

PARTNER AGENCY SPONSORED PROGRAM AGREEMENT

Addendum to Partner Agency Agreement & Release
Foodbank of Southeastern Virginia & the Eastern Shore



This Agreement is between The Foodbank of Southeastern Virginia and the Eastern Shore a 501(c)3

organization, and Agency _____

Pantry Address _____

City _____ State _____ Zip Code _____

Eligibility

Agency Partner-Sponsored Programs are defined as additional food distribution locations that receive donated Product from the Agency (in partnership with said Foodbank) and are under the operational overview of said Agency.

Agency Partner confirms and agrees to:

1. Be willing and able to enforce the terms of the Foodbank's Agency Partner Agreement at the Sponsored site(s).
2. Be programmatically, fiscally, and legally responsible for Product handling and distribution activities of the Sponsored Program.
3. Not charge or collect any fees from Sponsored Program for Donated Products and all money received and disbursed in connection with distribution of Donated Product will be carried out through – and reflected in the financial records of the Agency.

When transporting Products, the Agency will do so in a manner that prevents contamination and adulteration. Including, without limitation, the following requirements:

1. Temperature Controlled for Safety (TCS) foods must be staged, transported, and held at temperatures appropriate to the relevant food item (e.g., safe temperatures for hot or cold TCS foods).
2. When transporting TCS foods, Agencies must use a visible active temperature retention system (e.g., refrigerated vehicle) or a passive temperature retention system (e.g., insulated coolers or bags, thermal blankets) for the safe transport of cold or hot food.
3. All vehicles used for transporting Product must have clean food storage areas and be maintained to prevent contamination or adulteration of the transported Product.

Agency Partner also acknowledges that they are:

1. Responsible for ensuring safe handling and distribution of all Product at Sponsored Program site(s) under the terms of the Foodbank's Agency Agreement, and USDA Agreement (if applicable).
2. Considered the distributor of all Foodbank Product received by the Sponsored Program.
3. Responsible for coordinating with the Foodbank to allow Foodbank staff to conduct on-site monitoring visits at the Sponsored Program location at least once every two years.
4. Willing to track pounds received by Sponsored Programs as required Foodbank reporting.

Sponsored Program(s)

Name: _____

Address: _____

Contact Person Name: _____ Number: _____

Distribution Dates/Times: _____

Name: _____

Address: _____

Contact Person Name: _____ Number: _____

Distribution Dates/Times: _____

Name of Partner Agency _____

501c3 Number _____

Name of Executive Director/Pastor _____

Email address _____ Phone No. _____

Signature of Food Pantry Executive Director/Pastor Date

Name of Partner Agency Point of Contact _____

Email address _____ Phone No. _____

Signature of Partner Agency Point of Contact Date