



MAP APPLICATION PACKET 2007/08

Agency Relations Department

Programs Manager
Vanessa Franco Ext. 14
vfranco@sandiegofoodbank.org

Agency Relations Coordinator
Maria Olivas Ext. 32
molivas@sandiegofoodbank.org

9850 Distribution Ave
San Diego, CA 92121

Phone: (858) 527-1419
Fax: (858) 527-1457

INTRODUCTION

Thank you for your interest in becoming a member of the San Diego Food Bank (SDFB). We hope that you find the application process simple and straightforward. Please have the executive director, president, or pastor of your organization complete and sign all documents. Once the application and necessary agreements have been completed, return them to the food bank by mail and we will set up a site visit. Meanwhile, if you have any questions, please contact us at (858) 527-1419 x 32.

HELPFUL HINTS

- Read through the whole packet before filling out the application.
- Use the provided checklist to make sure your packet is complete before turning it in. Most delays are due to an incomplete packet.
- Make a copy of your application packet for your files.
- If you have questions please contact us.

DEFINITIONS

Agency Relations: The department at the San Diego Food Bank that is the liaison between agencies (like yours) and the Food Bank. This department processes new applications and monitors member agencies.

IRS 501(c)(3): A letter obtained from the Internal Revenue Service that verifies your organization as a nonprofit, tax-exempt organization.

Shared Maintenance Fee: a fee charged by the San Diego Food Bank to member agencies for food bank products on a per pound basis. Needy persons receiving food through SDFB's local agencies are never charged for food. The fee is not based on the value of the product and can range anywhere from 1¢ to 18¢ per pound. The shared maintenance fees help provide a stable funding base to cover expenses associated with operations.

PRIORITIZATION OF SERVICE

The San Diego Food Bank gives priority to established nonprofit agencies in underserved areas with on-going food programs for the needy, ill or children.

ELIGIBILITY CRITERIA

In order to become a member of the San Diego Food Bank:

1. An agency must be incorporated for the purpose of serving the ill, needy and/or infants. The use of the food must be related to the agency's charitable purpose. More than 50 percent of the agency's clients must be in the low-income category. The agency's food program must not be limited to only seasonal holiday food baskets.
2. An agency must be a non-profit organization – qualifying under section 501(c)(3) of the Internal Revenue Code **OR** a church that qualifies – according to the Church Eligibility Form or the Church Qualifier Form.
3. If the agency is a church, it must provide a letter of 501(c)(3) determination or fill out the Church Qualifier Form, affirming that the organization is, in fact, a church and essentially meets the spirit of the criteria employed by the Internal Revenue Service in defining a church.
4. The agency must serve all individuals regardless of race, sex, color, age, religion, national origin, ancestry, disability, sexual orientation, political affiliation, or veteran's status.

5. The agency must not require any individual to attend a religious or political meeting, nor may the individual be required to make a statement of faith or pledge membership to any religious or political organization as a requirement for receiving food.
6. The agency must not charge for food, be reimbursed, compensated or require services in exchange for food, nor may it use the San Diego Food Bank's products for fundraising activities.
7. The agency must not be an entity of a municipality. Examples that do not qualify include schools, hospitals, prisons, and jails.
8. The agency food program must have been in operation for at least three months prior to applying to become a San Diego Food Bank member agency. The agency must also have adequate capacity to safely store the quantities and types of food that will be received.
9. If applicable, the agency must meet state and local health licensing requirements.

APPLICATION PROCEDURE

1. Agencies complete and submit application papers to the San Diego Food Bank
2. Once the application is received and reviewed, the San Diego Food Bank will conduct a site visit to monitor your agency. **No organization can become a partner agency without a site visit.**
3. After the visit, if your agency is accepted, all the staff and volunteers listed as shoppers in the application must attend an ORIENTATION SESSION at The San Diego Food Bank. This session is REQUIRED within the first month of becoming a shopper. Please call for an appointment.

SITE/MONITORING VISIT

The following items will be reviewed during the initial site visit and subsequent monitoring visits:

1. Storage Facilities
 - Can the storage area be locked? Is it secure?
 - Is the storage area clean and dry?
 - Is food stored at least 6 inches off the floor?
 - Are toxic items stored 4 to 6 feet from food items?
 - Is there any sign of rodent or insect infestation?
 - Is refrigeration/freezer unit clean? In good working order?
 - Are thermostats present in refrigeration/freezer units?
2. Recordkeeping
 - Number of households/individuals served
 - Records kept of persons receiving food
 - Number of meals served counted
 - Date and time of distribution clearly posted
 - Bill of Ladings/Invoices kept on file
3. Review of Marketplace
 - Policies and Procedures
4. Feedback
 - Input from agency on how to improve the San Diego Food Bank services

CHURCH ELIGIBILITY

501 (c) (3) Status

A The San Diego Food Bank agency must be a 501 (c) (3) charity or equivalent. Section 508(c) of the Internal Revenue Code provides that “churches, their integrated auxiliaries and conventions or associations of churches ” are exempt from the law requiring nonprofits to apply for tax exempt status under section 501 (c)(3) of the Code.

