

NEW MEMBERSHIP AGENCY APPLICATION & GUIDE

2018-2019

PLEASE USE THIS GUIDE TO ASSIST YOU IN COMPLETING YOUR PHILABUNDANCE APPLICATION.

Why join Philabundance?

As a member agency of Philabundance, your organization will have access to:

- Agency Express, our menu of dry and frozen goods
- Produce hubs in Philadelphia and other locations around our service area
- Philabundance Programs resources and trainings
- Grants and funding for capacity

Membership Requirements

To gain and maintain membership with Philabundance, your member agency must:

- Provide services without regard to race, color, citizenship, religion, gender, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity or expression, unfavorable discharge from the military or status as a protected veteran; and not require any person to attend a religious service or pledge money or membership in exchange for product received. Clients who attend a religious service or pledge money or membership must receive product in the same manner and amount as those who do not;
- Provide any and all donated product from Philabundance to clients free of charge; product from Philabundance cannot be transferred for money, property, or services, this includes storage or handling fees;
- Pay all handling fees assessed;
- Assume responsibility for distribution of all product received. Product from Philabundance can be used only for approved programs, and cannot be stored in or distributed from private homes or obtained for personal consumption;
- Willingly adhere to additional donor stipulations;
- Understand that all donated food product must be accepted in as-is condition if not returned in accordance with the return policy;
- Cooperate with Philabundance in allowing it to conduct biennial monitoring visits to any food distribution site;
- Ensure the safe and proper handling of the donated product; maintain clean and safe facilities for storage and distribution of the product received and meet local, state and Federal health requirements. Maintain clearly marked storage for food kept in a shared space or facility with another operation;
- Maintain a defined method of distribution;
- Notify Philabundance immediately of any changes in program address, contact person, phone number, and hours of operation, size, or program activity status;
- Willingly abide by the policies, procedures, and record keeping requirements of Philabundance;
- Ensure that all member agency representatives and volunteers comply with the ground rules for Philabundance Food Bank pick-ups and the Galloway Food Program deliveries and Hub pick-ups;
- Maintain a valid email address and internet access (either on site or regularly elsewhere);
- Agree to release and hold harmless the original donor, Philabundance, Feeding America, and the Pennsylvania Department of Agriculture from any liability resulting from the conditions of any food provided to the Member Agency by Philabundance; understanding that Philabundance, Feeding America, and the original donor offer no express warranties in relation to product received. Agree to indemnify and hold Philabundance, Feeding America and the original donor free and harmless against all and any liabilities, damages, losses, claims, causes of action, and suits of law or equity in connection with the Member Agency's storage, distribution or other use of such delivered food;
- Refrain from using the name of Philabundance, or any variation thereof in any promotional event, news story, solicitation, or any other activity without prior written or verbal consent of the Philabundance Communications department;
- Reasonably accommodate Philabundance and/or Pennsylvania Department of Agriculture personnel site visits; including but not limited to for the purposes of inspecting the facilities and auditing and duplicating member agency records.
- Treat all clients, Philabundance employees, and fellow member agency representatives in a courteous and professional manner;
- Assume full responsibility for all terms within this contract, and be held accountable for their content via biennial monitoring and the Philabundance violations procedure wherever necessary;

- Understand that should violation of anything in this Member Agency Agreement occur, the agency will be put through the Philabundance violations procedure in order to address all issues with a fair and transparent process. Understand that Philabundance reserves the right to immediately terminate any agency from participation in membership for any reason.
- Be incorporated for the purpose of serving the ill, needy or infants (minor children);
- Be a tax-exempt 501(c)(3) organization, that is not a private foundation, and have filed an annual 990 form with the IRS to maintain nonprofit status or religious exception;
- If member agency prepares food on site (Emergency Kitchen or Shelter): Must maintain at least one staff member on site who holds a current commercial food safety manager certificate conforming to local regulations. If member agency distributes packaged product (ALL OTHER agencies) must have at least one staff member on site with ServSafe for Food Banks training provided by Philabundance;
- Receive a minimum of **6,000 pounds** of food from Philabundance annually.

What is the process for applying for membership and what documents are needed?

