



Brazos Food Bank, Inc.

The Junior League Center

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AGENCY GUIDELINES: PANTRY

Membership in the Brazos Food Bank is based upon a number of factors including, but not limited to, the guidelines detailed below. Factors also to be considered are:

- Need for food assistance in the community to be served,
- Other food assistance programs provided in the community,
- Brazos Food Bank resources required to manage contract compliance,
- Other factors deemed relevant by the Brazos Food Board of Directors

Guidelines:

In order to qualify for Food Bank Membership, the applicant agency must meet the following guidelines:

1. Must have written documentation of 501 (c) (3) status. Agency must be non-profit organization incorporated for the purpose of serving the ill, needy or children/infants.
2. The 501 (c) (3) agency must be programmatically, fiscally and legally responsible for the donated product handling/distribution activities.
3. Funds used to pay shared maintenance fees must come from the 501 (c) (3) and all money received and disbursed in connection with the donated product handling/distribution will go through the fiscal books of the 501 (c) (3) agency.
4. May not be a private foundation.
5. May not charge for Food Bank items given to clients by the agency and cannot require donations or trade services for food.
6. Must be able to demonstrate a base of public support. It is suggested to have funding from at least three separate sources.
7. Must have rules for acceptance and participation in the program, which are the same for everyone regardless of race, religion, color, age, sex, handicap, national origin, or political affiliation.

8. May not serve out of a home residence, must be in a building that is zoned as a commercial property and have an occupancy permit from the city where it operates. Product may not be stored or distributed from any property that also serves as a private residence other than for the clients of the organization.
9. Must serve a needy population and reliably screen clients for income eligibility on an annual basis. Keep information on each client and update it each time food is distributed. Records must be kept for 3 years and 90 days from date of service.
10. Must comply with the Brazos Food Bank food storage requirements. See food storage guidelines.
11. Must complete a monthly report recording the number of individuals served. The report must be submitted by the 10th of the month for the preceding month.
12. Must have a system for securing product received.
13. Should have food sources other than the Brazos Food Bank.
14. Must permit a Brazos Food Bank representative to conduct Agency monitoring visits as deemed necessary by the Brazos Food Bank.
15. Agencies that gross more than \$25,000 per year, must submit a copy of the annual IRS 990 and a copy of their annual independent financial audit.
16. Agencies that are exempt from submitting IRS form 990 (grossing less than \$25,000 per year), must submit an audit statement and an annual operating budget signed by the Chairman of the Board or by the Religious Leader with signature authority.
17. Must have a governing board of at least 5 unrelated members who meet at least quarterly. Minutes must be documented and made available on request.
18. Must treat client applications and written records as confidential material, keeping all intake cards and sign-in sheets on-site.
19. Must serve a defined area. Have guidelines for service to clients, posted in a readily accessible area to clients, staff and volunteers.

20. Must be open to the public: church members and pantry workers shall not be served first or given priority items.
21. May not require any client to attend a religious or political meeting or to make a statement of faith, non-faith or pledge membership, or attend any religious or political meeting before, during or after being served.
22. Must serve 35 families or more a month.
23. Agencies not using The Food Bank for 9 months will be considered to have voluntarily withdrawn membership.
24. Must not use food and other resources accessed from the Brazos Food Bank for pro-fit making ventures or social entrepreneurship programs, unless all individuals receiving food assistance meet income eligibility guidelines.

Note to Prospective Agencies:

Prospective agencies must attend an orientation meeting in order to receive information and pick up membership applications. The orientation includes:

- ❖ Overview and history of the Brazos Food Bank
- ❖ Reviewing membership application and items needed for application
- ❖ Nutrition Services overview
- ❖ Distributing and ordering summary
- ❖ Brief safety rules regarding pick up of product
- ❖ Facility Tour

After the completed application is received at the Food Bank, a site visit will be scheduled. The Brazos Food Bank will draft a report after the visit to be submitted to the Board of Directors. Once the Board has met and ruled on the application, the agency will be notified in writing of the committee's decision. The committee's decision is final.