

MOBILE PANTRY AGREEMENT

Distribution Location: _____

Sponsoring Agency: _____

Agreement between **Food Bank for the Heartland** and the agency named above regarding the operation of a Mobile Pantry program at the location mentioned above.

Responsibilities of the agency and distribution location:

- A site coordinator who will oversee the distribution, supervise the volunteers and serve as primary contact with Food Bank for the Heartland
- Provide tables (suggest eight to ten 8ft tables), signs and/or cones to help direct people
- Identify 10-15 on site volunteers to assist with the distribution and unloading of product. Volunteers unloading product should be able to lift 40 pounds
- Distribute flyers (can be provided by FBFH) to clients in order to promote the mobile pantry
- If distributing USDA product, agency must sign the USDA agreement and complete the Civil Rights Training. During distribution collect signed Client Signature forms provided by FBFH and keep on file for three years.
- File copies of sign in sheets provided by the FBFH
- Return Mobile Pantry Reporting form to the FBFH within a week of the mobile pantry
- Sign and return this written agreement to FBFH
- Contribute the shared maintenance cost for product received from FBFH and the delivery fee based on pounds received
- Civil Rights Training for agencies receiving USDA product
- Adhere to food safety recommendations in the mobile pantry packet

Responsibilities of Food Bank for the Heartland:

- Provide a truck and driver to bring the product to the site and help the volunteers unload (delivery date is based on availability and determined by agency and FBFH)
- Provide sign in sheets, USDA client signature forms, and Mobile Pantry Reporting form to be filed by the agency following the mobile pantry
- Provide products for the mobile pantry
- Work with the on-site coordinator and volunteers to train them in this new distribution model
- Provide a written agreement to be signed by the site coordinator
- Provide a flyer advertising the dates and times of the mobile pantry distributions to the site coordinator

Use of Food Provided by Food Bank for the Heartland

- All food must be distributed
- Food will be distributed free of charge
- Food will be provided without discrimination
- Food will not be transferred for money, property, or service
- Food will be distributed on a first-come, first-served basis
- Food will not be stored on the floor
- Reasonable precautions will be taken to assure that each individual receives an appropriate supply of food and is taking the food only for that person's use
- In the event that all food is not distributed, the surplus cannot be given to another agency

Product Liability:

This Mobile Pantry program is operated under the 501(c)(3) exemption of Food Bank for the Heartland and it's collaboration with the undersigned agents. The undersigned authorized agents of the program named above hereby warrant that the agency will receive surplus foods from the FBFH. Said agent further warrants the following:

- The above-described food will be inspected upon receipt and found to be fit for human consumption.
- The surplus food is accepted "as is".
- The Food Bank for the Heartland, Feeding America, and the original donor expressly disclaim any warranties or representations, expressed or implied, as to the purity of fitness for consumption of any or all donated items.
- The agency releases the original donor, Feeding America, and the Food Bank for the Heartland from any liability resulting from the donated food/products and holds them harmless from any and all liabilities, claims, losses, cause of action, suites of law or inequity, or any obligations in regard to the agency partner or the donated goods.

Conditions and Stipulations:

- Both parties enter into this agreement voluntarily.
- Either party may terminate the agreement by simply notifying the other party at least 30 days before the mobile pantry. If this agreement is terminated, the agency's activity status will then become inactive.
- Any attachments are a part of this agreement.
- Food Bank for the Heartland reserves the right to make site visits to any distribution site to assure compliance with this agreement and to terminate the agreement without notice if the program is found to be out of compliance.
- Food Bank for the Heartland reserves the right to determine the types and quantity of food given to the site.

Grievance Policy

If for any reason you are unsatisfied or have a grievance with the Food Bank for the Heartland, please contact the following:

Hannah Glenn
 Director of Agency Relations
 HGlenn@FoodBankHeartland.org
 402-905-4817

Susan Ogborn
 President & CEO
 SOgborn@FoodBankHeartland.org
 402-905-4802

This agreement may be modified as deemed needed by the Food Bank for the Heartland. Your agency's authorized representative's signature below indicates acceptance of this agreement between your agency and Food Bank for the Heartland.

Authorized Agency Representative, Signature & Title

Date

Food Bank for the Heartland Authorized Signature

Date

Food Safety Recommendations

We ask that all Mobile Pantries adhere to the following food safety recommendations to ensure quality food is distributed to all clients.

Pre-Distribution:

- Clean and sanitize the distribution tables
- Staff and volunteers wash hands before handling food
- Keep food off of floor
- Organize food to prevent cross contamination

Distribution:

- Distribute food in the following order:
 - Shelf stable foods
 - Ready to Eat (RTE) – bakery and produce items
 - Frozen/ Refrigerator – meat, poultry, dairy, frozen items
 - Keep household items separate
- Continue to keep distribution area clean and organized
- Keep an eye on product as not to distribute damaged items
- Keep foods at proper temperature. Utilize thermal blankets and coolers as needed

Post Distribution:

- Clean distribution tables and area
- Dispose of any trash collected at site