



CRITERIA FOR MEMBERSHIP

**Each agency applying for membership in
The Idaho Foodbank must agree and comply with all of the following:**

1. The agency must have an Internal Revenue Service letter of 501(c)(3) tax exemption or an application for such exemption pending.
2. The agency must serve food directly to its clients in the form of meals, or must distribute packaged food for supplemental or emergency uses.
3. Food must be given to the client **without charging or soliciting donations.**
4. The agency must have adequate refrigeration and/or storage space on its premises to insure the integrity of the food until it is distributed.
5. The agencies will not obtain value through sale, trade, transfer, or barter of donated food.
6. If food is prepared on a regular basis on agency premises, the local health department must approve the agency kitchen as a food service establishment.
7. The agency must agree to periodic, announced or unannounced inspection of its facility, storage practices, and its record keeping system.
8. The agency agrees to help offset a portion of the operating costs of The Idaho Foodbank through a small, per pound "handling fee." This payment is due within 30 days of receipt of a monthly billing statement.
9. The agency must keep the following records for review by The Idaho Foodbank:
 - Emergency & Supplemental Food Sites (Pantries):
Name, address (if possible), number of persons in household, and distribution date
 - Feeding Sites (Prepared Meals):
Number of meals served, dates of service
10. The agency must provide to The Idaho Foodbank current, written updated criteria for qualifying food recipients.
11. Agency personnel may be eligible for food if they meet the need criteria as outlined in #10.
12. Agencies will distribute food unconditionally, based on need only.
13. Recipients shall not be denied food on the basis of race, sex, sexual preference, religion, color, national origin, political affiliation, handicap, or age.
14. Agencies will submit a monthly report in a timely manner (by the 5th of each month).
15. Agencies must show a positive financial history through financial reports to assure the ability to pay any necessary fees.
16. Either the agency or The Idaho Foodbank may terminate this mutual agreement.
17. The agency must agree to comply with any special requirements in data collection or distribution dictated by funding sources or food donors.