

Interested in Becoming a Food Bank Member Agency?

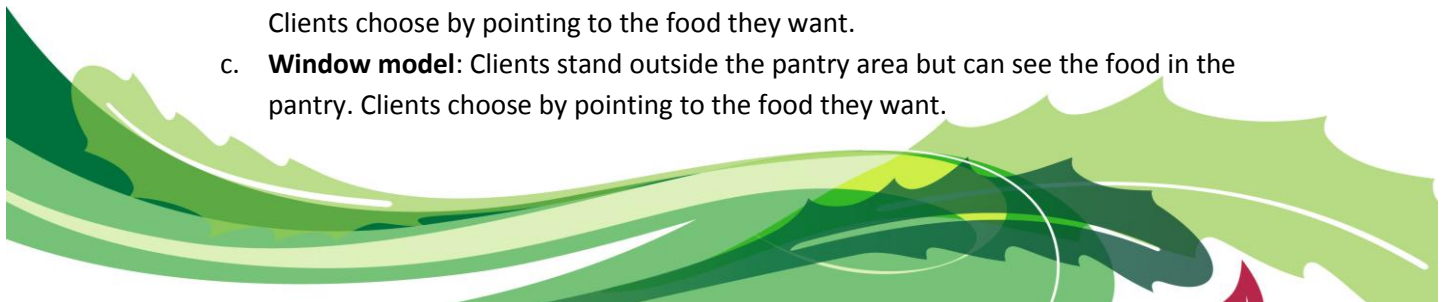
New Membership Overview

There are 2 basic requirements before your program can be considered for membership:

- ❖ Program must be non-profit (with current 501(c)3), which serves the ill, infant, or needy in Foodlink's ten-county service area
- ❖ Program must be open to the public for at least six months, registering and logging client visits to the food assistance program

If your agency meets the above criteria, then keep on reading...

1. All agencies must have a formalized Board of Directors or Steering Committee to provide oversight
2. All agencies must have established financial accounting practices
3. All agencies must submit an application with a service plan and agree to abide by the standards for operations outlined by Foodlink and our affiliate governing agencies
4. Members participate in a shared maintenance fee associated with product obtained from Foodlink
5. Operate minimum service hours based on program type. Please note that weekends and evenings are given consideration and exception to the minimum standard, as they are considered low service times
 - a. **Food Pantries:** operate a minimum of nine hours, three days a week
 - b. **Soup Kitchens:** operate a minimum of three meals, two days a week
 - c. **Emergency Shelters:** operate 24/7 (excluding seasonal shelters)
6. **FOOD PANTRIES ONLY:** Must operate some form of Client Choice. Listed below are the four most common models of Client Choice. You are not limited to these four models. You may do a combination of these or have a model that works best for your pantry, as long as you are offering all of your clients some form of choice.
 - a. **Supermarket model:** Food is set up by food groups inside the pantry. Clients choose their food as they walk through the pantry. Workers may help guide clients through their choices or check them out when they have finished shopping.
 - b. **Table model:** Clients stand outside the pantry area but can see the food in the pantry. Clients choose by pointing to the food they want.
 - c. **Window model:** Clients stand outside the pantry area but can see the food in the pantry. Clients choose by pointing to the food they want.





A Member of **FEEDING AMERICA**

- b. Food safety training for appropriate programs
 - c. Food is stored 6 inches from the ground and walls in safe, dry space
 - d. All refrigerators & freezers must have working thermometers
 - e. Client intake process to be reviewed and accepted
11. If site is acceptable, agency staff will need to attend a Foodlink orientation class and a Grants and Reporting 101 workshop for Emergency agencies. In addition, programs needing to meet the minimum requirement for Food Safety training will be required to attend a food safety training offered by Foodlink or another approved organization.
12. There is an annual membership fee of \$500 per agency (\$300 for emergency agency) and \$50 each additional program, which should be received only after approved for membership.
13. Once all basic steps above are completed, a Foodlink account will be established and the agency will receive a program card and may begin shop from Foodlink.

If the overview outline above fits your agency, please contact the Agency Services Manager, Michelle Larson (mlarson@foodlinkny.org or 585-328-3380 x148) to discuss receiving a new member application.

