



Brazos Food Bank, Inc.

The Junior League Center

P.O. Box 74 • Bryan, Texas 77806-0074 • (979) 779-3663 • Fax (979) 821-2111

Web Address: www.brazosfoodbank.org E-mail: info@brazosfoodbank.org



Membership Application

Section 1: General Information

Date_____

Name of Agency_____

Have you ever applied for membership with the Brazos Food Bank? Yes No

If so, when?_____

Physical Address (if more than one site, include all sites)_____

Mailing Address (if different from physical address)_____

County_____

Pastor of Church or President of Board (whichever is applicable):

Name_____Phone_____

Director of Agency:

Name_____Phone_____

Contact Person:

Name_____Phone_____

E-mail address_____

Hours to call_____Fax_____

Do you have a federal tax-exempt status under 501(c)(3) of the Federal Code?

Yes No

Are you a church, synagogue, or other place of worship? Yes No

Do you receive USDA commodities? Yes No

If yes, from whom? _____

Has your food program been in operation for at least 6 months? Yes No

How many individuals serve on BOD? _____

How often do they meet? _____

How is your program funded? _____

Does your agency submit an I-990? Yes No

Is your agency audited annually? Yes No

Do you, at any time, ask those you serve for a donation? Yes No

If yes, please explain _____

Would your organization be able to pay the shared maintenance fee charged by the Brazos Food Bank? Yes No

If no, please explain _____

Would you be able to comply with submission of monthly statistics forms to BFB?
 Yes No

Would you be able to comply with the perpetual inventory procedures? Yes No

Check the category or categories that best describe your program:

- Food Pantry (any facility that distributes uncooked food to its clients)
- Meal Site (any facility that cooks food before distributing it to its clients)

Do you have other sources for obtaining food? Yes No

If yes, please explain _____

Does your agency have written client eligibility requirements or rules for acceptance and participation in your program? Yes No
If so, please submit a copy.

Are written records, documenting eligibility and income, kept on clients receiving food?
 Yes No

Section 2: Pantry Programs

Approximately how many families do you serve per month? _____

Approximately how many individuals do you serve per month? _____

Who is the primary recipient of your program? _____

What kind of food do you most often supply? _____

Do you have adequate storage space for your program? Yes No

Do you have adequate refrigeration? Yes No

What days and hours is your pantry open? _____

What is the geographic (or zip code) area you serve? _____

Are you affiliated with any other agency? Yes No

If yes, please explain _____

Section 3: Meal Sites

Meals provided: Breakfast Lunch Dinner

Approximately how many individuals are served per meal? _____

What days do you serve meals? Sun Mon Tues Wed Thurs Fri Sat

Do you charge for meals? Yes No

What must a person do to receive meals? _____

Do you keep records of menus for every meal? Yes No

How many meals are served each week? _____

Do you have adequate food storage space for your program? Yes No

Do you have adequate refrigeration? Yes No

Do you have adequate freezer storage? Yes No

Is your agency a personal residence? Yes No

If residential, what how many beds is your facility licensed to have? _____

If residential, what is the average number of clients in residence on any given night? _____

Is your program a personal care facility? Yes No

If not, what kind of facility is it? _____

Is there a program fee? Yes No

If yes, please explain _____

Does everyone pay the complete fee? Yes No

How many staff members are considered full-time? _____

How many staff members are considered part-time? _____

How many workers are regular volunteers? _____

When complete please return to:

Brazos Food Bank
1514 Shiloh
Bryan, TX 77803

Questions concerning the application process or the status of your application can be answered by calling the BFB at, (979) 779-3663.

Certification: I certify that the above information is correct to the best of my knowledge.

Signed, Director of Agency or Program

Signed, Pastor of Church (if applicable)