

Network Partner Membership Renewal 2017

Billing Information

Please enter the Billing information for your agency

* 1. Foodbank Network Partner number: example 10000 or 10999

* 2. Organization name:

* 3. Billing address:

* 4. City:

* 5. State:

* 6. Zip code:

* 7. Billing contact:

* 8. Billing phone number:

9. Fax number:

* 10. Billing email address:

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Mailing and primary contact information

Please enter the Mailing address and primary contact information for your agency. Please note this information may differ from your Billing contact info.

* 11. Mailing address:

* 12. City:

* 13. State:

* 14. Zip code:

* 15. Contact name:

* 16. Contact phone number:

17. Fax number:

* 18. Contact email address:

* 19. Allow above contact info to be shared with the general public?

Yes

No

* 20. Address for Deliveries:

Physical address with street number.

No P.O. Box numbers.

* 21. City:

* 22. Zip code:

* 23. County:

* 24. Contact name for delivery:

* 25. Contact phone number for delivery:

* 26. Delivery contact email address:

* 27. Phone number to be included on the Vermont Foodbank websites for the public to call concerning services, hours of operation and eligibility at food shelves and community meal sites.

28. Website to be included on the Vermont Foodbank websites for the public to visit concerning services, hours of operation and eligibility at food shelves and community meal sites.

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Complete the following only if you are using another organization's federal non-profit 501(c)(3) number. If you do not have information to fill out on this page click the next button.

29. Name of Umbrella Agency:

30. Address of Agency:

31. Contact Person:

32. Phone Number:

33. Email:

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Food Safety

* 34. Is anyone on your current staff ServSafe certified in safe food handling?

Yes

No

35. If yes, please list name of person (s) certified

36. Date certificate expires

* 37. Has anyone on your current staff taken the Vermont Foodbank online food shelf food safety training?

Yes

No

38. If yes, please list name of person (s) who has taken the training.

39. Please enter date of training:

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On Line Ordering information

* 40. Please list the names and email addresses of individuals who can place and pick-up orders for your program. Please check these for accuracy prior to submitting this form.

Shopper Name

Shopper Email

Shopper Name

Shopper Email

Shopper Name

Shopper Email

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Program Operation

Food Pantry or Food Shelf:

41. Days and hours of distribution as well as frequency (i.e., the third Monday of each month or every other Thursday).

Monday Hours

Tuesday Hours

Wednesday Hours

Thursday Hours

Friday Hours

Saturday Hours

Sunday Hours

Other

42. How often can an individual or family get food?

- Several times per week or more often
- Weekly
- Twice a month
- Monthly
- Every other month
- Quarterly or less
- Other (please specify)

43. How many days of food per person are provided?

44. Average number of households served each month:

45. Average number of individuals served each month:

46. Does your food shelf have a client choice method of distribution?

Yes

No

Other (please specify)

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Congregate Meal Sites/ Day Care/ After School Programs, etc.

47. Meals Served:

Breakfast

Lunch

Dinner

Snacks

Other (please specify)

48. Days and hours of meals as well as frequency (i.e., the third Monday of each month or every other Thursday).

Monday Hours

Tuesday Hours

Wednesday Hours

Thursday Hours

Friday Hours

Saturday Hours

Sunday Hours

Other

49. Average number of people served per meal:

50. Average number of people served per month:

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For all Network Partners

* 51. Please list all the possible days and hours your program is available to receive Foodbank deliveries:

Monday Hours

Tuesday Hours

Wednesday Hours

Thursday Hours

Friday Hours

* 52. What towns does your agency serve? If you serve the entire county please list each individual town.

* 53. I certify that the majority of clients (over 50%) served by this agency are needy:Note: A Network Partner must serve a predominantly needy population or the ill or infants to qualify for Vermont Foodbank services.

Yes

No

* 54. Please explain your process for determining need.

* 55. Does your agency have other specific eligibility requirements? If yes, please use other box to explain.

Yes

No

Other (please specify)

* 56. Does your agency provide other services besides food?

