set up a time to visit your agency for an initial monitoring. A member of our staff will come to your site to inspect your food storage areas and/or kitchen to insure you are in compliance with basic health regulations. She/he will also want to see that you have a system in place to track your usage of Food Bank products.
7. You will now be ready to utilize the HAFB. A monthly inventory/order form will be sent to you on the first of each month. You may call us at (304) 523-7756 to place an order. This line is strictly used for placing orders. Please do not use our other line. You may also fax your order to (304) 523-6086.

Why some applicants are declined:

- Applicant is not a private, nonprofit organization.
- Applicant does not have the required documentation of 501(c)(3) tax exempt status
- Applicant’s service area is already adequately served by other agencies. (Regional Saturation)
- Applicant does not meet guidelines on “Certificate of Membership”.
- Applicant is unwilling to cooperate with other service providers in their area.
- Applicant discriminates among clients on basis other than financial need.
- Applicant uses or plans to use products outside the guidelines for use or eligibility, or plans to serve ineligible clients.
- Applicant’s service policies are not compatible with the regulations HAFB must observe.
- Applicant is a private foundation.

GUIDELINES FOR THE USE OF DONATED PRODUCTS BY FOOD BANK MEMBER AGENCIES

All Member Agency personnel must be made aware of the following guidelines:

1. Agencies may not sell, barter or trade product received from the HAFB.
2. Agencies may decide for themselves client eligibility guidelines. Primary service should be provided to the ill, needy or infants. When using Commodities, USDA guidelines must be strictly adhered.
3. HAFB product must be available to all eligible ill, need or infant individuals without regard to race, sex, national origin, handicaps or religious preference. Food recipients may not be required to listen to preaching or profess a certain faith, and may not be denied service or receive inequitable treatment on the basis of their religious orientation.
4. Agencies located in the same service area must be sure duplication is not occurring. Duplication of donated product and/or USDA Commodities can result in probation, suspension, and/or legal action.
5. Donated product may not be used for the purpose of fundraising, either as prepared food (dinners and bake sales) or as "prizes" for games or contests.
6. An Agency that serves both needy and non-needy clients must ensure that a majority (51%) of its clients is low-income, and/or receive service at below market rates on the basis of subsidized/sliding scale fees or at no charge.
7. Agencies that serve congregate meals where "some" ineligible persons may consume some of the product must confirm that eligible, needy persons are consuming "most" of the food.
8. Agencies that provide a comprehensive care service with food being part of that service may charge a fee for their services. The Agency may not charge separately for food provided.
9. Agencies may not "thank" volunteers with donated product. Doing so is contrary to both tax and labor law.
10. Home-based service programs such as foster care homes or family based day care, are excluded from HAFB membership, unless the service is provided under auspices of 501(c)(3).
11. Entities operated directly by a branch of government (local, state or federal) are municipalities, not 501(c)(3) agencies, and therefore not eligible to receive donated product through HAFB.
12. Member Agencies may be 501(c) other than (3) organizations under certain limited circumstances. Potentially eligible agencies must check with HAFB to clarify their options.
13. Food Bank Member Agencies may not distribute donated product outside their service territory except in cases of special Second Harvest approved circumstances. Contact HAFB if you have questions concerning this.
14. Neither HAFB nor any of its Member Agencies may provide donated product to jails, prisons, hospitals, schools, etc., which are entities of a municipality.
15. Staff or volunteers in need must meet the same standards of need as all other persons coming to the agency for assistance, and must follow the same by designated persons within the agency, and must be handled discreetly to preserve client confidentiality.
16. Agencies may use non-food items (hand soap, toilet paper, cleaning supplies) provided by HAFB for use in agency upkeep or in support of the agency's food distribution program. Use of these items by the agency must be controlled by designated persons within the agency, and must be documented, monitored and periodically evaluated.
17. Agencies may pull donated food items (pastries, tea, coffee, sugar, etc.) from inventory for on-site consumption by agency volunteers in special circumstances. Volunteers who qualify based on need may be served a meal using Food Bank product. Agency staff (not of low income) may not use Food Bank product for regular meals or snacks. Bread and bakery products that are in excess and will spoil may be made available to staff, but only after all needy persons and eligible agencies have been served.
18. Agencies may use donated goods as refreshments for business meetings where agency-related business is conducted and refreshments are normally served. Use of product for this purpose should be incidental to its primary use in the care of the ill, needy or infants. However, the Food Bank does not recommend this practice.
19. Agencies may distribute donated product in disaster situations, where volunteer workers who may not otherwise be ill, needy or infants may consume some product.
20. Agencies may provide services to persons involved in labor disputes if the agency's normal standards of determining need are followed. Need verification tests should go beyond the fact of the person's being temporarily without income from their normal job and a member of a union involved in a dispute. Having a working spouse, receiving strike pay, or working at a temporary job would likely serve as a basis for declaring a client ineligible for food assistance.

