

Second Helpings is a nonprofit food rescue organization striving to eliminate hunger in the South Carolina Lowcountry. We collect and distribute donated food products which would have otherwise ended up in landfills. Over 400 volunteers deliver more than three million pounds of food annually to 50+ agencies in Beaufort, Jasper, and Hampton counties.

Agency Application Procedure

- Current Agency Partners must re-apply annually. **Completed applications for 2026 are due by Wednesday, December 31, 2025.** If the application is not received by the due date, rescued food deliveries will be suspended until the matter is resolved.
- For prospective new agencies, a site visit and interview will be arranged and conducted once Second Helpings has received and reviewed the completed application. The Agency will be notified within 30 days.

Part 1: Agency Requirements

Food provided by Second Helpings is strictly for the purpose of serving the needy and those who experience hunger in Beaufort, Jasper, and Hampton counties. Agency Partners must provide equitable food assistance to the ill, those in need, children, 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 is located in and serves Beaufort, Jasper, or Hampton counties.
3. It has a management structure and an adequate volunteer base.
4. It will ensure the safe and proper food handling by employees and volunteers, conforming to all local, state, and Federal regulations. Agency employees and volunteers must participate in a food safety training program (please see item 15).
5. It will accept all donated food products in an “as-is” condition and take responsibility for properly disposing of any food it deems not fit for consumption.
6. It will distribute food equitably among recipients. No favoritism towards family, friends, church members or agency staff or volunteers will be tolerated.
7. 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.)*

8. It will maintain written guidelines which state the qualifications/requirements to become a client, as well as guidelines for refusing service to its clients.
9. It will post, publicize, and adhere to a consistent food distribution schedule:
 - a. Food pantries must offer regularly scheduled distributions at least once per week to qualify for supplemental Healthy Food Initiative (HFI) foods.
 - b. Soup kitchens and other on-site feeding programs that serve prepared food must receive rescued food and offer regularly scheduled mealtimes at least once per week to qualify for HFI foods.
 - c. Second Helpings may also serve food pantries and other distribution organizations which distribute food less than once per week. The Agency must be prepared to serve food when a client calls in an emergency situation in between distributions. These organizations are encouraged to increase their frequency of distribution to provide more support to their community. Second Helpings will not accept applications from agencies that distribute food only once per month.
10. Agencies qualifying to receive HFI foods must also agree to place orders electronically and provide an email address and cell phone number that is monitored daily by agency staff or volunteers.
11. 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.
12. It will receive food from Second Helpings on all scheduled delivery days other than Thanksgiving and Christmas. If an agency must close for other reasons or for holiday closure, other than an emergency, we require seven days' advance notice so that we can arrange to distribute the food elsewhere. If an agency needs to close due to an emergency situation, they must contact Second Helpings immediately to explain the emergency and how long they will be closed.
13. It will distribute all food from Second Helpings, as quickly as possible, to the needy and those experiencing hunger in the community. This food must not be used at funerals, picnics, or similar events.
14. 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. Extermination services must be provided at least quarterly by a third party and proof provided to Second Helpings.
15. Its volunteers and staff must complete Second Helpings' online food safety training, pass the quiz, and post one or more certificates of completion in a prominent place in the facility. Additionally, soup kitchens are encouraged to maintain a ServSafe Manager certification for at least one employee or regular volunteer.
16. It agrees and acknowledges that Second Helpings staff may conduct site visits to ensure compliance with this agreement, and it is obligated to attend mandatory meetings that Second Helpings may require of it, such as the annual Agency Conferences.
17. 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.
18. It will maintain complete and accurate records of clients served and provide quarterly reporting to Second Helpings by the designated due dates.
19. Volunteers who are also clients of Partner Agencies will NOT be given preferential access to food. Additionally, Partner Agencies will NOT use any donated food products for staff consumption, or Agency business meetings (Board of Directors, Committee meetings), nor to compensate staff and/or its volunteers.
20. Agencies will not re-donate or transfer donated food products from Second Helpings in exchange for money, other property, or services.
21. Agencies will not solicit rescued food from Second Helpings Food Donors (please see the Appendix for a current list). Second Helpings is the only organization authorized to rescue food from national grocery chain stores by the Lowcountry Food Bank, which is part of Feeding America.
22. Second Helpings serves many agencies daily, and the type, quantity, and quality of food donations we receive can vary. Our volunteer crews distribute food based on responses received by agencies to our quarterly survey request, and the crews are not expected to respond to agency on-site requests. Agencies having an issue with their food distributions should direct their communications to the respective area coordinator: Hilton Head/Bluffton: [843-816-2384](tel:843-816-2384); or Beaufort: [843-384-2664](tel:843-384-2664).

