



Criteria for Membership



ALL MEMBERS:

- Must be an established non-profit agency or church/community sponsored program serving the needy and must be tax exempt under the IRS Code 501(c)-3, or function under the auspices of an umbrella organization.
- Can belong to only one Feeding America Food Bank; agree to all articles of the NHFB Basic Agreement & Addendum to the Basic Agreement, if applicable. Have knowledge of, understand and agree to abide by the NHFB Policies, Procedures and Guidelines. **The Agency agrees that it will not refer to its agency as a Food Bank on its letterhead, signage, brochures, or materials of any type.**
- To be an authorized shopper: one must go through our New Shopper Orientation class. Each agency is allowed to have up to 5 persons designated as approved shoppers. The agency director/program coordinator must notify the NHFB in writing when the designated shopper leaves the agency.
- Agree to an initial on-site visit, as well as annual follow-up visits by NHFB representatives so that the working relationship may be mutually evaluated. A director or program coordinator should participate in the inspection process.
- Must agree to keep all Food Bank food on-site at the actual location of where food is distributed. Food cannot be stored in private homes, even on a temporary basis. Agree to meet local and state health department requirements and have adequate dry storage space and refrigerator/freezer space, if applicable, to ensure safety of the food until it is used or distributed.
- Must serve a clientele that is at least 50% low income and/or eligible for government benefits (AFDC, Fuel Assistance or Food Stamps, etc.).
- Provide adequate transportation to pick up the food as well as adequate persons to help load their vehicles. For inclement weather, vehicles must have some cover protection for the food to be transported.
- Agencies must remit payment for their invoices within 30 days by agency check only. No cash or personal checks accepted. Continued delinquency will result in termination of ordering privileges.
- Must source a minimum of 3,000 pounds of food from the NHFB per calendar year. Food sourced includes online orders, Fresh Rescue, and enabled food drives.

- Agree to keep appropriate records on-site as required by the NHFB and make these records available upon request. All NHFB invoices must be kept on file for two years. The director or the program coordinator shall immediately notify the NHFB of any change in their name, address, telephone number, staff or shoppers.
- All member agencies must have at least one staff member that is up to date with Safe Food Handling certification, either from a Food Bank partner class or a current ServSave© certification.
- Providing Quarterly service reports is a requirement of membership and must be submitted on time each quarter. Agencies who participate in the Fresh Rescue Program must abide by safe food requirements as well as submit timely reports for all donated food. These statistics provide a valuable tool for acquiring as much food as possible to distribute to our partnering agencies and the information is available to our members for use in grant writing and proposals/reports for fund raising efforts. Failure to submit QSR's and Fresh Rescue reports on time will result in immediate suspension of shopping privileges.
- Any change of address per IRS form 557, must be reported in writing to both the IRS and to the NH Food Bank. Any agency found to be operating under a non-approved 501c3, or one that is not valid with the IRS, will lose ordering and shopping privileges until the non-profit legal status is resolved.