

**2018 MOBILE FOOD PANTRY**  
**MEMORANDUM OF UNDERSTANDING**

**SPONSOR ORGANIZATION:** \_\_\_\_\_

**SITE ADDRESS:** \_\_\_\_\_

**DISTRIBUTION SCHEDULE: DAY & TIME:** \_\_\_\_\_

The following is an understanding between the Blue Ridge Area Food Bank and the sponsor identified above, regarding the operation of a Mobile Food Pantry program at the site location identified above.

**PURPOSE OF THE MOBILE FOOD PANTRY PROGRAM:** The Mobile Food Pantry program is designed to distribute food, especially perishable food, to food-insecure residents whose current access to food assistance is limited by factors such as geographic distance from existing BRAFB agencies, limited food distribution schedules, and/or limited access to perishable foods. The Mobile Food Pantry truck can transport and serve as a distribution hub for up to 15,000 pounds of food per delivery.

**RESPONSIBILITIES OF THE SPONSOR ORGANIZATION:**

- Provide a primary and secondary coordinator to be present at and oversee each distribution, supervise volunteers, and serve as BRAFB's primary and secondary contacts. Inform BRAFB of changes in contact information.
- Provide a minimum of 12 volunteers (in addition to the coordinators) at each distribution. The coordinator will discuss concerns about having an adequate number of volunteers available with the Partner Services Coordinator. BRAFB reserves the right to cancel a distribution due to an inadequate number of volunteers. (Volunteers should be able to lift at least 30 pounds of product repeatedly.)
- Ensure that the coordinators and volunteers arrive at least 60 minutes before and remain 60 minutes after the publicized distribution time.
- Inform the local community of distribution dates and schedule changes.
- Ensure that the Mobile Food Pantry truck has ready access to the distribution site, that attendees are able to walk safely on either side of the truck, and that the site is free of snow and ice.
- Keep a monthly attendance on the electronic spreadsheet in the form provided by BRAFB and provide BRAFB with a completed spreadsheet within two business days of the final distribution each month. Failure to submit reports on time two months in a row may result in cancellation of the Mobile Food Pantry distributions. (The spreadsheet should include required information about all persons who receive product, including volunteers and homebound attendees). Attendance must regularly exceed 100 households in order to remain a viable Mobile Food Pantry distribution site.
- Keep an electronic log of the names and hours of all volunteers who help with the operation of the Mobile Food Pantry at your site. Submit monthly with your electronic attendance spreadsheet.
- Provide traffic control in the parking lots, driveways, and public roads affected by the distribution. The sponsor must collaborate with local law enforcement agencies as necessary to conduct traffic control sufficient to maintain the safety of attendees and volunteers.
- Consult with BRAFB prior to making any media release or comments concerning the Mobile Food Pantry so that the sponsor and BRAFB may collaborate on media contacts.

## **RESPONSIBILITIES OF BRAFB:**

- Provide a truck, driver, and tables during publicized times of distribution.
- Deliver products in quantities that allow each attendee to get an equitable share based on attendance projections. (Product quantities are determined on review of attendance at previous distributions.)
- Remove all excess product and trash at the end of the distribution.
- Support the coordinator with volunteer training.
- Provide nutrition materials (Walk the Line) and recipes to attendees

## **COSTS OF THE PROGRAM:**

- BRAFB will supply the food and cover all costs associated with the Mobile Food Pantry truck (e.g. fuel, maintenance, driver, loading and food purchase). Local sites are encouraged to generate support for the Mobile Food Pantry program through local fundraising initiatives in order to share program expenses with BRAFB.

## **DISTRIBUTION REQUIREMENTS**

- All food must be distributed free of charge to attendees.
- Attendees may not be solicited for money, property, or services.
- Food will be distributed on a first-come, first-served basis.
- Non-perishable food left over at the end of distribution will be reloaded onto the truck and returned to BRAFB. (When the amount of non-perishable food is less than two cases, the food will be distributed to local pantries and/or organizations which are able to distribute it to persons in need of food.)
- Perishable foods will be distributed to local pantries and/or organizations which are able to distribute it to persons in need of food, within a timely manner.
- No attendee will be discriminated against because of race, color, citizenship, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran.
- Attendees must be over the age of 18 to receive food.
- An attendee may not pick up product for another individual unless the attendee presents that individual's basic household information (name, address, and people, including ages in their household) and states her/his intent to deliver the food to the individual.
- One allotment of food will be given per household (i.e. household size does not determine quantity).
- Volunteers in need of food will be given the same amount of product as any other attendee and may not be given special treatment of any kind.