Yes

No

57. If yes, please list additional services your program provides. Please check all that apply:

3SquaresVT information and referrals

3SquaresVT application assistance

Fuel and heating application assistance

Clothing

Housing

Financial

Other (please specify)

* 58. Does your agency have a strategic plan?

Yes

No

* 59. Does your agency have a succession plan?

Yes

No

* 60. Do you use any client tracking software?

Yes

No

61. If yes, which do you use?

- Link2Feed
- PantryTrak
- Food Bank Manager
- Oasis
- ETO
- Client Track
- Access/Excel
- Other (please specify)

* 62. Does your agency reach out to your community to educate/communicate about hunger and poverty issues? If so, please describe in the "other" field.

- Yes
- No

Other (please specify)

* 63. Does your agency focus on or participate in any policy or advocacy activities around the issues of hunger and poverty?

- Yes
- No

* 64. Does your agency have paid staff?

- Yes
- No

* 65. Does your agency have volunteer staff?

- Yes
- No

* 66. Does your agency use social media to spread the word about the work you do?

Yes

No

* 67. Does your agency actively fundraise?

Yes

No

* 68. Does your agency have any programs or activities that focus on health and nutrition? If so, please describe in the "other" field.

Yes

No

Other (please specify)

* 69. Does your agency have a board of directors or advisory committee?

Yes

No

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Basic Agreement:

VERMONT FOODBANK, INC.

Basic Agreement 10/1/16- 9/30/17

In partnering with the Vermont Foodbank Inc., approved Network Partners then become part of a statewide affiliation with Vermont's only food bank as well as becoming a part of Feeding America. In signing this basic agreement, the Vermont Foodbank and its Network Partners agree to work toward and maintain a positive partnership with the vision of ending hunger in the state of Vermont.

* 70.

Network Partner name which is on the 501 (c)(3)

* 71.

Enter Foodbank Network Partner Number: example 10000 or 19999

The Vermont Foodbank, Inc. and the above approved nonprofit Network Partner agree to the following terms and conditions by which the Vermont Foodbank, Inc. will provide donated food, inspected under strict guidelines, to the above-noted network partner which, in turn, will use these foods in programs serving children, elderly, ill, homeless, or other community members in need.

NETWORK PARTNER COLLABORATIVE EFFORTS

1. Create or participate in local Hunger Action Month activities.
2. Participate in Regional meetings and conferences organized by the Vermont Foodbank.
3. Maintain email & internet capabilities for optimum communication and service.
4. Become involved in local community meetings around the issue of hunger.
5. Actively seek out local grant sources.
6. Display Vermont Foodbank logo in appropriate place, and on agency letterhead, if possible.
7. Survey clients for customer satisfaction and product needs.
8. Food shelves are expected to implement a client choice method of distribution.

VERMONT FOODBANK COLLABORATIVE EFFORTS

1. Create and participate in Hunger Action Month activities.
2. Organize and participate in regional and statewide meetings and conferences.
3. Pursue and utilize optimum avenues of communication.
4. Support Network Partners for their local town meetings, when requested.
5. Conduct grant writing and other workshops for Network Partners to assist in meeting their missions.
6. Continue to visit and communicate with Network Partners to better understand their specific client needs.
7. Assist Network Partner food shelves in implementing and utilizing a client choice method of food distribution.
8. Assist with fund and food raising projects as feasible and appropriate.

Benefits of Partnership

The benefits of Foodbank partnership to your donors, consumers, and communities are far more than just receiving donated food, they also include:

Opportunity for grant funding for equipment (computers, refrigerators, freezers, pallet jacks);
Training and technical assistance;
Assistance with infrastructure, operational assistance;
Other grant opportunities (i.e. pass through grants for food, special and emergency needs fund);
Participation in nationally recognized programs;
Educational opportunities like the annual Hunger Conference and Vermont Foodbank course offerings;
Participation in the low-cost Cooperative Buying Program;
Networking with other anti-hunger organizations;
Publicity and media support (PR through the Foodbank on radio, website, etc.)