WHAT IS 501(C)3 AND HOW DO YOU GET IT?

Skip this section if you already have a 501(c)(3) letter for your organization

If you don't know what a 501(c)(3) is, you probably don't have one, and will need this to become a Member Agency. HAFB is legally allowed to serve only agencies with 501(c)(3) status. Religious organizations without this documentation, may fill out the enclosed **501(c)(3) Alternative** located on the next page.

501(c)(3) Letter Defined:

A 501(c)(3) letter comes from the Internal Revenue Service. It states that your organization is a non-profit private charitable organization as defined in Section 501(c)(3) of the Tax Code. This status means the agency does not pay taxes on its income, and others may deduct contributions from their own taxes. A 501(c)(3) letter is one of the most important documents a charitable organization has and is mandatory in obtaining Food Bank membership. Do not confuse a 501(c)(3) letter with the sales tax exemption number or employer ID that the State of West Virginia/State of Kentucky issues. They are not the same.

501(c)(3) Alternative for Denominational Churches:

Your national or regional church organization, if they will assume financial and legal responsibility for your Agency operation, can send their 501(c)(3) letter to establish you as a member agency. The proper official of your national church office should also send us a letter stating they accept legal and financial responsibility for your agency. Also, photocopy to us:

1. The title page or cover of your denomination's current national directory
And
2. The page on which your congregation is listed.

Some church associations lend their 501(c)(3) authority to member churches in exchange for fiscal oversight of their expenditures. Such "umbrella" organizations must also accept financial and legal responsibility in a letter signed by their chief officer on associated letterhead.

If none of the above options are possible:

You will have to apply to the IRS. Please be aware that this will delay approval of your application for at least several months. 501(c)(3) approval is a long process, often costing several hundred dollars in fees and requiring an attorney and/or accountant. To get started, call your local IRS service office and request Package 1023 and Publication 557.

501(c)(3) Alternative

For Churches only:

Although Churches are classified as 501(C)(3) organizations, the IRS does not require that they file for an official designation of 501(C)(3) status individually. Your parent Church may have such status and a copy of it should be available. This does not mean, however, that the Huntington Area Food Bank has to serve any organization claiming to be a Church.

The IRS uses 14 characteristics to determine whether an organization qualifies as a Church. Please check all the appropriate statements that pertain to your Church, then please sign at the bottom and return to us.

- 1. A distinct legal existence
- 2. A recognized creed and form of worship
- 3. A definite and distinct ecclesiastical government
- 4. A formal code of doctrine and discipline
- 5. A membership not associated with any other Church or denomination
- 6. A distinct religious history
- 7. A complete organization of ordained ministers ministering to their congregations
- 8. Ordained ministers elected after completing prescribed courses of study
- 9. A literature of its own
- 10. Established places of worship
- 11. Regular congregations
- 12. Regular religious services
- 13. Sunday Schools for religious instruction of the young
- 14. Schools for the preparation of its ministers

Comments:

Director of Agency

Date

RECORD KEEPING

The processors, manufacturers and donors of product require that we ensure that their donation of food/non-food items are being used to feed the “ill, needy and/or infants” and for no other purpose. To do this while following IRS regulations and Second Harvest Directives, the HAFB has a sample intake form you may copy and use or your agency may adapt or replace our suggested form. The particular information needed varies by nature of your service. These records will be reviewed at your agency’s biennial monitoring visit.

