



## MOBILE FOOD PANTRY MEMORANDUM OF AGREEMENT

**This agreement is made between Food Bank of Alaska (FBA)**

**and Anchorage East Rotary**

---

**(Partner Agency). The responsibilities of the partnership are listed below:**

### **Food Bank of Alaska agrees to:**

- Provide partner agencies with the procedures for the Mobile Food Pantry model of distribution.
- Provide perishables and other products, such as produce, juice, bread, and dairy products at the discretion of Food Bank of Alaska.
- Waive handling fees for food distributed through the Mobile Food Pantry.
- Deliver a loaded mobile food pantry to the appropriate location in a timely manner and return once the distribution has completed. Delivery and return of the truck will be at the specified date and time of the food distribution.
- Train partner agencies and provide logistical support and publicity to the community during the initial distribution.
- Provide a staff person for the first two site distributions to assist with set up, distribution, and closing procedures.
- Provide additional volunteers needed to effectively manage the site.
- Manage the distribution site if the site closes for a holiday or for another agreed upon reason.

### **The Partner Agency agrees to the following:**

- Work as partners and follow the policies and procedures set forth by Food Bank of Alaska.
- To inform FBA immediately, in writing, who the new contact is.
- Designate a contact person and have contact information such as telephone number and email.
- The site coordinator must successfully complete a safe food handling class and exam and maintain certification. *Recertification is every three (3) years.*
- Have someone with a food safety certification at all Mobile Food Pantries
- The site contact or a representative is to attend the Mobile Food Pantry partnership meetings.
- Assume responsibility for all functions of the Mobile Food Pantry from the time the truck arrives at the site until all items are picked up by the driver after the distribution. This includes setting up for distribution, client registration, supervision of volunteers and tear-down and clean-up following the distribution.
- Distribute the food at no cost only to people in need.
- Assume responsibility for setting the date and time for delivery of the truck to the site.
- Assume responsibility for recruiting and managing at least 12 volunteers for the site.
- Track client names and addresses for food recall purposes only.
- Serve all eligible clients without regard to race, color, national origin, religion, sex, age or disability.
- Incorporate client choice practices.
- ~~• Maintain liability insurance for the distribution.~~
- Communicate to Food Bank of Alaska any problems or supplies needed in a timely manner.
- Report registration numbers to Food Bank of Alaska monthly and no later than the 5<sup>th</sup> of the following month.
- Site volunteers will not be given preferential treatment when accessing food from the Mobile Food Pantry.
- Refrain from proselytizing. Clients are not required to attend religious services or participate in church-sponsored activities to obtain food. Churches may have religious literature available for clients to read or take voluntarily.

