A Program of Second Harvest Food Bank

Mobile Pantry Agency Application

Areas where Mobile Pantries are most needed
Claiborne County   Cocke County
Grainger County   Jefferson County
Fentress County

Areas in Knox County where we will accept applicants
Corryton     Halls      Karns      Rutledge Pike

*Areas within Knoxville City Limits are generally not accepted

Second Harvest Food Bank of East Tennessee
136 Harvest Lane
Maryville, TN 37801
Office 865/521-0000
Fax 865/243-8241
www.secondharvestetn.org
Program Purpose:

To provide food to the hungry in areas of East Tennessee that lack adequate local hunger relief resources like community kitchens and food pantries.

Criteria for Mobile Pantry Program

1. **501(c)(3) Status:** The partner agency must have a 501(c)(3) history of establishment for at least three (3) months. Please note a 501(c)(3) does not mean your agency automatically meets our criteria for the Mobile Pantry Program.

2. **TN Charter:** The partner agency must be charted in Tennessee as a non-profit corporation.

3. **Utilization:** This application is for the Mobile Pantry Program only and completion of this application, if approved, only allows you to participate in the Mobile Pantry Program.

4. **Delivery Schedule:** The partner agency will schedule delivery dates by contacting Agency Relations at 865-243-8206.

5. **Service Area Determined:** The geographic area the partner agency intends to service may not be changed after initial scheduling.

6. **Second Harvest Corporate Sponsored Mobile Pantries:** The trailer will only be dropped at the initial location as stated in application. The trailer cannot be moved once it is dropped off by Second Harvest Food Bank of East Tennessee. The partner agency will be required to have volunteers and equipment available to assist in unloading the trailer upon arrival.

   a. **Security:** The partner agency is responsible for the security and/or any damage to the trailer once the trailer has been delivered, except for damages occurring from natural events, such as hail storms and lightening.

   b. **Accidents:** Second Harvest Food Bank of East Tennessee will not be held liable for any bodily injury for any person or persons that might receive bodily injury in any type or form from being around or on the trailer while distributing food. This also applies to individuals who are receiving the food.

7. **The Multi-Temp Trailer:** This trailer has 3 sections – Dry/Cooler/Freezer – and will only be available for Friday deliveries. The trailer will only be dropped at the initial location as stated in the application. The trailer cannot be moved once it is dropped off by Second Harvest Food Bank of East Tennessee.

   a. **Unloading:** The partner agency will be required to have volunteers and equipment available to assist in unloading the trailer. Refrigerated and frozen products must remain on the trailer until the day of distribution and must be distributed directly from the trailer to ensure foods are kept at safe temperatures. Refrigerated and frozen products may not be removed from the trailer.
trailer and stored unless the agency has proper food storage capacity that has been inspected and approved by a Second Harvest Food Bank of East Tennessee representative.

b. **Security:** The partner agency is responsible for the security and/or any damage to the trailer once the trailer has been delivered, except for damages occurring from natural events, such as hail storms and lightening. Second Harvest Food Bank of East Tennessee will not provide locks to secure food storage. The partner agency is responsible for providing any locks prior to distribution. Locks must be removed prior to removal of the trailer after distribution is complete.

c. **Accidents:** Second Harvest Food Bank of East Tennessee will not be held liable for any bodily injury for any person or persons that might receive bodily injury in any type or form from being around or on the trailer while distributing food. This also applies to individuals who are receiving the food.

8. **Invoice:** The partner agency must abide by any special instructions indicated on the Mobile Pantry invoice and assume responsibility for payment of all charges incurred by the agency.

9. **Shared Maintenance Fee:** The partner agency must agree to pay, on delivery, the shared maintenance fee in an agency check.

10. **Screening:** The partner agency must have an objective process for determining need and eligibility of food recipients. The agency should have in place an application process with names, addresses and telephone numbers, and should require recipients to sign for any food or other services received. This information can be used in the event of a food recall.

11. **Statistics:** The partner agency must submit statistics within one week after the distribution date. The information should include number of families served as well as the number of people in the following age groups: 0-17, 18-59, and 60+. (See attached example for collecting statistics.)

12. **Distribution:** The partner agency must have an established process for the distribution of food products and non-food products. All food products and non-food products must be distributed to clients on the scheduled Mobile Pantry distribution date. **No food may be stored in a separate location or taken back to the partner agency.**

13. **Purpose of Incorporation and Service:** The partner agency agrees that it is incorporated to serve the ill, needy, seniors, and/or children and infants. The partner agency also agrees that it is not incorporated for a purpose unrelated to serving the ill, needy, seniors and/or children and infants.

14. **No Charge:** There will be **no charge** to recipients in any form for services rendered or product received.

