

AGENCY AGREEMENT

The Food Bank of Central Louisiana
3223 Baldwin Avenue
Alexandria, Louisiana 71301-3506

In order to receive food products from The Food Bank of Central Louisiana (The Food Bank), the undersigned representative of the Service Agency hereby agrees to the following:

1. Agency must have a 501(c)(3) tax exempt status with the Internal Revenue Service. Churches must include either their 501(c)(3) letter OR a letter from denominational headquarters stating that the church applying for membership is a church in good standing in that denomination.
2. Must be an Agency that serves the needy, ill, infants, or elderly.
3. Agency understands that The Food Bank is to be considered only as a supplemental source and is at no time to become the primary food source for pantry recipients.
4. Agency will not sell or charge for food products. In accordance with IRS ruling 170(e)(3), donated product cannot be sold, bartered, or exchanged for services.
5. Product obtained from The Food Bank shall not be used for fund-raising activities, administrative meeting, banquets or administrative related dinners.
6. Agency will not require any person to attend a religious ceremony, make a statement of faith, or pledge membership to any religious institution in exchange for food received.
7. Agency will receive the food from The Food Bank "as is".
 - (a) The Agency must accept full responsibility in having at least one person trained by The Food Bank's representative as to the acceptable standards for distribution for consumption.
 - (b) Agency will duly inspect food and will not distribute food unfit for human consumption. Agency will contact The Food Bank to report any problems incurred.
 - (c) Must have adequate refrigeration and/or storage space to insure the wholesomeness of the food until used, and/or distributed.
8. Agency releases both the original donor, The Food Bank and Feeding America from any liability resulting from the condition of the donated food and further agrees to indemnify and hold The Food Bank, Feeding America and the original donor free and harmless against all and any liability, damage, losses, claims, causes of action and suits of law or in action of Agency in connection with its storage and/or use of the food given and will offer no express warranties in relation to the gift of goods.
9. Agency agrees to pay \$.18 per pound to help defray operational costs of The Food Bank.
10. Agency is agreeable to abide by the policies, procedures, and record keeping requirements and to adhere to additional donor stipulations such as monitoring by The Food Bank representative.
11. Agency must meet local Health Department requirements and provide documentation.
12. Agency must provide transportation to pick up food at The Food Bank or may utilize the delivery option provided by the Food Bank. If the agency chooses to have its food order delivered, a fee will be charged based on the current delivery costs of the Food Bank, per mile to and from the agency location.

13. Agencies 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 a protected veteran.

The Food Bank approves each Service Agency based on this criteria as well as the formal application. Before any agency can be considered, all forms must be completed and an inspection made by The Food Bank's monitor. Subsequent monitoring will be on an annual basis.

If the Service Agency violates any of the above criteria, The Food Bank reserves the right to deny distribution to the agency in violation.

The Food Bank will provide in-service training to new Service Agencies to ensure proper food packaging and distribution policies.

Agency Representative Signature

Date

Name of Agency: _____

Physical Address: _____

City: _____, **State:** _____ **Zip:** _____

Mailing Address for correspondence and billing (if different from above):

Name: _____

Address: _____

City: _____, **State:** _____ **Zip:** _____

Phone _____ **Fax:** _____

Email address: _____