



Food Finders is a multiregional non-profit food bank that strives to eliminate hunger and food waste, while improving nutrition in the communities we serve. We are celebrating 31 years of rescuing food and reducing hunger throughout California.

Come Join Our Food Rescue Program

As a nonprofit that serves meals or distributes pantry items, you can receive food on a regular or non-regular basis. We can provide prepared or unprepared food — canned items, produce and perishable items.

Our eligibility criteria:

- Must be a non-profit organization with a valid 501(c)(3)
- Must have a certified Safe Food Handler on staff or go through training to become certified.
- Cannot charge for food, be reimbursed, compensated or require services in exchange for food
- Cannot discriminate for any reason

Additional documents needed (send in with completed application):

- A copy of the Agency's IRS 501(c)(3)
 - A copy of your General Liability Insurance naming Food Finders as *additional insured/ certificate holder* from your insurance carrier
 - A copy of a California Food Handler card or certificate
- Visit www.efoodhandlers.com if you need to get certified or retrained. Use the Promo Code FFPARTNER when checking out to pay only \$5.**

Complete the attached application, sign and date it along with the Food Finders Agreement and Liability Release (at the end of the application) and submit it all to us at: yacosta@foodfinders.org or (562) 283-1403 fax.

Contact Yvette Acosta, Food Finders Partner Agency Coordinator, with any questions at (562) 283-1400 x109.

Thank you for your interest in partnering with Food Finders!



GENERAL INFORMATION

Agency name Date

Mailing address street/city/state/zip

Delivery address (if different) street/city/state/zip

Executive Director: Phone:

Agency Phone Nonprofit Tax ID#:

Fax # Agency Website

Social Media Handle (Facebook, Instagram, Twitter)

Food Program Contact: Name Cell Phone Number

Exe./Dir. Email: Food Contact Email

FOOD STORAGE AND HANDLING

Does your agency have a certified safe food handler on staff?

yes (attach a copy of certification)

no

Do you have a refrigerator? yes no If so, how many?

Do you have a freezer? yes no If so, how many?

Which type of refrigerator and/or freezer will be used? (mark all that apply)

	Refrigerator	Freezer
Standard	<input type="checkbox"/>	<input type="checkbox"/>
Commercial	<input type="checkbox"/>	<input type="checkbox"/>
Walk -In	<input type="checkbox"/>	<input type="checkbox"/>

Can you pickup food? yes no sometimes (if so what days)



Which type of vehicle will be used to pick up food? (mark all that apply)

car SUV van pick up truck box truck bobtail

Can you accept pallets? yes no Do you have: forklift pallet jack

ABOUT YOUR PROGRAM

1. What food service(s) do you provide? food pantry hot meals resident program
 other

2. Describe your clients (check all that apply): men women adolescents children
 homeless recovery disabled elderly shelter hospice
 other

3. What days and times are hot meals served and how many people are served?

	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Check day(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time							
# people served							

Monthly frequency: every week 1st week 2nd week 3rd week 4th week

4. What days and times is food (groceries) distributed and how many people are served?

	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Check day(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time							
# people served							

Monthly frequency: every week 1st week 2nd week 3rd week 4th week



5. What kind of food is most needed?

<u>Types of Food</u>	Need	Don't Need
Bread/Pastries	<input type="checkbox"/>	<input type="checkbox"/>
Dairy Products	<input type="checkbox"/>	<input type="checkbox"/>
Meat/Deli	<input type="checkbox"/>	<input type="checkbox"/>
Produce	<input type="checkbox"/>	<input type="checkbox"/>
Snacks	<input type="checkbox"/>	<input type="checkbox"/>
Non Perishables	<input type="checkbox"/>	<input type="checkbox"/>
Prepared Foods	<input type="checkbox"/>	<input type="checkbox"/>

6. What calendar days are you closed for business (i.e. holidays, summertime)? Please attach calendar to application if applicable.

List of Agency Representatives that are authorized to pick up food donations at assigned donor site:

_____	_____
Name	Phone Number
_____	_____
Name	Phone Number
_____	_____
Name	Phone Number

Comments about your specific food needs:

Besides Food Finders, what other sources of food are you receiving and from where?



What other services does your agency provide to your clients: (ex. senior services, utility assistance, daycare)?

How did you learn about Food Finders?

***I certify that the above application is complete and the information is accurate to the best of my knowledge. I understand that any false information may subject the agency to immediate termination or suspension.**

Signature of Executive Director

Printed Name

Date



FOOD FINDERS AGREEMENT

This agreement is between (Agency name) _____

located at _____ and

Food Finders located at 10539 Humbolt Street, Los Alamitos, CA 90720.