15. **Compensation:** Volunteers may not receive food or non-food product to compensate for their services.

16. **Needy Staff and Volunteer Use:** The partner agency may provide take-home donated goods to ill or needy volunteers, and/or staff whose income leaves them legitimately “needy”. Any such provision should be in response to incident-by-incident emergency need only, and not as a regular supplement,
as this could be construed as compensation. Donated product may not lawfully be used to “pay” staff or volunteers.

- Individuals cannot be given donated product as a “thank you” for their service.
- Volunteers and/or staff should not be given special treatment for food distribution.
- Volunteers and/or staff may not have first choice.

17. **Discrimination:** No partner agency may deny access of Second Harvest Food Bank of East Tennessee product on the basis of race, creed, national origin, religious affiliation, sex, sexual preference, gender identity age, ancestry, marital status, disability, or unfavorable discharge from the military status as a protected veteran or citizenship. **Faith-based programs may not proselytize before or during food distribution. Recipients cannot be required to attend church services or other religious activities in exchange for food.**

18. **On-Site Inspections:** The partner agency agrees to allow representatives of Second Harvest Food Bank of East Tennessee to inspect and audit all facilities and vehicles where products received from Second Harvest Food Bank of East Tennessee are received, stored and distributed, with or without notice to insure compliance with this Criteria.

19. **Online Ordering:** Representatives of the partner agency will attend training provided by Second Harvest Food Bank of East Tennessee both prior to joining and thereafter. This training is only required if you would like to order additional products.

20. **Food Safety:** The partner agency agrees that at least one representative (preferably two or more) be trained in food safety from a food safety training course approved by the Second Harvest Food Bank of East Tennessee. Approved trainings are Second Harvest Food Bank of East Tennessee Food Safety Training Workshops, ServSafe Certification, Local Health Department Certification, or other approved safety training curricula.

- At least one person with a Food Safety/Safe Food Handlers Certification must be at every distribution. When trained representatives leave the organization, food safety training must be provided as soon as possible for the new representative(s).
- The partner agency agrees to follow food safety guidelines for personal hygiene, storage, preparation, and transportation.
- The partner agency agrees to inspect all products received from Second Harvest Food Bank of East Tennessee and insure the suitability and integrity of any items before they are given to clients.
- Maintain regular pest control.

21. **Marketing:** The partner agency should run an ad or publicize the Mobile Pantry distribution:

- The partner agency should properly display the days and times the Mobile Pantry will be open to the public. (See attached flyer for example.)
- Include Second Harvest Food Bank of East Tennessee appropriately in marketing materials and advertisements.
• Recognize Second Harvest Food Bank of East Tennessee as a sponsor of the Mobile Pantry. When sponsors are listed through text or logos, Second Harvest Food Bank must be included.
• Never negatively portray Second Harvest Food Bank of East Tennessee.
• Not use the term “food bank” in your program name or advertising except in reference to Second Harvest Food Bank of East Tennessee.

22. **Food use:** The partner agency agrees not to sell food or charge for meals, and not to abuse membership privileges by ordering for non-agencies or trading or exchanging Second Harvest Food Bank of East Tennessee products for money, property or services. Food and non-food products may not be sold, bartered, used for personal use, parties, fundraisers, door prizes, or any reason other than directly servicing the ill, needy or infants. **You may not stock an Agency with Mobile Pantry product.** All products on the trailer must be totally distributed to the needy during the day or days the distribution is scheduled to take place. Report any leftover product to Second Harvest Food Bank of East Tennessee.

23. **Authorized Partner Agency:** The partner agency agrees to only acquire food for the partner agency on file. The partner agency will not abuse membership privileges by ordering for another church or organization that is not a partner of Second Harvest Food Bank of East Tennessee. If you are affiliated with a church or organization that is interested in the mobile pantry program, please contact the Agency Relations department at 865-243-8206.

24. **Suspension:** Violation of any of the above rules is grounds for investigation and possible suspension. If the partner agency is placed on suspension, Second Harvest Food Bank of East Tennessee will review the underlying issues and determine if they can be resolved. Second Harvest Food Bank of East Tennessee reserves all rights to permanently dismiss any partner agency from the Mobile Pantry Program.

I have read and agree to the terms & conditions of Second Harvest Food Bank of East Tennessee.