Agencies operating emergency food box programs, including those using Commodity foods, must keep records including:

- The signature, name and address of each client served over the age of 18.
- The total monthly household income (self declared by client), or you may ask for proof of income.
- Total number of clients served per household, including children and infants.
- Dates of food box service and whether Commodities were included.

Agencies operating on-site feeding or supplemental food programs must record total meals and snacks served every month. These programs do not need to keep individual information or signatures. However, these programs must be able to independently prove that the clients they serve are mostly low-income.

Agencies receiving USDA Commodities must also submit an inventory report to HAFB as determined by their state regulations.(WV – monthly, KY - monthly)

Other reasons member agencies must keep records of service are:

- To serve as written proof concerning the amount of product purchased, and kinds of services the agency provides.
- In the unlikely event of a product recall, to determine whom they have served.

**FAILURE TO MAINTAIN RECORDS AND ACCOUNTABILITY WILL RESULT
IN SUSPENSION OF A MEMBER AGENCY’S FOOD BANK PRIVILEGES.**

HUNTINGTON AREA FOOD BANK AGENCY INFORMATION FORM

Please fill out and return by the 15th of each month to keep our records updated.

Date: _____
Agency Name: _____
Director's Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Mailing Address if different from above: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____
Days of Operation _____ Hours: _____
Served Monthly: (Please enter a number, not a check mark)
_____ Families _____ Individuals _____ USDA Households _____ % of Seniors

Comments or Suggestions _____

Agencies who receive Commodities will need to fill out the required
USDA COMMODITY REPORT also.



Client Information

U.S.D.A. Guidelines

Household Size	Gross Monthly Income
1	\$
2	\$
3	\$
4	\$
5	\$
6	\$
7	\$
8	\$
9	\$

Client Name _____ Birth date _____

Address _____ County _____

City _____ State _____ Zip _____

Total household monthly income _____ # in household _____

Proof of income _____
(Check stub, social security, unemployment check, etc.)

Proof of residency _____
(Utility bill, rent receipt, etc.)

Referred by _____

Please list below all members living in household

Name	Age	Relationship

I affirm that the above information is true.

Client's Signature _____

Date _____

MONITORING VISITS AND THE ANNUAL MEMBER AGENCY MEETING

Monitoring Visits

Monitoring visits take place every two years. Second Harvest rules require HAFB to make biennial on-site monitor visits. The State commodities Inspector will also visit agencies receiving USDA Commodities approximately once every three years. Appointments will usually be made well before visits, but monitors reserve the right to visit unannounced.

During the 30-45 minute visit, the HAFB's Agency Relations Coordinator will inspect your food storage and/or kitchen facilities to see that products are stored and/or prepared properly.

The monitor will check for current information on agency management (names, addresses, telephone numbers, administrators, etc.) and operations (kinds and level of services.)

Freezers, refrigerators, and dry storage areas will be checked for proper temperatures. The monitor will check that regular readings of those temperatures are being recorded, initialed and filed.

The monitor will go over the agency's service records, including records of Commodity use. Commodity eligible agencies will have that product inventoried. That inventory will be compared to the current month's beginning inventory and distribution records to ensure that USDA distribution and income policies are being followed.

Finally, the monitor will ask you to share any suggestions, concerns, complaints or questions about improving Huntington Area Food Bank's operations.

Annual Agency Relations Meeting

HAFB, time permitting, schedules at least one agency meeting for each county during the calendar year. You will be notified in plenty of time of the date and location of these meetings. Their purpose is to provide agencies with the latest information on the Food Bank, our outreach programs, food safety issues, and other important items that we need to discuss. During these sessions you will meet members of our staff as well as other agencies in your region, and have the opportunity to exchange ideas and suggestions with member agency representatives near you. These exchanges usually result in ways to improve your agency and better serve your clients.

ABUSE OF HUNTINGTON AREA FOOD BANK PRODUCTS

This notice should be shared with all that come into contact with the product you obtain from the Huntington Area Food Bank.

All products that come to you from HAFB are under the jurisdiction of the U.S. Internal Revenue Service and are federal property of Section 170(e)(3) of the I.R.S. Code.

