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 the Foodbank) and are under the operational overview of the 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. Add intake numbers of food distributed to monthly reports.
4. 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 __________