The first step in becoming a member of Philabundance is to send us the following required documents:

1. New Membership Agency Application
2. A copy of your agency's 501(c)(3) determination letter or completed Religious Qualifier form
3. A copy of the a commercial food safety manager certificate held by a staff member if your agency prepares and serves meals on site
4. A copy of your agency's business plan, including mission statement
5. A blank copy of your client intake form

The following documents are highly recommended but not required:

1. A proposed food budget, including sources of revenue and fundraising plans
2. Two letters of recommendation from volunteers, donors, or clients. Reference may not be a program contact.

Once your application has been received and reviewed, you must attend the New Agency Orientation and you will be scheduled for a site visit. We will inspect the physical condition of your agency and review your records that support the operational information you provided on your application.

If your agency has been approved to become a member you will receive a New Member Agency Agreement form and an agency manual with information about getting food from Philabundance.

Once you have returned your signed New Member Agency Agreement form, your membership will be activated. You will be invoiced for the \$100 annual membership fee and \$150 new membership processing fee (total of \$250). You will then receive your log-in information for Agency Express, our online ordering website, and you can start to shop at the food bank.

501(c)(3) Charitable Organization Status

If you do not have a copy of your original 501(c)(3) determination letter, you may request a copy from the Internal Revenue Service.

Safe Food Handling Certification

In order to be in compliance with local, state and Federal department regulations, you must have at least one staff member who holds a current commercial food safety manager certificate if your agency serves meals on-site. If you operate a shelter, an emergency kitchen, or a social service program that provides on-site meals to clients, you must keep your commercial food safety manager certificate current in order to remain active with Philabundance.

Agencies that operate a program that provides food to people to prepare themselves (off-site feeders) need to participate in Philabundance's ServSafe for Food Bankers training to remain active members. New off-site feeder agencies must become ServSafe certified within 90 days of becoming members. Dates and times for upcoming trainings will be provided during the initial site visit.

Product Fees

A shared maintenance fee is a handling fee paid to Philabundance by member agencies in return for services provided (e.g. transportation of the food from the donor to the food bank, unloading, repacking, and eventual distribution to agencies). Our shared maintenance fee is currently capped at 19 cents per pound for donated products.

Philabundance purchases food in large quantities on behalf of our member agencies to supplement what is not received through donations. This product, like donated food, is also transported and stored at the food bank warehouse before distribution to member agencies. These fees vary based on the cost incurred by Philabundance.

How do I describe my agency's feeding program(s)?

Programs that Distribute Directly to Clients for In Home Use (Off-site Feeding)

Food Cupboard

Distributes groceries and other household provisioning for preparation or use in a client's residence. A food cupboard must have an indoor location, dry storage and typically has regular published weekly hours; however, programs that are only open as needed for emergencies or that are open once per week for distributions are also categorized as food cupboards. A food cupboard may also deliver product to clients' homes.

Neighborhood Distribution

Distributes groceries and other household provisions for preparation or use in the client's residence. The food is distributed the same day it is picked up or delivered, at a set location and at a published time so that clients can gather to receive food. The distribution may take place indoors or outdoors. A neighborhood distribution may also deliver product to clients' homes.

Group Home

Provides groceries and other basic supplies exclusively to clients who live in a residence operated by the member agency. Meals are prepared by the clients at the residence.

Social Service

Has a primary mission that is not food related but serves meals to clients; for example, an after school program or senior center. If you have a social service program that also provides groceries to clients for preparation or use in the client's residence, you have two programs – a social service program and a food cupboard or neighborhood distribution. The difference between a site feeder (below) and a social service is that a site feeder prepares food for clients on-site. A social service provides snacks or food that does not have to be prepared on-site.

Programs that Distribute Directly to Clients for On-site Use (On-site Feeding)

Emergency Kitchen

Also called a soup kitchen, cooks and serves meals to clients who do not reside on the member agency's premises. An emergency kitchen may also prepare food for clients to take off-site when the kitchen is closed, or for distribution to homeless people on the street. If you have an emergency kitchen program that also provides groceries to clients for preparation or use in the client's residence, you have two programs – an emergency kitchen and a food cupboard or a neighborhood distribution.