Under this code, the only lawful use of such products is your providing them absolutely free of charge to the ill, the needy and/or infants in full compliance with your agreement with HAFB, meaning:

1. You **may not** sell, trade or barter the goods to earn money or goods for your agency
2. You **may not** take any goods for your personal use.
3. You **may not** pay yourself or volunteers with HAFB products.
4. You **may not** give them to anyone except those who you believe to be "ill, needy and/or infants", with one exception: In group meal settings where staff eat along with the clients and/or children to teach them eating skills, manners and/or to create a 'family atmosphere', staff may consume donated product. Church suppers, choirs and other activities are not acceptable uses of Food Bank foods.
5. You **may not** use HAFB products for prizes in any type of gaming or recreational function held by or on behalf of your agency.

We are stressing this issue because HAFB is dealing in merchandise that may tempt some otherwise honest and law-abiding people to break the law. The penalties for misappropriating donated products are severe. If convicted, offenders may face up to 20 years in prison and fines totaling \$20,000. Additionally, any abuse of HAFB food will result in immediate and unconditional expulsion from the food bank program.

HUNTINGTON AREA FOOD BANK GRIEVANCE POLICY

All conflicts, problems, and concerns should be brought to the attention of your Agency Relations contact person. If an issue cannot be resolved with the contact person, you may register a "formal grievance." A "formal grievance" must be made to your Agency Relations contact person in writing.

The Agency Relations contact person then brings the grievance to the Executive Director. The Executive Director will discuss the problem with the Agency Relations contact person and generate a written response within ten working days. This time period allows the Agency Relations contact person to conduct further research into the issue.

If you are not satisfied with the response, you may write a letter to the HAFB's Board of Directors. They will discuss the problem at its regularly scheduled meeting and generate a written response within ten working days of the meeting.

The complaint will then be settled between the Board of Directors and your agency.

PROBATION AND SUSPENSION POLICY

Huntington Area Food Bank will conduct an on-site visit of each applicant agency prior to membership approval. Once approved, each Member Agency is monitored on a biennial cycle. However, the HAFB, at its own discretion, reserves the right to monitor each and any Member Agency more frequently. Monitoring may be done by on-site visits and/or oral or written communication.

Violations

1. Exchanging donated food or other products for money, property or services.
2. Removal of donated food or other products from an on-site program for private use.
3. Using donated products in a manner that is not related to the exclusive purposes of the Food Bank
4. Delinquent in reimbursement of shared-maintenance contributions.
5. Donated food or other products are improperly stored, refrigerated, or transported.
6. Donated food or other product is improperly stockpiled.
7. Member agency is in violation of any federal, state or local statute, ordinance, code or regulation.
8. Member agency otherwise violated the basic agreement between itself and HAFB.
9. Agency operator exhibiting uncooperative or disrespectful behavior towards HAFB policy and/or employees.

Probation

A Member Agency may be placed on probation for a period not to exceed three months if found in violation. Notification will be in writing. On notification by the Agency Relations representative or other reliable source, the Executive Director has the authority to place member agencies on probation. In any event, the Agency Relations representative, the Executive Director and the Board of Directors shall be informed when a Member Agency is placed on probation. The Member Agency may appeal its probationary status to the Board of Directors by delivering such appeal in writing to the Agency Relations representative or Executive Director.

The purpose of the probationary period is to place a Member Agency on notice that it must bring its program into compliance or it will be suspended. During the probationary period, the Member Agency retains all rights and privileges. If the violation is not corrected by the end of the probationary period, the Agency Relations representative and/or Executive Director shall have the authority to extend the probationary period or to recommend suspension of the Member Agency. The Member Agency may appeal this decision as previously outlined. A Member Agency's probationary status terminates when one of the following occurs:

- The Member Agency corrects the violation to the satisfaction of the Agency Relations Representative and/or Executive Director, or
- The Board of Directors has suspended the Member Agency.

Suspension

A Member Agency may be suspended without first being placed on probation if found in violation of 1, 2, 3, or 9. All other violations must be preceded by a probationary period for the violation in question. Only the Board of Directors has the authority to suspend Member Agencies. Either the Agency Relations representative or the Executive Director may request a suspension by notifying the Board of Directors in writing. A suspension shall not exceed six months. Upon suspension, an agency loses all the rights and privileges of a Member Agency as well as its status as such. At the end of the suspension period, an agency may submit an application package and go through the steps to become a Member Agency of the Food Bank.

