



2020 Partner Agency Renewal Documents Instructions & Checklist

All documents are available at FBST website: www.foodbankst.org For Partners under “Forms and Documents”.

1.) Documents to be completed and signed by your agency

Note these are now automatic renewing agreements, effective March 1, 2020.

Every agency checks boxes above the signature lines for:

- Partner Agency Agreement
- Delivery/Pick up Agreement
- Food Pantry Addendum (for pantries only)

Every agency completes:

- Partner Agency Renewal Application

Completed and signed documents are due to Food Bank by Friday, February 21st, 4pm.

2.) Process for submission:

- Visit FBST website (see above) and click on the document. It will come up as an Adobe pdf file.
- Complete highlighted sections, including signatures. An acceptable signature on agreements is:
a) a scanned copy of the person’s signature; or b) the person’s name typed on the form (If someone types a signature on behalf of the executive director, it must be done with the executive director’s expressed permission. The typed signature of another person must be followed by first and last name initials of the person typing.)
- Save file as a pdf file.
- Attach files to an email. Email all documents to Amanda Palme, Programs and Partnerships Manager at amanda.palme@foodbankst.org





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3. Annual Partnership Fee: \$35 (March 1, 2020- February 28, 2021)

You will be able to choose on the application if you want the fee invoiced to your Food Bank account (preferable) or if you wish to mail payment now.

Annual Partnership Fees will be invoiced each year, in March, until such a time that our partnership is dissolved.

4. Documents for your reference are also posted on our website:

- Instruction for the application
- 2020 Calendar with Food Bank closing dates

5. Questions? Please contact the Food Bank at 796-6061.

*Food Bank partnership and the associated fees are not required for HPNAP –eligible agencies. However, without Food Bank partnership, HPNAP funded agencies cannot access donated or TEFAP products nor other Food Bank benefits.