Although churches are not required to have a determination letter, the San Diego Food Bank is required to keep documentation of 501(c)(3) status in each agency’s file.

As a church, one of the following documents must be provided for this purpose:

1. Your church’s 501(c)(3) letter from the IRS - *a 501(c)(3) letter is a federal letter issued by the IRS and is NOT the same as your state tax-exempt information.* Many denominations or larger church groups such as the PCUSA (Presbyterian Church USA), Catholic Charities, etc. have a blanket 501(c)(3) determination letter which is available through the main office or headquarters. These organizations have a public listing of all ministry organizations affiliated with their group. If your church is a part of a denomination or larger church group, please send a copy of their 501(c)(3) determination letter and a letter or public listing connecting your church with this denomination or larger group.
2. If your church is not part of a denomination or larger church group, it still qualifies as a 501(c)(3) **if it meets certain requirements as determined by the IRS.** On the next page is a Church Qualifier Form with an explanation of these IRS requirements. If your church falls into this category, please complete the Church Qualifier Form.

****The San Diego Food Bank reserves the right to request further verification of the requirements as it deems necessary.***

CHURCH QUALIFIER FORM (You DO NOT need to complete this if you have a 501(c)(3))

The Internal Revenue Service uses 14 points to determine whether an organization qualifies as a church. In accordance with this provision, The San Diego Food Bank requires that an organization which functions as a church must certify that these characteristics are evidenced by its program. The characteristics are as follows (please check all items that apply):

- a. A distinct legal existence
- b. A recognized creed and form of worship
- c. A definite and distinct ecclesiastical government
- d. A formal code of doctrine and discipline
- e. A distinct religious history
- f. A membership not associated with any other church or denomination
- g. A complete organization of ordained ministers ministering to their congregations
- h. Ordained ministers elected after completing prescribed courses of study
- i. A literature of its own
- j. Established places of worship
- k. Regular congregations
- l. Regular religious services
- m. Sunday schools for religious instruction of the young
- n. Schools for the preparation of its ministers

If any of these characteristics do **not** apply to your program, you must explain which ones and why.

The duly authorized officers of your church must certify that the organization meets the requirements indicated for identification as a church.

IMPORTANT – If your church is **unincorporated**, you must certify that the organization has not applied to the IRS for 501(c)(3) status and been denied, nor has it had its 501(c)(3) status revoked by the IRS.

Signature of Pastor/Director/Chief Executive

Date

Print name of Pastor/Director/Chief Executive

* The San Diego Food Bank reserves the right to request further verification of the requirements as it deems necessary.

CHURCH QUALIFIER LETTER (You DO NOT need to complete this if you are a 501(c)(3))

This letter is required for churches not possessing a 501(c) (3). It is only an example. Please retype it on your own letterhead. When retyping, please fill in the items in parenthesis with the information asked for. Also, insert your own pertinent information in the areas where it is appropriate. Do not forget to have your pastor sign this letter.

Potential Agency Ministry

100 Any Street
Anytown, USA 99999

Any Date, Any year

San Diego Food Bank
9850 Distribution Ave
San Diego, CA 92121

Attention: Agency Relations Department

I, (Pastor's name), am the Pastor and Chief Executive Officer of (church's name). I am writing to affirm that (church's name) is, in fact, a church. Furthermore, (church's name) complies with the spirit of the 14 criteria employed by the Internal Revenue Service in defining a church.

(Church's name) is incorporated under the laws of the State of California as a non-profit organization. Our Articles of Incorporation list our creed and form of worship. We are denominational and not affiliated with any other denomination. In addition, we have a distinct ecclesiastical form of government. We have met as a church for the past (____) years, conducting regular worship services and religious instruction at an established place of worship. We have various Sunday school classes and I, the head pastor, am an ordained minister.