Shelter

Provides shelter services and prepares and serves one or more meals per day to residents. If you have a shelter program that also serves meals to clients who do not reside on the premises, or that distributes groceries to clients for preparation or use in the client's residence, you should be enrolled with whatever programs apply – shelter, emergency kitchen, food cupboard or neighborhood distribution.

Site Feeder

Has a primary mission that is not food related, but serves prepared meals to clients; for example, a senior center. If you have a site feeder program that also provides groceries to clients for preparation or use in the client's residence, you have two programs – a site feeder program and a food cupboard or neighborhood distribution.

The difference between a site feeder and a social service is that a site feeder prepares food for clients on-site. A social service provides snacks or food that does not have to be prepared on-site.

[Application on Next Page]

Please answer all questions below and return this form to:
Philabundance, 302 West Berks Street, Philadelphia, PA 19122
Attn: Recruitment
Applications are also accepted via email: membership@philabundance.org

Program Information

Agency Name: _____

Mailing Address: _____

City, State, Zip Code: _____ County: _____

Program Address (if different): _____

What is your mission statement? _____

Please describe all of the programs your agency operates through which you provide food to clients: _____

Please provide the names and contact information of the following agency representatives:

Head of Agency and Title: _____

Phone Number: _____ Email: _____

Head of Program and Title: _____

Phone Number: _____ Email: _____

Billing/Financial Contact: _____

Phone Number: _____ Email: _____

Online Shoppers: _____

Pickup Shoppers: _____

Use this space to list any additional program contacts and phone numbers: _____

Program Background

When did your organization’s feeding program begin operation? ____ / ____ / ____

What are the days and hours of your feeding programs? _____

What are your current food sources? Donated: _____% Purchased: _____% Other: _____%

How is your agency funded to ensure that your programs are sustainable? _____

Does your agency receive funding under the Pennsylvania State Food Purchase Program? Yes: ____ No: ____

Your application must include a copy of your letter verifying your federal 501(c)(3) charitable tax exempt status with the Internal Revenue Service or a completed Religious Qualifier. Please include a copy of your IRS determination letter or Religious Qualifier with this packet. Applications that fail to do this will not be processed.

EIN Number: _____

Is your agency affiliated in any way with a larger religious or non-religious organization? Yes: ____ No: ____

If yes, which one? (I.e. Local branch of larger organization) _____

Do you have records showing clients served? Yes: ____ No: ____

Capacity

Have you all done any research about other organizations in the area? Yes: ____ No: ____

If yes, have you collaborated or coordinated hours of operation or services offered? _____

Does your agency have access to a vehicle and have staff/volunteers to pick up and transport food? Yes: ____ No: ____

If yes, what type of vehicle and number of staff/volunteers? _____

Population Served

What is the average number of people served by your agency, on a weekly basis? _____

Do you require documentation from clients? (I.e. driver's license, utility bill, proof of income, etc.) _____

How often are clients able to attend? _____

Are there any geographic limitations to who can be served at your agency? _____

Is your program designed to meet the needs of a specific audience? (I.e. Seniors, children, Veterans, etc.) _____

Is your agency able to accommodate emergency food referrals? If so, during what days and times? _____

Is your agency able to deliver to homebound clients? _____

Site Information

If your agency serves meals on site you must have at least one staff member who holds a current commercial food safety manager certificate and your application must include a copy of the certificate.

This agency serves meals on site and a copy of our certificate is included: _____

This agency does not serve meals on site: _____

Describe your current dry food storage: _____

Number of freezers: _____ Number of refrigerators: _____

Do you have any bathrooms on site? Yes: ____ No: ____ Is your site handicap accessible? Yes: ____ No: ____

Do you have a computer with internet access at your food distribution site? Yes: ____ No: ____

Do you have regular staff or volunteers that speak another language? Yes: ____ No: ____

If yes, which one(s)? _____

Completion of this application does not guarantee membership. We reserve the right to refuse membership to agencies not meeting our criteria and/or not aligning with our current intake prioritization.

I am authorized to represent this agency and I certify that the information provided on this form is true, is accurate, and reflects the services and capabilities of the agency I represent.

Signature: _____

Title: _____ Date: _____

Philabundance Office Use Only:

Reviewed by: _____ Date: _____

For information or questions, please contact:

Recruitment Coordinator
215-339-0900
membership@philabundance.org