Reasons Why an Agency May Be Declined or Discontinued

- There is comparable alternate service within close proximity (0 – 5 miles) of the Agency.
- The Agency's client base and/or frequency of food distribution is not sufficient to justify recurring deliveries.

- The Agency's strategy, objectives, or practices are not consistent with our mission.
- Our site visit of the Agency uncovers problems with the facility or program.
- The Agency has a history of food safety, policy, or procedural deficiencies.
- The Agency has solicited rescued food directly from our Food Donors.
- The Agency fails to provide Second Helpings with seven days' notice of planned closures.
- The Agency fails to provide all required paperwork.
- The Agency's food program is run from a personal residence.

**this list is not exhaustive, and Second Helpings has the sole right and discretion to determine if its services will continue with the Agency.

Part 2: General Information

“Agency” refers to your organization:

Date:					Years in service:		
Agency Name:							
Mailing Address:							
City:					Zip:		
Agency Director Name:							
Director Phone:				Email:			
Website:				Facebook:			
Food Facility Address:							
City:					Zip:		
Food Manager Name:							
Manager Phone:				Email:			
Program Type (please check all that apply):	Food Pantry				Soup Kitchen/ On-Site Meals		
Other							
Food Program Operating Schedule:							
Days:	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Times: AM							
Times: PM							
Phone number to be shared with the public:							
Are you a Lowcountry Food Bank (LCFB) Agency?				Yes		No	
Do you offer assistance other than food? If yes, please describe, if no please put N/A:							

Part 3: Report of Services

We review each agency's persons served data upon initial application, and annually at the beginning of each year. Please complete the following report with recent information.

Households and Persons Served

Households served per month:			
Persons served per month (total number of those living in the households served):			
Persons served per month by age:	Adults (18-60)	Children (<18)	Seniors (>60)
On average, how many times do you serve the same person/household per month?			

Recordkeeping

Do you use a tracking system to record services to recipients?		Yes:		No:	
Does your agency track the following information of recipients? (check all that apply)					
Name		Age Group*		Address	
Zip Code		Number in Household*		Income:	

(information marked with * is considered most important)

Other Sources of Food

Does your agency receive food from the LCFB?	Yes:		No:	
Does your agency receive donations or grants to purchase food?	Yes:		No:	
Does your agency receive food from food drives or other agencies?	Yes:		No:	

Safe Food Handling and Storage

Has an active member of your agency attended a food safety program in the past 12 months? If yes, please provide information and a copy of the certificate:	
Name:	Date attended:
Date of last pest control (please provide proof)	

Part 4: Acknowledgement

I certify that, to the best of my knowledge, the information provided in this application is complete and accurate. I understand that failure to comply with any of the above requirements may lead to the interruption of food provided by Second Helpings, or the immediate termination of our Agency Partner relationship.

Food Program Manager Signature:	
Print Name:	
Date:	

and

Director/Pastor Signature:	
Print Name:	
Date:	

Please mail, or scan and email, the completed Agency Partner Application, Food Safety Certificate, and record of most recent pest control service to:

Second Helpings
P.O. Box 23621
Hilton Head Island, SC 29925
email: execadmin@secondhelpingslc.org

Appendix
Current Second Helpings Food Donors

Hilton Head

Publix HH North (473)
Publix HH South (700)
Kroger HH (671)
Walmart HH (728)
Harris Teeter North (152)
Fresh Market (48)
Harris Teeter South (423)
Starbucks Shelter Cove (52767)
Starbucks Sea Turtle (56987)

Jasper/Hampton Counties

Publix Hardeeville (1354)
Walmart Hardeeville (2832)
Long's Deer Processing

Bluffton

Sam's Club (6582)
Publix Route 278 (845)
Publix May River Xing (1714)
Publix Buckwalter (1205)
Food Lion Okatie (2691)
Food Lion Kitties Xing (1330)
Kroger Buckwalter (703)
Kroger Market (499)
Walmart Bluffton (6395)
Target Bluffton (1298)
Waterfall Farm
Aldi Store JEF 181
Nantucket Meat & Fish Market

Beaufort

Food Lion Beaufort (2864)
Publix Beaufort (1716)
Publix Lady's Island (1463)
Walmart Lady's Island (7181)
Walmart Beaufort (1383)
Food Lion Parris Island Gtwy (2839)
Food Lion Laurel Bay (1698)
Food Lion Lady's Island (945)
Gullah Farms Co-Op (donated)
Port Royal Farmers Market
Piggly Wiggly Beaufort
Dempsey Farms (donated)
Alvin Ord's Sandwich Shop
Harris-Teeter Lady's Island (429)