



Senior Mobile Food Pantry Drop & Go - 2020 Agreement

The following will serve as an agreement between the Food Bank of the Southern Tier (hereinafter called "FBST") and [redacted]

Senior Mobile Food Pantry Site Coordinator (hereinafter called "Site Coordinator") and [redacted] **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 seniors and individuals with disabilities through Mobile Food Pantry (MFP) distributions. Items included on an MFP distribution are meant to be supplemental and may not constitute complete meals.

All Mobile Food Pantry distributions 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 for Drop & Go Senior MFP distributions:

1. Provide nutritious food items for anticipated number of clients based on number of pre-registered clients at no cost on a recurring, monthly schedule.
2. Deliver product to distribution space.
3. Provide adequate amounts of food based on number of pre-registered clients.

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 a sufficient number of staff and / or volunteers, based on your site, to assist in the set-up, client registration in PantryTrak, distribution, and clean-up of each event.
3. Food will be distributed freely. and cannot be sold, used for agency programs, used at fundraisers or parties, given to staff, or used for any other purpose other than to provide food to persons in need. The Site Coordinator will assist in communicating and enforcing the Rights & Responsibilities for MFP participation.
4. The Site Coordinator and volunteers must follow appropriate food safety guidelines. All perishable items must be handed out immediately after delivery. Non-perishable items may be kept on site in a secure space and distributed as needed to additional clients (?). The Site Coordinator will communicate any ordering or product issues to FBST. **The Site Coordinator / Host Site must dispose of any remaining garbage and cardboard.**
5. The Site Coordinator can restrict Senior MFP services based on residency or geographic area. Within this population, the Site Coordinator and Volunteers must 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.

6. The Site Coordinator will promote each MFP Distribution to their intended audience, as far in advance as possible. Promotional flyers must name the Food Bank as the organization providing the distribution. The following language must be used in all outreach materials:

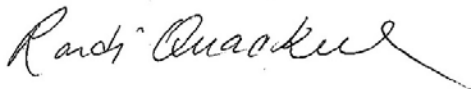
“You are invited to participate in a free Mobile Food Pantry Distribution sponsored by (HOST SITE NAME) in partnership with the Food Bank of the Southern Tier. The distribution will be held on (DATE) starting at (TIME) at the (PLACE & ADDRESS). Please bring your own bags or boxes. Call (CONTACT NAME)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

7. To ensure an accurate amount for delivery, the Site Coordinator or PantryTrak volunteer must pre-register clients each month in PantryTrak one week before your distribution and then mark clients as “served” within a week of the distribution. A record of all individuals receiving food must be documented on PantryTrak, including head of household’s name, phone number, and address of residence, as well as names, gender, and birthdates for all members of the household.

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.



Food Bank of the Southern Tier
388 Upper Oakwood Avenue, Elmira, New York 14903

Site Coordinator / Date

Host Site Representative / Date



Senior Mobile Food Pantry Site Information Form

1. Senior MFP Host Site Name

Physical Address

City

State

Zip

The Host Site is the physical location for the MFP. A representative from the Host Site must sign this agreement.

2. Primary Site Coordinator Contact

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, recruits volunteers, and oversee distributions.

Name

Mailing Address

Phone

Cell

E-mail Address

3. Secondary Site Coordinator (must be different from Primary Site Coordinator)

Name

Phone

Cell

E-mail Address

4. PantryTrak Contact (if different from site coordinator)

Name

Phone

Cell

E-mail Address