



Mobile Food Pantry 2020 Agreement

The following will serve as an agreement between the **Food Bank of the Southern Tier** (hereinafter called "FBST") and _____ **Mobile Food Pantry Site Coordinator** (hereinafter called "Site Coordinator") and _____ **Host Site**. This agreement sets the rights, responsibilities and conditions by which FBST, the Site Coordinator and the Host Site agree to provide food to low- and moderate-income individuals through Mobile Food Pantry (MFP) distributions.

The purpose of the MFP distribution is to provide large quantities of mostly perishable food to low and moderate-income individuals. FBST will determine who is eligible to receive the food from MFP distributions. Items included on an MFP distribution are meant to be supplemental and may not constitute complete meals.

All Mobile Food Pantries will be held in a location that is safe, accessible, provides ample space for foot traffic, parking, and distribution of large quantities of food. The Site Coordinator and FBST will agree to such location prior to any distribution.

FBST agrees to the following:

1. Provide a truck, driver, and tables during publicized times of distribution.
2. Attempt to provide product in quantities that allow attendees to get an equitable share.
3. Remove trash from the distribution of items e.g. cardboard, plastic, etc

The Site Coordinator agrees to the following:

1. Serve as the Site Coordinator and appoint a back-up who will oversee the distribution, supervise the volunteers, and serve as the primary contact with the Food Bank.
2. The Site Coordinator will be responsible for recruiting **at least 10-12 volunteers to assist in the set-up, distribution, PantryTrak registration, and break down.**
3. Volunteers should arrive one hour before the distribution shall sign in on a sign-in sheet. The sign-in sheet will be maintained by the Site Coordinator for a one-year period after the MFP distributions event. The Site Coordinator will provide the sign-in sheet to FBST upon request.
4. Volunteers are permitted to take food, but not before the distribution begins. Volunteers should rotate through the line and need to register as a recipient. Volunteers cannot selectively choose or "cherry-pick" food products.
5. Food will be distributed freely to persons in need of food. Limits may be set on certain items if necessary, but **no food will remain on-site after all clients have been served.** The Site Coordinator will assist in communicating and enforcing the MFP ground rules posted on sandwich boards during distribution.

6. The Site Coordinator and Volunteers agree to serve people regardless of race, family status, and gender, area of residence, disability, religious belief, or sexual preference. However, a Site Coordinator can refuse service to anyone that is hostile, aggressive, or threatening to staff, volunteers, or other clients.
7. A record of all individuals receiving food must be documented, including name, phone number, and address of residence, individual's names, gender, and birthdates along with other PantryTrak (electronic check-in) standards.
8. The Site Coordinator will promote each MFP Distribution locally, as far in advance as possible. The following language must be used in all outreach materials:

“All are invited to participate in a free Mobile Food Pantry Distribution hosted by (HOST SITE NAME) in partnership with the Food Bank of the Southern Tier. The distribution will be held on (DATE) starting at (TIME) at the (PLACE & ADDRESS). Please bring your own bags or boxes. Call (CONTACT NAME) at (PHONE) with any questions.”

PROMOTIONAL FLIERS MUST NAME THE FOOD BANK OF THE SOUTHERN TIER AS THE ORGANIZATION PROVIDING THE DISTRIBUTION.

Host Site agrees to the following:

1. The Host Site agrees to maintain insurance as specified by attached Appendix “A” and shall name the Food Bank of the Southern Tier, 388 Upper Oakwood Ave, Elmira, NY 14903 as an additional insured. All certificates of insurance shall provide FBST thirty (30) days’ notice of any cancellation, change of coverage, or non-renewal. Upon request, FBST shall provide the Host Site with current certificates of insurance.

Cancellation. In the event of inclement weather, the Site Coordinator or the Food Bank may initiate a cancellation at least three hours prior to the distribution. The Site Coordinator must alert their volunteers and community about the cancellation, and FBST will post information on the website and social media.

Term. This Agreement represents the entire agreement and understanding between the parties with respect to the subject matter; it may not be amended, modified, or terminated except by the signed, written consent of all parties. The agreement may be immediately terminated in the unilateral judgment of FBST in the event the Site Coordinator or any volunteers are in violation of Food Bank policies such as charging clients for donated products, selling the donated products to the general public, using the donated products for banquets, parties, or fundraising events, or not adhering to any of the above criteria.

This agreement is valid for a one-year period after the date signed below. This agreement will automatically renew for successive one-year terms absent a signed, written notice of termination sent to the regular business address of the other parties no less than 30 days prior to the end of the term. This Agreement shall be governed by and construed in accordance with the laws of the State of New York, without reference to principles of conflicts of law.



Director of Community Impact
Food Bank of the Southern Tier

388 Upper Oakwood Avenue, Elmira, New York 14903
(P) 607-796-6061 (F) 607-796-6028 www.foodbankst.org

Site Coordinator / Date

Host Site Representative / Date



Mobile Food Pantry Site Information Form

1. **MFP Site Name:** _____

2. **Host Site:** _____

Physical Address: _____

City: _____ State: _____ Zip: _____

The Host Site is the physical location for the MFP. The Host Site representative signs the MFP agreement and also lists the Food Bank on their insurance.

4. **Primary Site Coordinator:** _____

The Primary Site Coordinator signs an agreement with the Food Bank to ensure that MFP distributions are conducted according to Food Bank policies. The Site Coordinator helps the Food Bank secure the Host Site for distributions, recruits and manages volunteers, and oversee distributions.

Phone: _____

Cellphone: _____

Mailing Address: _____

E-mail: _____

5. **Secondary Site Coordinator:** _____

Phone: _____

Cellphone: _____

Mailing Address: _____

E-mail: _____

6. **PantryTrak Contact:** _____

The PantryTrak contact is trained on how to use PantryTrak and checks in clients during the distribution.

Phone: _____

Cellphone: _____

Mailing Address: _____

E-mail: _____