Dated this ________________ day of __________________, __________

(Signature of legally authorized agent)                  (Title)
REQUIRED DOCUMENTATION FOR PROCESSING APPLICATION

— Copy of the IRS – 501(c)(3) status form showing your agency is recognized as a non-profit organization

— A copy of Tennessee Tax Exempt form (Please fill out organization and sign as purchaser)

— A copy of program charter or by-laws

— A list of board members, deacons, elders, or other leaders with addresses and phone numbers

— Mission statement or brochure describing purpose of program

— Signed Criteria for Mobile Pantry Program (Enclosed)

— Signed Food Inspection and Release Form (Enclosed)

— Signed Liability Release Agreement (Enclosed)

— If your program is a church sponsored program, a letter from the clergy and pastor of the sponsoring church stating that the organization is in full support of the program and has been authorized to use the church’s IRS 501(c)(3) status forms.

— $35.00 non-refundable application processing fee payable by agency check

— Food safety certification(s) – Requirement for all programs (options enclosed)
APPLICATION FOR
MOBILE PANTRY MEMBERSHIP
(Please print or type)

Program Name: ________________________________

Key contact: ___________________________ Phone # _______________________________

Fax # ___________________________ E-mail ________________________________

Mailing Address: ____________________________________________________________
(City) (County) (Zip)

Physical Address: ____________________________________________________________
(City) (County) (Zip)

Billing Address: ____________________________________________________________
(City) (County) (Zip)

PROGRAM FUNDING

Please indicate the source of program funding. Give the approximate percentage of each.

[ ] United Way [ ] Grants [ ] Benevolence Fund
[ ] Private Donations [ ] Gov’t Funds [ ] Fundraisers
[ ] Other

PROGRAM INFORMATION

[ ] Faith Based (church) [ ] Non – profit organization [ ] Other

Do you operate a food pantry at your church? __________

Days of operation: __________________________ Hours of operation: __________________________

Does your church offer other assistance other than food? _________ Yes or   No _________

If yes, what other kind of assistance does your program offer?
__________________________________________________________

__________________________________________________________
Criteria for Mobile Pantry Program

Name of Agency___________________________________________ Phone_______________________

Street Address________________________________________________________________________

Mailing Address________________________________________________________________________

City_______________________________ State Tennessee Zip Code__________________________

Upon approval as a Partner Agency, we ________________________________________________ agree:

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<tr>
<td>1.</td>
<td>To be chartered in Tennessee as a non-profit corporation.</td>
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<td>2.</td>
<td>To provide food directly to the needy, elderly, ill, or infants in the form of meals and/or emergency food supplies.</td>
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<td>3.</td>
<td>To coordinate food solicitation efforts by keeping Second Harvest informed of other sources of food acquisition.</td>
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<td>4.</td>
<td>To maintain adequate storage to insure the integrity of the food until use; if using perishables, must have adequate refrigeration.</td>
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<td>5.</td>
<td>To be licensed or certified by all appropriate health authorities, if required.</td>
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<td>6.</td>
<td>That agency representatives will attend training provided by Second Harvest to member agencies – both prior to joining and thereafter.</td>
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<td>7.</td>
<td>To abide by any special instructions indicated on the Agency Invoice, a copy of which is provided at the time the food is delivered.</td>
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<td>8.</td>
<td>To schedule delivery times as set forth by Second Harvest.</td>
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<td>10.</td>
<td>To support the operation of Second Harvest Food Bank of East Tennessee by paying shared maintenance fees. Make check payable to Second Harvest and remit no later than 15 days from date of invoice.</td>
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<td>11.</td>
<td>To be monitored by food bank representatives at yearly intervals to insure compliance with these criteria.</td>
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<td>12.</td>
<td>Not to use the term “food bank” or “Second Harvest” in member agency name.</td>
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<td>13.</td>
<td>To keep accurate records of individuals served monthly and of food disbursed by Second Harvest, and have an established process for the distribution of food.</td>
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<td>14.</td>
<td>To not sell food or charge for meals, and to not abuse membership privileges by ordering for non-agencies or trading Second Harvest products with them.</td>
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<td>15.</td>
<td>To not use food bank products for any other programs, ex. banquets, parties, fundraisers, church functions, etc.</td>
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<td>16.</td>
<td>To assume responsibility for payment of all charges incurred by the agency.</td>
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<td>To notify food bank immediately if program is discontinued, authorized agent is replaced, or program changes location.</td>
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<td>18.</td>
<td>To properly display the days and times the Mobile Pantry will be open to the public.</td>
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<td>19.</td>
<td>To understand that violation of any of the above rules is grounds for investigation and possible suspension of member agency status.</td>
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Signed ________________________________________ ____________________________________

(Signature of Authorized Director) (Signature of Primary Contact)
Food Inspection and Release Form

Whereas Second Harvest Food Bank of East Tennessee has offered to provide and supply certain food and non-food product and related items available to

A 501(c)(3) Charity or Church with tax exempt numbers hereinafter referred to as “Donee“ and whereas, Donee has warranted to Second Harvest that all items received will be duly inspected by a qualified member of their staff and found to be fit for human consumption, or they will not be accepted.

