

**2024 MOBILE FOOD PANTRY (MFP)**

**MEMORANDUM OF UNDERSTANDING**

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

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

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

The following is an understanding between the Blue Ridge Area Food Bank (BRAFB) 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 nutritious 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 partner agencies, limited food distribution schedules, and/or limited access to healthy food options. The Mobile Food Pantry truck can transport and serve as a distribution hub for up to 15,000 pounds of food per delivery, of which 85% is typically perishable items.

**RESPONSIBILITIES OF THE MFP SPONSOR ORGANIZATION:**

* Provide a primary and secondary coordinator to be present at and oversee each distribution, recruit, train, and supervise volunteers, and serve as BRAFB’s primary and secondary contacts. Inform BRAFB of changes in contact information and availability.
* 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 Program Coordinator. BRAFB reserves the right to cancel a distribution due to an inadequate number of volunteers (some volunteers should be able to lift at least 30 - 50 pounds of product repeatedly).
* Ensure that the coordinators and volunteers arrive at least 60 minutes before and remain after the publicized distribution time until the site is cleaned, and all clients have been served.
* Inform the local community of distribution dates and schedule changes (i.e., telephone tree, social media, etc.).
* Ensure that the Mobile Food Pantry truck has ready access to the distribution site, that volunteers can walk safely on either side of the truck, and that the site is free of snow and ice.
	+ Should be in contact with BRAFB as soon as possible to determine feasibility of distribution in cases of inclement weather.
	+ Contact local government and/or snow removal company to assist in making distribution site accessible for BRAFB, volunteers, and clients (BRAFB will cover cost of snow removal if applicable).
* Record households served in Link2Feed software on technology provided by BRAFB.
* Keep a log of the names and hours of all volunteers who help with the operation of the Mobile Food Pantry at your site. Submit monthly to Manager of Community Nutrition Programs.
* Communicate issues and concerns as they arise (e.g., any additional resources are needed to successfully operate the MFP at your respective site).
* 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, enough 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 products and trash at the end of the distribution.
* Support the coordinator with volunteer training.
* Provide nutrition materials (Walk the Line), informational flyers, and recipes to attendees.
* Conduct evaluation surveys annually.
* Provide technology and support to record attendance and volunteer hours.

**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). To work toward long-term program sustainability, local sites are encouraged to generate support for the Mobile Food Pantry program through local fundraising initiatives 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 or distributed to a local partner agency which can distribute it to people 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, status as a protected veteran, or any other protected class.
* Attendees must be over the age of 16 to receive food.
* An attendee may not pick up product for another individual unless the attendee presents that individual’s basic household information on Link2Feed intake form and states her/his intent to deliver the food to the individual(s).
* 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.
* The local school district is closed.
* MFP Truck is under repair and no substitution is available.
* Site coordinators may cancel a distribution if weather conditions endanger the safety of volunteers and clients:
* 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. Call Colleen Berger, via cell phone (call or text): 434-989-0883. If Ms. Berger cannot be reached, the coordinator should contact Zach Nissen, BRAFB Director of Programs, via cell phone (call or text), 434-218-0970. If those two cannot be reached, the coordinator should contact Ron Morris, BRAFB Chief Operations Officer, via cell phone: 540-476-2953.
* To check to see if a distribution is cancelled, attendees and volunteers may call the Mobile Food Pantry Hotline at 540-490-4013, which will be updated after the site coordinator and BRAFB decide to cancel a distribution.
* The coordinator must notify attendees and volunteers of cancellations by, at a minimum, posting signage at the site.
	+ Coordinators should call, email, text, or otherwise notify as many volunteers as possible.
* If a distribution is cancelled, BRAFB will:
	+ Update the MFP Inclement Weather Hotline, update the brafb.org website crawl, and will inform as many media outlets as possible.
* Cancelled distributions may be re-scheduled for a later date if BRAFB truck scheduling allows.

**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 spoiled.
* 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 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 BRAFB**

Manager of Community Nutrition Programs: \_\_\_\_\_\_Colleen Berger\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_January 1, 2024\_\_\_\_\_\_

**FOR THE MFP SPONSOR**

Primary Site Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number at which coordinator can be reached before 7:00 A.M.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secondary Site Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number at which coordinator can be reached before 7:00 A.M.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_