



God's Pantry Food Bank

1685 Jaggie Fox Way
Lexington, KY 40511-1084
Tel (859) 255-6592
Fax (859) 254-6330
www.godspantry.org



Valid 20 May 2011

AGENCY AGREEMENT

This document certifies that _____
Name of Organization

Address _____ Phone _____

Street/P.O. Box, City, State, ZIP

agrees to and complies with the following criteria for participation in God's Pantry Food Bank:

1. Must be an established agency, serving an average population of at least ten persons.
2. Must be an organization or agency serving the ill, needy, or infants. At least 51 percent of the persons served must be low income.
3. Either (a) serves food directly to its clients as meals consumed on site, (b) provides supplemental food and/or non-food items to its clients, or (c) offers a food box or food pantry program.
4. Will 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.
5. Must not sell food or non-food product directly or gain a profit by a charge for meals or other use of product.
6. Must keep accurate records of individuals served and have established procedures for the distribution of food.
7. Must notify the Food Bank if the program changes location or personnel, or undergoes any significant changes in the nature and/or character of its services.
8. Must allow the Food Bank to monitor the program, check records and inspect the facility with or without prior notification.
9. Must provide transportation to pick up food and adequate refrigeration to transport frozen and/or refrigerated product. Must have adequate refrigeration and storage space for the service it provides.
10. Agree to safe and proper handling of donated goods, which conforms to the compliance standards of Feeding American and all local, state and Federal regulations.
11. Must be licensed as a food service establishment according to the service it provides.

12. Must have on file at God's Pantry written documentation of 501(c)(3) tax-exempt status with the Internal Revenue Service, or other verifiable certification of nonprofit status.
13. Must support the operation of God's Pantry by paying a per pound service fee for foods received, and/or accepting food designated as "surplus" for no donation.
14. Must comply with God's Pantry "Food Bank Policy" and "Guidelines for the Use of Donated Product" (included with Manual for Food Bank Member Agencies).
15. Must provide direct service to clients in need and not act as a regional or secondary distribution outlet of God's Pantry Food Bank.
16. Must be willing to adhere to additional donor stipulations.

Signed _____
Agency Director

Date _____