



MEMBER AGENCY AGREEMENT

1. Must be a non-profit organization registered with the Internal Revenue Service as a 501 (c) (3) organization and a registered and approved agency with the South Texas Food Bank
2. Must sign Liability Release Form with the South Texas Food Bank and comply with its terms of the agreement
3. Must have a successful on-site feeding operation or emergency-box program. Must submit evidence of a successful program for at least one year.
4. An on-site feeding program or emergency-box program that is less than one year old may apply for temporary approval by the Board of Directors.
5. Must provide a list of Directors or Committee Members of the organization.
6. Must be an agency that serves the needy, ill or infants.
7. **Must NOT sell, barter or trade food. Must not make any request or suggestion for contributions, donations, attendance at church or functions or for work in exchange for food.**
8. Must provide own transportation to pick up food at our warehouse.
9. Must have adequate storage space to insure the wholesome qualities of the food until used and/or have adequate refrigeration if food requires it.
10. Must agree to an on-site monitoring by the South Texas Food Bank.
11. Must be agreeable to supporting the operation of the food bank with the share maintenance fee per pound of food received
12. **NO FOOD WILL BE SENT TO MEXICO**
13. **Do not discriminate on the basis of race, color, national origin, sex, age, disability.**
14. Have a Safe Food Handling Certification from the City Health Department.
15. Must attend yearly Agency Workshop.
16. Upon request, each agency must provide, for verification purposes, a list of people served the previous month that includes names and addresses.
17. The Board of Directors may withdraw agency's approved status at any time for due cause.

Signature of Member Agency Official

Signature of STFB Authorized Official

Name and address of Member Agency

Date