NETWORK PARTNER TERMS OF AGREEMENT

1. Donated products will not be transferred in exchange for money, property or services.
2. Donated products will not be transferred to other agencies or programs unless approved by the Foodbank and record keeping is in place to track transfers.
3. Donated products will be used only in a manner related to the exempt purposes of the organization which makes it tax exempt under Section 501(c)(3) of the Internal Revenue Service Code.
4. Donated product is to be used in Vermont only.
5. Donated product may never be used in connection with fundraisers or events.
6. Network Partners are encouraged to fundraise; however, they may not *require* donations in exchange for meals, product, or the delivery of food. If the Network Partner accepts voluntary contributions, it must be assured that the contributions are truly voluntary and anonymous. Clients must be able to make their donations in an inconspicuous manner. Network Partners can neither keep records of which clients contribute, nor prohibit or discourage participation based on a client's nonpayment. Network Partners that distribute TEFAP (USDA Foods) are prohibited from soliciting voluntary contributions.

7. Network Partners who are eligible to have product delivered, can expect to have deliveries made to the agency door. The delivery area must be safe, accessible and clear of debris (including snow). It is the responsibility of the Network Partner to ensure that Vermont Foodbank product is routed from the drop-off point to the appropriate storage area in the agency. Vermont Foodbank staff are not able to take product up or down the stairs.
8. Orders must be verified with the Vermont Foodbank driver and the Network Partners at time of delivery and/or pick-up. Any shortages or incorrect items received must be reported at the time of delivery and/or pick-up to the Vermont Foodbank. For food safety reasons, refrigerated or frozen items may only be returned at the time of delivery.
9. Food will be accepted "as is" and stored properly. If a Network Partner should receive spoiled product, it must be reported to the Foodbank within 24 hours in order for a credit to be issued.
10. Non-profit agencies that serve animals, such as humane societies, are only eligible to receive and use or distribute pet supplies and pet food.
11. Quarterly Service Reports will be completed by food shelves, emergency meal sites and shelters and submitted to the Vermont Foodbank on the form provided, each January 10, April 10, July 10, and October 10.
12. Network Partners are required to participate in the Feeding America Hunger Survey every 4 years.
13. Network Partners are required to handle donated goods safely and properly, conforming to all local, state and federal regulations.
14. Network Partners are required to maintain food in a safe and sanitary manner. Any violations that create imminent health hazards will result in the Network Partner being placed on "hold" (or "partial hold", as appropriate) status, during which it shall be ineligible to receive product until it ensures correction of the deficiency and conditions that led to such. This includes, but is not limited to, ensuring that the site is free from rodents or insect infestations.
15. Network Partners that are picking up at a Foodbank facility or drop must comply with food safety rules while transporting the food and ensure the vehicle is clean and free of dangerous chemicals, pets and dirt.
16. Network Partners are responsible for bringing a vehicle that can hold their pick-up products safely. Network Partners are advised to consider the capacity of the vehicle to be used to transport the items when placing orders for pick-up. Network Partners should limit the order/pick-up to the size and pound capability of the vehicle per the vehicle manual. The Foodbank will not be responsible for damage to vehicles used by a Network Partner to pick-up and transport orders.
17. At least one representative from each network partner agency of the Vermont Foodbank must receive some form of food safety training. If agencies utilize food provided by the Vermont Foodbank to make meals (on-site programs), their key food service program staff are required to meet local commercial food safety standards and be ServSafe certified.
18. In programs where Foodbank food is served, all participants will be treated with dignity and respect.

MEMBERSHIP FEES and INVOICING:

1. Each Network Partner account is subject to an annual membership fee prior to utilizing the Vermont Foodbank. Annual membership fees for our network partners will be based on the number of pounds of donated product the agency received during the previous year (June 1 – May 31). This fee shall be paid within 30 days of receiving an invoice. An additional nominal per-pound fee is charged if an approved agency requests delivery to its site.

2. All invoices for delivery fees and for the cooperative buying program shall be paid within 30 days from the date of the invoice unless other arrangements are made with the Vermont Foodbank.
3. Network Partner accounts may be made inactive due to non-payment.
4. The Vermont Foodbank, Inc. reserves the right, at its discretion, to make changes in the fee structure and will notify participating Network Partners no less than one-month prior to the change.