The Agency agrees:

1. To have current ruling Letter of Determinations from the Internal Revenue Service IRS 501 (c)(3) (not a private 501 c3 foundation) and California Franchise Tax Board 2370(1) (d) verifying tax exempt status. Agency acknowledges that it intends to comply with the restrictions on the use and transfer of donated property, as described in Section 170€ and any amendments to the code.
2. To provide Food Finders with copies of documents described above.
3. To serve the needy, ill, or infants as defined by IRS Code Section 501(c)(3) and tax court interpretations (In California, infants include individuals up to the age of 18).
4. To abide by all applicable federal, state, and local laws, rules and regulations.
5. Not to discriminate with respect to clients on the basis of race, sex, age, color, national origin, religion, sexual preference, veteran status, marital status, disability or medical condition.
6. To ensure that the agency and it's representatives treat all clients, volunteers, staff, donor representative(s) and Food Finders representatives in a professional manner in demeanor, language and actions.
7. Agency cannot require donations from clients. Agency cannot require clients to exchange service time for food or other items received from the assigned Food Finders donor(s).
8. To ensure that agency staff and/or volunteers only receive food and other items obtained through the Food Finders program if they are considered low-income. Staff and/or volunteers receive the same food items and number of food items as all other clients. Staff and/or volunteers will not receive preferential treatment and are not allowed to select their own items.
9. Not to directly or indirectly sell, exchange, barter, transfer, or charge a fee of any kind for food or other items received through the Food Finders program. Not to share food or other items received from the Food Finders with any other non-profit or religious organization without prior written approval from Food Finders.
10. Agency cannot require clients to participate in a worship service in order to receive food, nor can Agency give priority to clients who do participate in a worship service over those clients who choose not to.

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11. To distribute food only according to established food distribution schedule.
12. To inform Food Finders in writing of any changes of name, address, telephone number, type of service, stated purpose, or contact person before change takes effect.
13. To permit periodic on-site inspections by Food Finders representatives at Food Finders discretion with or without notice. To permit periodic on-site inspections by food donors or government agencies with or without notice.
14. To provide and utilize cold and dry storage space to ensure the integrity of the food until it is used and/or distributed. Agency must store items according to suggested manufacture temperatures to ensure safety of food.
15. Agency must have at least one agency representative who has successfully completed the California Food Handler course or ServSafe Food Handler's course.
16. Agency will transport perishable items at a safe temperature. Agencies not transporting in a refrigerated truck will utilize an insulated blanket when transporting perishables from donor to agency site.
17. To obtain and keep in force a liability insurance policy naming Food Finders as an additional insured. To execute and deliver to Food Finders any liability releases that Food Finders may require.
18. In an effort to offset the increasing day to day expenses of fuel, rent and insurance, Food Finders will ask Agency for a shared maintenance monetary donation on a quarterly basis. The suggested total amount is not a requirement and failure to donate does not preclude Agency from receiving food donations.

19. If Agency is picking-up donations, Agency agrees to submit a Food Finders monthly report no later than the 5th business day of each month.

Initial: _____

20. Agency will adhere to set pick-up and/or drop-off schedule from each donor. Agency will notify the Food Finders immediately if the agency will no longer be able to pick up items from the assigned donor(s).

Initial: _____

*******I Accept and Agree to All of the Terms and Conditions*******
I agree to abide by all policies above and understand that failure to do so by any Agency Staff may lead to immediate program suspension or termination.

Signature of Executive Director

Date

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LIABILITY RELEASE

The undersigned agent of _____
Agency Name

hereby warrants that the following release and indemnity will apply during any and all periods in which said agency receive food and non-food items from Food Finders, Inc.

In accordance with the requirements of receiving food and non-food items from Food Finders, the Agency agrees that:

1. The food provided by Food Finders is accepted by the agency "as is."
2. Food Finders and the original donor are released by the recipient from any liability resulting from the condition of received product, and further, Food Finders, the original food donor are held free and harmless against any and all liabilities, damages, losses, and/or claims whatsoever arising out of or attributed to any action of said agency, or personnel employed by said agency, in connection with the storage or use of receive product.
3. There have been no express warranties in relation to the food obtained from Food Finders.
4. The agency will not sell, transfer, barter, or offer as thank you's, with the items supplied by Food Finders in exchange for money, property or services, or otherwise allow the items to reenter the commercial channels.
5. The agency will distribute food that is "apparently wholesome," which is hereinafter defined as food that meets the quality standards of local, county, state, and federal agricultural and health laws and rules. Even if the food is not readily marketable due to appearance, age, freshness, grade, size, surplus, and other conditions, the food is still safe. However, this does not include canned goods that are leaking, swollen, or dented on the seam or no longer airtight.
6. The agency will utilize employees or volunteers having adequate training, expertise, or experience in evaluation, handling, preparation and distribution of donated items in order to do so in a safe and proper manner.
7. This agreement is binding for two years from the date of the signature.

I accept and agree to abide by all the above terms and conditions.

Signature of Executive Director

Date

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