Therefore, Donee warrants, represents and guarantees as follows:

1. That Second Harvest and the primary donor have specifically disclaimed any warranties or representations, expressed or implied, as to the purity or fitness for consumption of any or all such donated items.
2. That all items are accepted in “as is” condition.
3. That the Donee will utilize employees or volunteers having sufficient training, experience in the evaluation, handling of the donated items to be distributed.
4. The Donee hereby warrants and guarantees to Second Harvest and to the primary donor that it will hold them harmless from any and all liabilities, claims, losses, causes of action by donee in connection with the use of product supplied by Second Harvest Food Bank.
5. The Donee recognizes that the type of product delivered on a Mobile Pantry varies in accordance with inventory on-hand at Second Harvest the week of delivery; and that no specific item or item type are guaranteed to be present on the Mobile Pantry. Product availability depends on recent donations received and procurement activities by Second Harvest.

The undersigned hereby warrants that he / she is a legally warranted and authorized representative of the organization donee whose name appears below, and by his/her legal signature does hereby bind it to terms, conditions and limitations of release.

Dated this______________ day of __________________, __________

(Signature of legally authorized agent)  (Title)

(Name of Donee Organization)  (Address)
Liability Release Agreement

The _________________________________________________________located

(Agency Name)

at_________________________________________________________________

(Agency Address)

hereby affirms that the original donor, Second Harvest Food Bank of East Tennessee, and
Feeding America:

  1. Are released by the Agency from any liabilities resulting from goods received,

  2. Are held harmless from any claims or obligations in regard to the Agency or the received
     goods,

  3. Offer no express warranties in relation to the goods.

__________________________

Date

______________________________________________

Print Name

______________________________________________

Signature

OFFICE USE ONLY
Agency Relations Signature: _______________________________
Date: __________________________
You have 4 options:

1) Second Harvest Website
You may visit our website and click on: www.secondharvestentn.org
Scroll to the bottom where it says “Agency Zone”: The large gray box will be on the left side of the screen.
• Click on “LEARN MORE”
• Once you click on Learn More, scroll down to Agency Toolbox.
• Under the title “Agency Toolbox” you will see “ServSafe”
• Click on “ServSafe”
• On the left side of the screen in gray, you will have different options to choose from.
• Click on “ServSafe Food Handler”
• Then click on the state of Tennessee
• ServSafe Food Handler Online Course & Assessment BUNDLE is the class for our agencies. The cost is $15. It takes about 2 ½ hours to complete.

2) Knox County Health Department **NOW ONLY AVAILABLE ONLINE**
The online training program is a PowerPoint presentation, and your computer must have the PowerPoint Program or PowerPoint Viewer in order to use this training option. You may download the FREE PowerPoint Viewer by visiting https://www.microsoft.com/en-us/download/details.aspx?id=13
The last slide in the presentation provides a link to a 20 question test. Test results are downloaded every Friday and certificates are issued the following Monday.

Visit the link below to see the online training presentation and test:
http://www.knoxcounty.org/health/food_safety_training.php

If you encounter any problems with this program, please contact the Knox County Health Department at 865-215-5200 or by email at ehtraining@knoxcounty.org.

3) Food Handler Classes
You may also visit this website: http://www.foodhandlerclasses.com/tennesse_food_handles The cost is $7.

4) Your Local Health Department
Try YOUR LOCAL health department to see if they are teaching a food safety class. Most health department classes provide information about storage, hand washing, proper dating and
labeling, understanding what dates on product mean, cross contamination, temperatures, (refrigeration and freezer) etc.  
They will also teach you about cooking foods to the proper temperatures and how long to hold foods at proper temperatures, etc.

Once you or someone with your agency has completed a class, you will receive a Food Safety Certificate. Please send a copy of each certificate to Second Harvest Food Bank. The certificate should have the person’s name and the name of your agency.

**MOBILE PANTRY STATISTIC**

Cut and make copies to hand out while people are standing in line.

Place # in line at top right corner (if needed)

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Signature: ____________________________  Signature: ____________________________

Address: ____________________________  Address: ____________________________

Phone #: ____________________________  Phone #: ____________________________

Number in Household:  
- 0-17: ___  
- 18-59: ___  
- 60-over: ___
Mobile Food Pantry

**When:** Saturday, July 23

**Where:** First Baptist Church of Whitesburg  
201 Graves Lane Whitesburg, Hamblen County, TN

**Time:** approx. 10:00 a.m. - 2:00 p.m. or until the food is gone

**Who:** NEEDY

If you have any questions or if you would like to volunteer to help hand out the food on this date please contact Pastor Allen Payne at xxx-xxxx