

Dear Valued Agency Partners,

We at FOOD Share are continually striving to improve our accuracy of data collection and timely poundage reporting to our generous retail donors. Retailers will continue to donate as long as they receive timely poundage reports. In order to ensure that we meet retail donors' requirements we are making a few changes and appreciate your assistance and cooperation.

As of **August 1st 2015** all Community Donations reports will be turned into the Agency Relations Service desk to the attention of Annabel. Please email any scanned copies to **agencyervices@foodshare.com** or fax to **(805) 604-1542**.

Community Donations forms are available at:
<http://www.foodshare.com/AgencyTools/AgencyToolbox.aspx>
or at the **Agency Relations Service Desk**.

All community donation reports will be due by the **5th of each month**. All donated items' weight should be divided by item category. Agencies whose community donations reports become delinquent will be subject to both retail and warehouse pick up suspension.

Please see the important next steps below:

Step 1

Effective immediately, all agencies who are assigned to a retail pick up will receive this notice of Community Donation protocols and suspension details. An agency representative will be required to sign and confirm receipt of this form and submit it to the Agency Relations Service desk on or before the first store donation pick up occurs.

Step 2

Any agency that is 1 month delinquent with their Community Donations Reports will be contacted via email/phone and reminded of the possible suspension. The agency will have an additional 30 days to submit all missing reports while keeping all other reporting requirements current.

Step 3

Any agency that has not turned in their community donations reports after 60 days from their original due date will have all shopping and pick up privileges suspended. In addition, that agency will have to wait 6 months from the date their delinquent reports are received by the Agency Relations Service representative in order to become reinstated and approved for retail pick-up(s).

I have read the Community Donations agreement. I understand that as a FOOD Share agency I agree to turn in monthly poundage reports no later than the 5th of each month. I fully understand that failure to do so may result in suspension of further retail donation/warehouse pick-ups.

_____/_____/_____
Date

Name of Agency

Position/Title

Print Agency's Representative's Name

Agency's Representative's Signature