APPLICATION FOR MEMBERSHIP

Huntington Area Food Bank
1327 7th Avenue
Huntington, West Virginia 25701
(304) 523-6029

1. Please complete ALL appropriate sections of this application. Incomplete applications will not be accepted.
2. The agency Director and House Manager in residential programs must sign the enclosed *Agency Agreement* form. Programs with a Room/Board Fee must also sign the *Agency Agreement* Form.
3. Please include with this application a photocopy of your IRS/US Department of Treasury Letter of Determination that states your 501(c)(3) tax-exempt status.
4. Churches must include either their 501(c)(3) letter, the *501(c)(3) Alternative* located in this handbook, OR a letter from their denominational headquarters stating that the church applying for membership is a church in good standing in that denomination. This is not the same letter or form from the WV/KY/OH Revenue Cabinets concerning sales tax exemptions.
5. Please return the 4-page Application and Attachments to the HAFB. You will be notified when your application has been received.
6. Once application is complete, a site visit by one of the HAFB staff to your agency will be arranged. No membership can be finalized until a site visit is complete.
7. After the visit, if membership is granted, the agency Director (as well as staff whom will be responsible for shopping) must attend an orientation session at the HAFB. This session is required before an agency may begin shopping.

Please note: Completion of this application does not guarantee membership. We reserve the right to refuse membership to programs not meeting our criteria. Applications may be put on a waiting list if there are no membership openings available at the moment.

Huntington Area Food Bank Membership Application

SECTION 1: General Information (to be filled out by all applicants) **DATE:** _____

Name of Agency: _____

Physical Address: _____

City _____ State _____ Zip _____

Mailing Address: _____

City _____ State _____ Zip _____

Parent and/or Affiliate Organization: _____

Phone Number _____ Fax _____

Agency Director: _____ Phone _____

Contact Person(s) _____

Persons authorized to pick up food: _____

Do you have FEDERAL tax exempt status under SECTION 501(c)(3)*? _____ # _____

*If not, please sign and attach 501(c)(3) ALTERNATIVE located in your handbook.

Please describe your general program below and/or attach agency brochure:

What are your funding sources? _____

From where does your money for food come? _____

When did you begin providing services described above? _____

Name and position of person filling out this application: _____

SECTION 2: Feeding Program Information

Check category describing your program:

- (A) _____ Emergency Food Pantry (providing groceries to those in need of one-time or short-term food assistance)
- (B) _____ Residential Program (cooking and serving meals to a registered clientele; including day care, detox, half-way or group homes, day activities)
- (C) _____ Soup Kitchen (cooking and serving meals to walk-in guests on a regular or occasional basis)

Depending on the category just checked, complete the following:

(A) Emergency Food Pantry

1. Contact person(s) _____
2. Hours and Days of operation:
Monday _____ Tuesday _____ Wednesday _____
Thursday _____ Friday _____ Saturday _____ Sunday _____
3. How many families do you serve per month? _____ Age group _____
How many would you like to eventually serve? _____
4. What foods do you provide or plan to provide?
_____canned food _____frozen foods _____dry goods (rice, cereal, etc.)
_____perishables (dairy, fresh fruit, etc.) _____meats (fresh/frozen)
How many days' supply of food for each person is provided? _____
5. What areas do you serve? _____
Is your service limited to these neighborhoods? _____
6. What are your eligibility guidelines? _____
7. Do you have a refrigerator/freezer? _____ What size? _____
8. Present sources of food: _____% donated _____% purchased
9. Do you accept walk-ins? _____ Referrals? _____ If 'yes', from whom? _____

10. What proof of need do you ask? _____
 11. Do you (or do you plan to) keep records for the people you help? _____
 12. Do you solicit donations from the people you assist? _____
 13. Must they work or attend church services in exchange for food? _____
 14. May we refer individuals who call HAFB for food to your program? _____
-

