



AGENCY-RETAIL PICKUP CONTRACT

In an effort to donate as much useable product as possible, while maintaining the highest standards in safe food handling, many retailers have chosen to **only** donate through Feeding America Network Food Banks, such as Food Share Ventura County’s food bank, and their affiliated partner agencies. This mutually beneficial relationship requires the reporting of **all** food donated.

PARTNER AGENCY RESPONSIBILITIES

1. Partner agencies assigned to stores will need to provide a point of contact for store management to call for pickup scheduling or other needs.
2. Partner agencies picking up refrigerated or frozen items such as meat, produce, dairy, and deli items are required to refrigerate these items during transport and storage. Approved passive devices include temperature-controlled coolers, thermal blankets, or active temperature devices (i.e. refrigerated truck/unit). Partner agencies are responsible for acquiring and maintaining these devices.
3. Partner agencies are required to log the temperatures on frozen and refrigerated product at the time of donor pickup and again at delivery to agency storage. Temperature handling guidelines provided by Food Share must be adhered to for optimal food safety. Product that falls outside of temperature guidelines must be destroyed
4. Partner agencies are responsible for documenting daily temperature readings along with the weight of each direct pick up by category and reporting these activities by the end of each on MEAL CONNECT, Feeding America’s new online reporting program
5. Partner Agencies should have identification badges available for presentation at the time of pick up at the Retail locations.
6. Partner agencies should share the product they receive **ONLY** with other Food Share members in the area when the donation exceeds their needs. Sharing with non-Food Share partners is prohibited and in direct violation of Feeding America regulations.
7. Partner agencies should contact Food Share, Ventura County’s Food Bank regarding any issues that arise with the retail donor partner.
8. Partner agencies that agree to abide by the responsibilities outlined within this agreement should have their authorized contact (i.e. Executive Director, Pantry Manager, Food Program Coordinator, etc.) complete the section below and return to Food Share, Ventura County’s Food Bank.
9. Partner agencies are responsible for notifying Food Share, Ventura County’s Food Bank and updating this form when any of the information below changes.
10. Partner agencies cannot sell or require donations for any product received from or through Food Share including retail donated products.
11. Failure to comply with this agreement can be cause for termination of participation in the retail program.

Agency Name: _____ Agency Number: _____ Date: _____

Authorized Contact Name (print): _____

Authorized Contact (signature): _____

Authorized Contact Title: _____

Who do we call for Pick-up Issues: _____

Phone # of Pick-up Contact: _____

Contact Person(s) for MEAL CONNECT inputting:
Contact Phone:

