



Interested in becoming a Food Pantry...

What is a food bank? What is an America's Second Harvest Food Bank?

Food Banks are centralized storage and clearinghouses for donated food. The donated food received by ASHBB comes from a variety of sources – excess production, product which is not “marked ready” or miss-packaged, trial marketing runs, canned food drives, and the like. The donated food is then, in turn, distributed to authorized charitable Partner Agencies for distribution to the needy in the community. Charitable Partner Agencies which may receive the donated product range from a small rural church with an emergency pantry, to a homeless shelter that feeds three meals a day to over 200 men, women, and children; they run the gamut of the social service spectrum. America's Second Harvest of the Big Bend is an affiliated food bank partner with over 200 other food banks forming the Feeding America National Network of Food Banks. In Florida alone, there are 15 America's Second Harvest Food Banks. Each food bank in the network has a specific service area, and in the case of America's Second Harvest of the Big Bend, we serve the following 10 counties: Jackson, Calhoun, Gulf, Gadsden, Liberty, Franklin, Leon, Wakulla, Jefferson and Taylor.

Who can access food and products from ASHBB?

Any qualified charitable 501(c)3 organization or equivalent may access food at ASHBB. The IRS determines the 501(c)3 non-profit designation after an application for the non-profit exemption is submitted to the federal government. Certain churches with larger governing bodies or conference may be covered by a group 501(c)3 exemption letter which extends to all of the churches within the body or conference. Please check with your governing body for that letter. The only exception to the required 501(c)3 exemption letter is for churches that have not filed, nor have had revoked, the 501(c)3 non-profit designation by the IRS, and who are independent from any other churches. For these churches, there is a set of 14 criteria (included in application packet) outlining how a church may be deemed a 501(c)3 non-profit equivalent organization.

Your organization must also have, either currently in place or a documented intent to establish, a feeding program which will feed people in dire financial need, be they children, elderly, or chronically ill.

Is there any cost associated with accessing the food at ASHBB?

ASHBB has what is called a shared maintenance fee on some of the food accessed by Partner Agencies of the food bank. (USDA commodities do not have shared maintenance fees.) The shared maintenance fee is just that – shared by all of the Partner Agencies who access food here at ASHBB. The cost associated with soliciting, procuring, transporting, unloading, storing, maintaining, sorting, distributing, and maintaining the integrity of the product donated, exceeds the average \$0.19 per pound a Partner Agency shares with the ASHBB. The average price per pound of retail food is \$1.49. At this price, 100 pounds of food would equal approximately \$149.00. By contributing the shared maintenance fees, Partner Agencies of ASHBB would only incur about \$19.00 for each 100 pounds of food they access at the food bank. Shared maintenance is not about the value or cost of the food, but instead about the handling of the food; whether frozen dinners, potatoes, chips, or Jell-O, they all carry the same shared maintenance fee per pound. ASHBB also has an initial non-refundable membership application fee of \$50.00, a \$30.00 yearly membership, and a \$15.00 delivery charge is assessed each delivery.

How can my organization access food at ASHBB?

The first step is to request an application from the Agency Relations Director at 850/562-3033 Ext. 19. After ASHBB receives your **completed application** (everything must be provided at one time), the next step is to attend a new Partner Agency Orientation, which must be attended by a minimum of three volunteers from your organization. The Partner Agency will be given a Membership Manual, the ASHBB and USDA guidelines, and information regarding ordering and much more. The Agency Relations Director will then set up a pre-monitor site visit. Once the site visit has been conducted, a verbal compliance or non-compliance status will be shared. If everything is in order a formal welcome letter will be sent and you may begin ordering/shopping. If non-compliant, once the offense(s) are corrected, a formal welcome letter will be sent and you may begin ordering/shopping.

We are so hopeful your organization would like to join together with us in the fight against hunger and food insecurity in the Big Bend. America's Second Harvest of the Big Bend and its entire staff is here to help you, those who are on the front line of the fight, in any way that we can. Please don't hesitate to call the Agency Relations staff at 850/562-3033 Ext. 19 with any questions you might have.

Don't forget!

Remember to sign up for your New Partner Agency Orientation Training.

Email: treason@fightinghunger.org to register

Tina Reason, Agency Relations Director
110 Four Point Way
Tallahassee, FL 32305

850/562-3033 ext 19

Usually Orientation Trainings are held monthly with the exception of October, November and December.

America's Second Harvest of the Big Bend is an equal opportunity employer and provider.