



## Agency Partner Agreement

Food provided by Second Helpings is strictly for the purpose of serving those who experience hunger in Beaufort, Jasper, and Hampton counties. Agency partners must provide equitable food assistance to the ill, those in need, children, the handicapped, seniors, or the disadvantaged, without charging, asking for donations, or requiring individuals to work, volunteer, or attend religious services.

In order to be eligible to partner with Second Helpings, agencies must affirm the following:

1. It meets all IRS eligibility requirements for receipt, transfer, and use of donated food under section 170(e)(3) of the Internal Revenue Code.
2. It will ensure the safe and proper food handling by employees and volunteers, conforming to all local, state, and Federal regulations. An agency employee or volunteer must participate in a food safety program bi-annually.
3. It will accept all items in an “as-is” condition and take responsibility for disposing of any food it deems not fit for consumption.
4. It will distribute food equitably among recipients. No favoritism towards family, friends, church members or agency staff or volunteers will be tolerated.
5. It will not engage in discrimination against any person 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. *(Agencies may serve a specific population, such as children, women affected by domestic abuse, seniors, etc., according to their charter. However, these organizations are expected to adhere to all other aspects of this non-discrimination policy.)*
6. It will maintain written guidelines which state the qualifications/requirements to become a client, as well as guidelines for refusing service to clients.
7. It will post, publicize, and adhere to a consistent food distribution schedule:
  - a. Food pantries must do regularly scheduled distributions at least twice per week.
  - b. Monthly distribution organizations/mass distribution organizations must do a regularly scheduled distribution at least once per month. Additionally, these organizations must be prepared to serve food when a client calls in an emergency situation in between distributions.

- c. Soup kitchens and other on-site feeding programs that serve prepared food must offer regularly scheduled mealtimes at least twice per week. At least one individual is encouraged to maintain a current Manager ServSafe Certification.
8. It will have a working telephone at the food distribution site and an answering machine or voice mail on which a client can leave a message.
  9. It will receive food from Second Helpings on scheduled delivery days other than Thanksgiving, Christmas, New Year's Day, and Easter Sunday. If an agency must close due to extenuating circumstances, we expect seven days' advance notice so that we can arrange to distribute the food elsewhere.
  10. It will distribute all food from Second Helpings, as quickly as possible, to those experiencing hunger in the community. This food must not be used at funerals, picnics, or similar events.
  11. It will maintain a clean, safe, and locked storage facility, with access limited to food program staff and volunteers. This includes:
    - a. Running water, soap and antibacterial liquid must be available to food handlers.
    - b. Food must be stored off-hours in a locked area or cabinets, with access limited to authorized employees and volunteers.
    - c. Food must be displayed and stored at least six inches off the floor and four inches away from the wall.
    - d. Bulk food must be stored in protective containers.
    - e. Nonperishable storage areas must be dry and clean.
    - f. Cold storage (at appropriate temperatures) must be used to store meat and dairy.
    - g. Cleaning supplies and other harmful materials must be stored separately.
    - h. There must be a pest control plan or a contract with a professional exterminator.
  12. It acknowledges that Second Helpings staff may conduct site visits to ensure compliance with this agreement, and it is obligated to attend mandatory meetings.
  13. It agrees to be included in Second Helpings publicity, to prominently post agency partner signage provided by Second Helpings, to follow and support Second Helpings on social media, and to be listed on Second Helpings' website as an agency partner. Agency employees and volunteers may also be included in Second Helpings photographs; Second Helpings will try to secure their verbal consent when the photograph is taken.
  14. It will maintain complete and accurate records of clients served and provide quarterly reporting to Second Helpings.

**I understand that violation of any of the above affirmations can lead to the immediate termination of this Agency Partner Agreement.**

Director/Pastor Signature: \_\_\_\_\_ Date: \_\_\_\_\_