(B) Residential Programs

1. How many individuals are in your program? _____ Age group: _____
 2. Which meals do you serve? _____breakfast _____lunch _____dinner _____snacks
 3. What days do you serve meals? _____
 4. Do you charge for meals? _____ If 'yes', how much? _____
 5. Do you have a room/board or program fee? _____ If 'yes', how much? _____
 6. Are you licensed? _____ If 'yes', by whom? _____
License number: _____
 7. What percentages of your clients are low-income and/or eligible for government aid? _____
 8. Name of person in charge of food preparation: _____
 9. Are any of your meals catered? _____ If 'yes', by whom? _____
-

(C) Soup Kitchens

1. How many individuals are served per meal? _____ Age group: _____
2. Which meals do you serve? _____ breakfast _____ lunch _____ dinner _____ snacks
3. Do you charge for meals? _____ If 'yes', how much? _____
4. Do you ask guests for donations? _____ If 'yes', how much? _____
5. What percentages of your guests are low-income? _____
6. Persons in charge of food preparation: _____
7. Do you have a health certificate from the local Board of Health licensing you to serve public meals? _____ Certificate number: _____
8. Do you have a freezer? _____ What size? _____
9. What percentage of your food is donated? _____ Purchased? _____



SECTION 3 (to be completed by all applicants)

Please provide the name of one social service agency or church in your neighborhood that is familiar with your program:

Name of agency _____

Contact person _____ Phone: _____

Address _____

How did you hear about the Huntington Area Food Bank? _____



HUNTINGTON AREA FOOD BANK AGENCY AGREEMENT FORM

Name of Agency: _____

Address: _____

Agree to and will comply with the following criteria of a recipient agency of the HUNTINGTON AREA FOOD BANK (HAFB):

1. Must have 501(c)(3) tax-exempt status with the Internal Revenue Service
2. Must not sell, transfer, barter or offer for sale the items supplied by HAFB in exchange for money, property or services, or otherwise allow the items to reenter commercial channels.
3. Must be an agency that serves the needy, ill, or infants.
4. Must be an established agency and registered and approved with the HAFB.
5. Must serve food directly to its clients in the form of meals, supplemental food, or distribute packages for emergency situations.
6. Must have adequate refrigeration and storage space to ensure the wholesomeness of the food until used, and/or redistributed.
7. Must be licensed by the State and/or City as a food service establishment according to the service it provides.
8. Must provide transportation to pick up food at the HAFB warehouse(s).
9. Must be agreeable to monitoring by HAFB representatives.
10. Must be agreeable to supporting the operation of the HAFB with the shared per pound maintenance fee of food received. A summary record showing pounds of food received and shared contributions received or due will be sent at the first of each month.
11. Must maintain a file of all HAFB receipts for one year.
12. Must not deny access to donated product on the basis of race, creed, national origin, religious affiliations, sex, sexual preference, age, or handicap.

Director's signature

Date

FOOD RECEIPT FORM

The undersigned authorized agents of _____
(name of organization)

Hereby warrant that during active membership, they will receive assorted foods from the Huntington Area Food Bank. Said agents further warrant that the above-described food will be duly inspected upon delivery and found to be fit for human consumption.

It is further agreed between the Huntington Area Food Bank, Inc. And
_____ that:
(name of organization)

1. The food is accepted "as is".
2. HAFB and the original donor expressly disclaim any implied warranties of merchantability or fitness for a particular use.
3. There have been no express warranties in relation to this gift of food.
4. Food Bank Member Agency will utilize employees or volunteers having sufficient training, experience and expertise in evaluation, handling, preparation and feeding of donated items to safely and properly judge, handle, prepare and feed them.
5. Said organization releases both the original donor and the HAFB from any liability resulting from the conditions of the donated food, and further agrees to indemnify and hold HAFB and the original donor free and harmless against all and any liabilities, damages, losses, claims, causes of action and suits of law or inequity or any obligation whatsoever arising out of or attributed to any action of said organization or any personnel employed by said organization in connection with its storage and use of the donated food. This protection is covered under KRS-Chp. 413, Section 2 (123) and Section 3, an act passed by the General Assembly in 1982.
6. Said organization will not sell, barter or trade said food.

Agency Director _____
(signature) (date)

Board Chairperson _____
(signature) (date)

Organization Name _____ Phone _____

Address _____

City _____ State _____ Zip _____