



SLO FOOD BANK

County Partnership for Hunger Relief

Partner Contract

This document is an agreement made between **Food Bank Coalition of San Luis Obispo County** located at 1180 Kendall Rd., San Luis Obispo, CA 93401, hereby referred to as “SLO Food Bank,” and the following organization, hereby referred to as “**Partner**”:

Organization: _____

Site Address: _____

The Partner agrees to all of the following terms and conditions of this agreement. If any of these terms or conditions are violated, the SLO Food Bank has the right to cease distribution of product to the Partner and participation in any SLO Food Bank-affiliated programs until the term(s) and condition(s) are met or otherwise addressed.

The Partner will agree to and comply with the following criteria:

1. The Partner will abide by the policies, procedures, and record keeping requirements of the SLO Food Bank as outlined by the SLO Food Bank’s Partner Policy and Procedure Handbook.
2. Provision of evidence that the Partner is a 501(c)(3) non-profit corporation. This criterion may be completed through one of the following options:
 1. A current 501(c)(3) determination letter from the IRS specific to the Partner.
 2. A current 501(c)(3) determination letter for the parent or overseeing organization of the Partner AND an official letter from the parent or overseeing organization authorizing the use of the 501(c)(3) determination letter as verification of the Partner’s non-profit status.
3. Will not sell, transfer, barter, or offer for sale the items supplied by the SLO Food Bank in exchange for money, property, or services, or otherwise allow the items to re-enter commercial channels.
4. Serve primarily low-income persons, elders, and youths that reside or need assistance in San Luis Obispo County.
5. Accept all product received from the SLO Food Bank in “as is” condition and will release the SLO Food Bank and its affiliations from any liabilities resulting from donated product.
6. Serve food directly to qualified clients and not through third parties.



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7. Ensure that food storage and preparation facilities are well-maintained, clean, and in compliance with local, state, and federal regulations and the partnership requirements described in the SLO Food Bank Partner Policy & Procedure Handbook.
8. Abide by all guidelines for operating communal food distribution sites and programs as described in the Food Bank Partner Policy & Procedure Handbook.
9. Abides by any additional donor stipulations for donated or grant-funded product.
10. Allow announced and unannounced site visits by a SLO Food Bank representative on a biennial or as-necessary basis.
11. Accept shared maintenance fees for food and non-food items as determined by the SLO Food Bank.
12. Maintain a file of all SLO Food Bank receipts for two years.
13. Submit quarterly reports outlining the number and ages of program participants.
14. Will not discriminate on the basis of race, color, creed, national origin, citizenship, ancestry, religious affiliations, sex, gender identity or expression, marital status, sexual orientation, age, disability, veteran status, or unfavorable discharge.
15. Will hold the SLO Food Bank and its affiliations harmless from any claims, warranties, or obligations in regard to donated product.

Organization (Partner) Representative Signature

Date

Organization (Partner) Representative Name

Title

SLO Food Bank Representative Signature

Date

SLO Food Bank Representative Name

Title

