



# SLO FOOD BANK

## Agency Direct Rescue Agreement

### Part I: Contact Information

---

Name of Organization: \_\_\_\_\_

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

Organization Representative: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

### Part II: Program Guidelines and Agreement

---

To participate in the Direct Grocery Rescue program, an organization must agree with the following guidelines. The objective of these guidelines is to support the intended social outcomes of the program and ensure adherence to the requirements set forth by the funding grant and Feeding America.

1. SLO Food Bank's mission is to work with a network of community partners to alleviate hunger in San Luis Obispo County and build a healthier community. In the case of the ADR program, we act as a facilitator between agencies and food generators to ensure that all food rescue is being conducted effectively and **safely**, and that records of donations are maintained and provided to the appropriate entities. If there is any issue with donations being made through the ADR program, please contact our food rescue programs manager at [foodrescue@slofoodbank.org](mailto:foodrescue@slofoodbank.org).
2. Organizations must be an active SLO Food Bank Partner in good financial and compliance standing.
3. An organization is not obligated to take unusable food in the form of waste, damaged items, or quantities of food beyond an organization's capacity for storage or distribution. If an organization is regularly receiving product that is in good condition but is undesirable for the clients being served, the organization shall contact the Food Rescue Programs Manager for that food to be reallocated.
4. **All food product obtained from the organization's assigned accounts must be weighed, documented, and submitted to the SLO Food Bank. The completed forms must be submitted on a weekly basis at the end of each work week. If an agency is consistently unable to provide timely reporting to SLO Food Bank, the donating**

**stores will be notified and will no longer provide donations for use by the non-compliant agency.**

5. Organizations must follow safe food handling practices when collecting, transporting, storing, and redistributing all product collected through the program.
6. Organizations must present agency badges provided by SLO Food Bank to requesting generators beginning January 1<sup>st</sup>, 2022.
7. All product obtained through the program must be distributed for free to the organization's clients.
8. Organizations must have all of the below items in order to participate in the program.
  - Cold storage
  - Dry storage
  - Mobile scale and/or pallet scale
  - Temperature-controlled transport materials (e.g. coolers, thermal blankets, etc.)

**Note:** The SLO Food Bank can assist in procuring these items either through appropriated grant funds or local commercial recommendations.

Please sign below if your organization understands and agrees to follow these guidelines for participating in the Direct Grocery Rescue program.

Representative Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

**Best Contact for Updates and Information about the SLO Food Bank's ADR Program (if different from above):**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_