MONITORING SYSTEM:

The Vermont Foodbank must conduct an on-site visit of each new Network Partner, including multi-site programs, prior to approval. Once approved, each Network Partner agency may be visited on or after its six-month anniversary. Following the initial on-site visit(s), each Network Partner will be visited at least bi-annually, with the exception of USDA approved Network Partners, which will be visited annually. A copy of the visit report will be emailed or mailed to the Network Partner after the visit. From time to time, the Vermont Foodbank may visit any Network Partner more frequently and without prior notice.

PROBATION AND/OR SUSPENSION POLICY FOR NETWORK PARTNERS:

Probation

A participating Network Partner may be placed on probation for a period not to exceed three months if found to be in violation of terms and conditions in this agreement. Notification of any alleged violation must be in writing from the VFB to the Network Partner. The Chief Executive Officer of the Vermont Foodbank, Inc. has authority to place Network Partners on probation. The Network Partner may appeal its probationary status to the Vermont Foodbank, Inc. by delivering such appeal, in writing, to the Chief Executive Officer of the Vermont Foodbank. The purpose of the probationary period is to place a Network Partner on notice that it must bring its program into compliance or it will be suspended. During the probationary period, the Network Partner retains all rights and privileges. If the violation is not rectified by the end of the probationary period, the Network Partner may be suspended. The Network Partner may appeal this decision as previously outlined. A participating Network Partner's probationary status terminates when one of the following occurs:

1. The Vermont Foodbank, Inc. makes a written determination that the violation has been rectified.
2. The Network Partner does not rectify the violation and is suspended by the Vermont Foodbank.

A probationary period may be extended at the discretion of the Vermont Foodbank, Inc.

Suspension

A participating Network Partner may be suspended without first being placed on probation if found in serious violation and, after written notification, does not immediately rectify the violation. A serious violation is one that would result in an immediate threat to the health and safety of persons or property, or is a violation of state or federal health and safety laws or regulations. All other violations must be preceded by a probationary period before suspension. Only the Vermont Foodbank, Inc. Chief Executive Officer has the authority to suspend Network Partners. A suspension shall be in writing and shall not exceed six months. Upon suspension, a network partner loses all rights and privileges to obtain product from the Vermont Foodbank. At the end of the suspension period a Network Partner may reapply to become a participating Network Partner of the Vermont Foodbank, Inc. and must certify to the Foodbank that the problem leading to suspension will not recur.

PARTNERSHIP CONDITIONS

1. The original donor of donated products, the Vermont Foodbank Inc. and Feeding America are released by the Network Partner from any liabilities resulting from the donated goods.
2. The original donor of donated products, the Vermont Foodbank Inc. and Feeding America offer no express warranties in relation to the gift of goods and are held harmless from any claims or obligations in regard to the Network Partner or the donated food.
3. By signing this agreement the Network Partner hereby agrees to release the Vermont Foodbank, Inc. from any liability resulting from the damage or injury to Network Partner property, employees or volunteers while on the premises of the Vermont Foodbank, Inc.
4. Network Partners of the Vermont Foodbank, Inc. must not engage in discrimination, in the provision of service, against any person on the basis of race, color, citizenship, religion, sex, national origin, ancestry, age, marital status, disabilities, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran.
5. Network Partners may not use subjective opinions or judgments of an individual's lifestyle or perceived economic status to determine worthiness of a client's access to Vermont Foodbank, Inc. products.
6. Either party may terminate this agreement by notification in writing, no less than one month in advance.
7. The Vermont Foodbank, Inc. reserves the right to limit the amount and type of product available to any participating Network Partners.
8. Network Partners are willing to adhere to additional donor stipulations, as needed.
9. Network Partners will not violate any applicable state, local or federal statute, ordinance, code or regulation.
10. The parties hereby acknowledge that each is freely and voluntarily entering into this agreement.

* 72. By typing in the following signature and date I certify that I have read, understand and agree to the terms outlined in this agreement.

Type signature here:

* 73. Print name and Title here:

* 74. Date

Christine K. Meehan, Chief Community Impact Officer