



Food Mobile Agreement

Hosting Agency for Distribution: _____

Agreement between Good Shepherd Food Bank and the agency named above regarding the operation of a Food Mobile distribution on the date and at the time indicated above.

The goal of the Food Mobile distribution is to enhance a community's access to nutritious food for those in need. Good Shepherd Food Bank operates the Food Mobile program with the help of partner agencies and community partners.

Advertising for the Food Mobile:

- The hosting agency is responsible for advertising the Food Mobile – Good Shepherd Food Bank provides a media template that you can use to submit to the local newspapers or create flyers.
- Any written advertising for the Food Mobile must include the Good Shepherd Food Bank logo. In the case of media interviews, ads or public service announcements, the Food Mobile must be identified as a program of Good Shepherd Food Bank's.
- It is expected that the hosting agency will reach out to all local food pantries and community partners to maximize outreach.
- Patrons should be advised to bring their own bags or boxes.

Welcoming Food Mobile Patrons:

- Anyone is welcome to attend the Food Mobile – patrons do not need to reside in the town in which the Food Mobile is being hosted.
- Keep a tally of how many households are in attendance to be reported after the distribution. Only the following additional information may be requested.
 - Number in household
 - Town in which guest resides
 - Hosting agencies **may not ask** for names, phone numbers, proof of residency, or proof of income

Food Safety Requirements and Product Liability:

- **No smoking** near the Food Mobile, staff, volunteers or patrons. Post signs and inform your volunteers.
- Do not remove all the product from the truck at once:
 - Food products may not be placed on the ground for any reason.
 - Perishable food must remain in refrigerated bays until distribution begins and for as long as possible – only restock products as necessary.
 - Do not overload the distribution tables. Defer to Food Bank staff's guidance.
- All product should be inspected upon receipt and found to be fit for human consumption. (Products can shift in transit or during handling – all product should be inspected for cracks, breakage, leakage, etc. as it is being distributed and disposed of if necessary.)
- The hosting agency is required to comply with the Agency Contract – Section 1 – Agency Release.

Use of Food Provided by Good Shepherd Food Bank at Food Mobiles:

- Product may not be taken from the Food Mobile prior to the distribution to restock the pantry.
- Eligible volunteers may utilize the Food Mobile, but they may not have better or more access to food than any other patron.
- Food will be distributed on a first-come, first-served basis.

- Food must be distributed equitably.
- Leftover product must remain within Good Shepherd Food Bank’s partner agency network.
 - If the hosting agency is a partner agency of Good Shepherd Food Bank’s and has approved storage, then the leftover product should be retained by the agency for future distributions.
 - If the hosting agency does not have the capacity to retain the leftover product or is not a partner agency, the Food Bank will donate the remaining product to the nearest partner agency.
- The Agency will not engage in discrimination, in the provision of service against any person because of race, color, citizenship, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as protected veteran.
- The Agency will neither offer for sale, sell, transfer, nor barter the donated product in exchange for money, other properties, or services. Nor will the agency use Food Bank items for fundraising purposes.

Responsibilities of the Hosting Agency:

- Identify a site coordinator who will oversee the distribution, supervise the volunteers and serve as Good Shepherd Food Bank’s primary contact.
- The hosting agency is responsible for selecting and coordinating the distribution location.
 - If the distribution will be held at a site other than the host agency’s location, we recommend for clear communication that the host agency receive written permission to use the space for every distribution.
 - Distributions cannot be held in emergency service parking lots – i.e police stations or fire stations.
 - We reserve the prerogative to approve a site for suitability using Google maps and/or an on-site visit.
- Assume all responsibility for maintaining safe premises for distribution (*i.e. ice & snow are cleared from area, parking is supervised so as to not compromise the safety of those walking to and from the distribution, etc.*).
- Identify a minimum of 8-10 on-site volunteers to assist with the distribution.
- Sign and return this written agreement with Good Shepherd Food Bank at least 7 days in advance of the Food Mobile event.

Responsibilities of Good Shepherd Food Bank:

- Provide a truck and driver that remain on-site throughout the distribution.
- Provide a selection of products in quantities that will allow each patron to get a share.
- Remove all excess product, trash, cardboard, etc. at the end of the distribution.
- Work with the site coordinator and volunteers to train them in the Food Mobile distribution model.

Conditions and Stipulations:

- Either party may terminate the agreement by simply notifying the other party.
- Good Shepherd Food Bank reserves the right to make site visits to any distribution site to assure compliance with this agreement and to terminate the agreement without notice if the program is found to be out of compliance or the site is determined to be unsuitable for a Food Mobile distribution.
- Good Shepherd Food Bank determines the types and quantity of food given to the site based on the host agency’s estimation of the number of patrons and the availability of product.
- Good Shepherd Food Bank reserves the right to cancel or reschedule due to severe weather or other conditions.

For the Hosting Agency: _____ Date: _____
 (Director / Staff signature & Title)

For the Food Bank: _____ Date: _____
 (Staff Signature & Title)

Confirmed Date and Time of Food Mobile Distribution: _____