## **CANCELLATION POLICY:**

- BRAFB will notify the primary coordinator of a cancellation with as much notice as possible. BRAFB may cancel a mobile distribution if:
  - BRAFB is closed due to inclement weather or for any other reason.
  - BRAFB's staff determines that driving or distribution conditions are unsafe.
  - Local schools are closed.
  - See attached Inclement Weather Cancellation
- Site coordinators may cancel a distribution if weather conditions endanger the safety of attendees:

- If a coordinator decides to cancel the distribution, the coordinator must contact BRAFB staff no later than 6:30 a.m. on the day of the distribution. The coordinator should contact Trevor Pauley, BRAFB Partner Services Coordinator, via cell phone: 540-383-3558. If Mr. Pauley cannot be reached, the coordinator should contact Tyler Herman, BRAFB Manager of Agency Relations and Programs, via cell phone: 434-326-3675. If neither can be reached, the coordinator should contact Ron Morris, BRAFB Chief Operations Officer, via cell phone: 540-476-2953.
- If a distribution is cancelled, attendees and volunteers may call the Mobile Food Pantry Hotline at 540-490-4013.
- The coordinator must notify attendees and volunteers of cancellations by, at a minimum, posting signage at the site.
- Cancelled distributions cannot be re-scheduled for a later date.

**PRODUCT LIABILITY:** The Sponsor and BRAFB acknowledge that the food that BRAFB provides is received from various donors.

- The Sponsor will inspect the food before distributing it and refrain from distributing any food that is compromised.
- The food will be accepted “as is.”
- BRAFB and the original donor expressly disclaim any implied warranties of the marketability or fitness for a particular use of the food.
- There have been no express warranties in relation to this food.
- The Sponsor releases the original donor and BRAFB from any liability arising from the conditions and/or collection of the donated food. The Sponsor agrees to indemnify and hold the original donor and BRAFB free and harmless against any liabilities, damages, losses, claims, actions, and lawsuits attributed to any action of BRAFB and/or the donor or any personnel employed by BRAFB and/or the donor in connection with its collection, inspection, storage and use of the donated food.

**CONDITIONS and STIPULATIONS:**

- Both parties enter into this understanding voluntarily.
- Either party may terminate the understanding by simply notifying the other party.
- BRAFB reserves the right to limit the types and quantity of food given to the site based on availability.

**FOR THE SPONSORING ORGANIZATION:**

|  |                        |
|--|------------------------|
| _____  | <u>Cheryl Cooper</u>   |
| (Program Director's Signature)                   | (Printed Name)         |
| <u>Director of Agency Relations and Programs</u> | <u>January 1, 2018</u> |
| (Title)  | (Date)                 |

**FOR THE SITE:**

|  |                |
|--|----------------|
| _____                                  | _____          |
| (Primary Site Coordinator's Signature) | (Printed Name) |
| _____                                  | _____          |
| (Title)                                | (Date)         |

**FOR THE SITE:**

|  |                |
|--|----------------|
| _____                                    | _____          |
| (Secondary Site Coordinator's Signature) | (Printed Name) |
| _____                                    | _____          |
| (Title)                                  | (Date)         |

**FOR BRAFB:**

|             |                |
|-------------|----------------|
| _____       | _____          |
| (Signature) | (Printed Name) |
| _____       | _____          |
| (Title)     | (Date)         |

**BRAFB Address:** P.O. Box 937

Verona, VA **ZIP:** 24482

**Mobile Food Pantry Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Primary Site Coordinator:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Phone number at which coordinator can be reached before 7:30 AM:** \_

**Email Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_ **ZIP:** \_\_\_\_\_

**Secondary Site Coordinator:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Phone number at which coordinator can be reached before 7:30 AM:** \_

**Email Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_ **ZIP:** \_\_\_\_\_