



CHECKLIST FOR COMPLETED FOODBANK APPLICATION

Please make sure that **ALL** of the following items are filled out completely and that the appropriate copies are included in your application packet before submitting your application to The Idaho Foodbank. Please keep copies of your submitted application for your records.

- ___ A completed “The Idaho Foodbank Application for Partnership”
- ___ A signed “Memorandum of Agreement”
- ___ A copy of your IRS Letter of Determination of Non-Profit Status 501(c) 3
OR a completed Church Qualifier form (if applicable) with appropriate documentation
- ___ A copy of your Annual Financial Report or organization’s Bank Statement
(Personal Bank accounts may **NOT** be used to pay for handling fees or order costs)
- ___ A copy of the form you are using, or intend to use, for data collection
- ___ A fact sheet or pamphlet describing your organization
- ___ Completed 211 Idaho Care-Line registration form

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