Sincerely,

(Pastor's Signature)

(Print Pastor's name)
Pastor/CEO

San Diego Food Bank
AGENCY APPLICATION

PART ONE: Agency Information

Agency Name: _____

Physical (site) Address: _____ City: _____ Zip: _____

Mailing Address: _____ City: _____ Zip: _____

Billing Address: _____ City: _____ Zip: _____

Name of Parent or Umbrella Organization: _____

Phone 1): _____ Phone 2): _____

Fax: _____ Website Address: _____

How did you hear about the San Diego Food Bank? _____

Agency Mission Statement: _____

AGENCY STAFF

Agency's Chief Executive/President/Pastor: _____ E-mail: _____

Food Program primary contact person (this person will be considered the contact person for communication from the San Diego Food Bank):

Name: _____ Title: _____

E-mail: _____ Phone: _____ Fax: _____

Shoppers:

List up to four (4) people who will be authorized to shop on your agency's account. ***Each additional card or replacement cards will be issued at a charge of \$5.00 per card. Future changes must be addressed in writing on agency letterhead.

1.) Name: _____

Address: _____

City: _____ Zip: _____

Phone: _____

Email: _____

2.) Name: _____

Address: _____

City: _____ Zip: _____

Phone 1: _____

Email: _____

3.) Name: _____

Address: _____

City: _____ Zip: _____

Phone: _____

Email: _____

4.) Name: _____

Address: _____

City: _____ Zip: _____

Phone 1: _____

Email: _____

ADDITIONAL SITE(S) AND ADDRESS(ES)

Do you have any off-site food programs? Yes No (if no please skip to the next section)

Please use a separate sheet of paper if there are more than two additional sites.

Name: _____

Name: _____

Address: _____

Address: _____

City: _____ Zip: _____

City: _____ Zip: _____

Phone: _____

Phone: _____

Contact: _____

Contact: _____

PART TWO: Services & Programs

Our organization is/provides:

- Food Pantry (food distribution)
- Shelter (overnight accommodations)
- Other

Please describe your services

PANTRY

Do/will you have a food **PANTRY**: Yes No (If no, skip to next section)

Zip code service area: 1) _____ 2) _____ 3) _____

How many people does your pantry serve each month? _____

What are your hours of operation?

Sun	Mon	Tues	Wed	Thurs	Fri	Sat

What items do you distribute?

- | | | |
|--------------------------------------|---|--|
| <input type="checkbox"/> Dry goods | <input type="checkbox"/> Canned goods | <input type="checkbox"/> Dairy |
| <input type="checkbox"/> Frozen food | <input type="checkbox"/> Fresh fruits/veggies | <input type="checkbox"/> Personal care items |
| <input type="checkbox"/> Clothing | <input type="checkbox"/> Other: | <input type="checkbox"/> Other: |

How do people learn about your pantry? _____

What are your eligibility requirements? _____

What are your funding sources for your pantry? _____

What record keeping system do you have in place? _____

Is there a charge for the food that you provide to your clients? Yes No

MEAL PROGRAM/OTHER

Do/will you operate a **MEAL PROGRAM/OTHER**: Yes No (If no skip to next section)

Zip code service area: 1) _____ 2) _____ 3) _____

Who on staff has a food handlers card (please attach copy)? _____

How many people does your shelter/soup kitchen serve each month? _____

What days/times do you serve meals?

Meal	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
B-fast							
Lunch							
Dinner							

Do you require referrals? Yes No If yes, from which agency? _____

Do you have a Health Certificate from the Department of Health? _____

License/Inspection Number: _____

How do people learn about your shelter/soup kitchen? _____

What are your eligibility requirements? _____

What are your funding sources for your Shelter/Soup Kitchen? _____

What record keeping system do you have in place? _____

Is there a charge for the food that you provide to your clients? Yes No

FOOD STORAGE FACILITIES:

What type of food storage facilities do you have?

Dry Storage Yes No If yes, _____ ft. X _____ ft. = _____ square feet

Frozen Storage Yes No If yes, how many freezers _____

Refrigerated Storage Yes No If yes, how many refrigerators _____

TRANSPORTATION:

What type of transportation vehicle will your organization use to pick up food at the SDFB?

AGENCY COMMENTS:

SAN DIEGO FOOD BANK COMMENTS:

CHECKLIST

Your completed application packet should include:

- Completed Agency Application
- Agency Agreement with both signatures
- \$50 organization check made payable to the San Diego Food Bank
- Copy of on of the following:
 - a) 501(c)(3) for non-profit agencies **OR**
 - b) Church qualifier form and letter (churches only, form in application)
- Signature of Pastor/Director/Chief Executive on all lines requiring a signature
- All letters must be typed on agency letterhead
- Agency brochure or one page summary of agency
- Current list of board of directors
- Copy of food handlers card (for agencies preparing food)

SIGNATURES

I certify that the above application is complete and the information is true and correct to the best of my knowledge. I understand that false information on this application may be grounds for non-approval of the charity application or termination of your organization's participation with the San Diego Food Bank.

Signature of Pastor/Director/Chief Executive

Date

Print name of Pastor/Director/Chief Executive