



Executive Board

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Executive Director

Thank you for your interest in partnering with Food Finders, Inc.

Please have the Director/Chief Executive review and sign all documents.

ELIGIBILITY CRITERIA

To partner with Food Finders an agency:

- Cannot charge for food, be reimbursed, compensated, or require services in exchange for food
- Must have a certified Food Handler on staff
- Cannot discriminate for any reason

Board of Directors

Dr. George Bell

Garrett Brief

Curtis Brundage

Dixie Dohrmann

Natasha Dyer

Ed Nauman

APPLICATION CHECKLIST: (items to be returned)

- A copy of a California Food Handler care card or certificate (visit www.efoodhandlers.com if you do not already have a certified safe food handler on staff)
- All documents signed and dated
- Signed Agency Agreement
- Signed Liability Release
- Copy of General Liability Insurance naming Food Finders *as additional insured*
- Make a copy of the signed documents for your records

Honorary Members

Arlene Mercer
Founder

Carol Ramseyer

Dick Ramseyer

Diana Lara
Vice President-Operations

Lisa Hoffmaster
Fund Development Director



GENERAL INFORMATION

Agency name _____ Date _____

Mailing address _____
street/city/state/zip

Delivery address (if different) _____
street/city/state/zip

Executive/Director: _____ Phone: _____

Agency Phone _____ Nonprofit Tax ID#: _____

Fax # _____ Agency Website _____

Food Program Contact: _____
Name Cell Phone Number

Exe./Dir. Email: _____ Food Contact Email _____

FOOD STORAGE AND HANDLING

Does your agency have a certified safe food handler on staff?

- yes (attach a copy of certification)
- no

Do you have a refrigerator? yes no If so, how many? _____

Do you have a freezer? yes no If so, how many? _____

Which type of refrigerator and/or freezer will be used? (mark all that apply)

	Refrigerator	Freezer
Standard	<input type="checkbox"/>	<input type="checkbox"/>
Commercial	<input type="checkbox"/>	<input type="checkbox"/>
Walk -In	<input type="checkbox"/>	<input type="checkbox"/>

Can you pickup food? yes no sometimes (if so what days) _____

Which type of vehicle will be used to pick up food? (mark all that apply)

- car SUV van bobtail truck/ pickup truck

Can you accept pallets? yes no



ABOUT YOUR CLIENTS

1. What food service(s) do you provide? food pantry hot meals resident program
 other _____

2. Describe your clients (check all that apply): men women adolescents children
 homeless recovery disabled elderly shelter hospice
 other

3. What days and times are hot meals served and how many people are served?

	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Check day(s)							
Time							
# people served							

Monthly frequency: every week 1st week 2nd week 3rd week 4th week

4. What days and times is food (groceries) distributed and how many people are served?

	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Check day(s)							
Time							
# people served							

Monthly frequency: every week 1st week 2nd week 3rd week 4th week

5. What kind of food is most needed?

Types of Food	Need	Don't Need
Breads/Pastries		
Dairy Products		
Meat/Deli		
Produce		
Other Perishables		
Non Perishables		
Prepared Foods		

List of Agency Representatives that are authorized to pick up food donations at assigned donor site:

Name

Phone Number

Name

Phone Number

Name

Phone Number

Comments about your specific food needs:

Besides Food Finders, what other sources of food are you receiving and from where:

What other services does your agency provide to your clients: (ex. senior services, utility assistance, daycare)

***I certify that the above application is complete and the information is accurate to the best of my knowledge. I understand that any false information may subject the agency to immediate termination or suspension.**

Signature of Executive Director

Date

Printed Name

Date



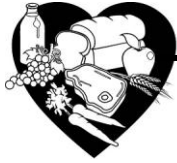
FOOD FINDERS AGREEMENT

This agreement is between (Agency name) _____

located at _____ and
Food Finders located at 3744 N. Industry Ave., Ste. 401 Lakewood CA 90712

The Agency agrees:

1. To abide by all applicable federal, state, and local laws, rules and regulations.
2. Not to discriminate with respect to clients on the basis of race, sex, age, color, national origin, religion, sexual preference, veteran status, marital status, disability or medical condition.
3. To ensure that the agency and it's representatives treat all clients, volunteers, staff, donor representative(s) and Food Finders representatives in a professional manner in demeanor, language and actions.
4. Agency cannot require donations from clients. Agency cannot require clients to exchange service time for food or other items received from the assigned Food Finders donor(s).
5. To ensure that agency staff and/or volunteers only receive food and other items obtained through the Food Finders program if they are considered low-income. Staff and/or volunteers receive the same food items and number of food items as all other clients. Staff and/or volunteers will not receive preferential treatment and are not allowed to select their own items.
6. Not to directly or indirectly sell, exchange, barter, transfer, or charge a fee of any kind for food or other items received through the Food Finders program. Not to share food or other items received from the Food Finders with any other non-profit or religious organization without prior written approval from Food Finders.
7. Agency cannot require clients to participate in a worship service in order to receive food, nor can Agency give priority to clients who do participate in a worship service over those clients who choose not to.
8. To distribute food only according to established food distribution schedule.
9. To inform Food Finders in writing of any changes of name, address, telephone number, type of service, stated purpose, or contact person before change takes effect.
10. To permit periodic on-site inspections by Food Finders representatives at Food Finders discretion with or without notice. To permit periodic on-site inspections by food donors or government agencies with or without notice.



11. Agency will adhere to set pick-up and/or drop-off schedule from each donor. Agency will notify the Food Finders immediately if the agency will no longer be able to pick up items from the assigned donor(s).
12. To provide and utilize cold and dry storage space to ensure the integrity of the food until it is used and/or distributed. Agency must store items according to suggested manufacture temperatures to ensure safety of food.
13. Agency must have at least one agency representative who has successfully completed the California Food Handler course or ServSafe Food Handler’s course.
14. Agency will transport perishable items at a safe temperature. Agencies not transporting in a refrigerated truck will utilize an insulated blanket when transporting perishables from donor to agency site.
15. To obtain and keep in force a liability insurance policy naming Food Finders as an additional insured. To execute and deliver to Food Finders any liability releases that Food Finders may require.
16. If Agency is picking-up donations, Agency agrees to submit a Food Finders monthly report no later than the 5th business day of each month.
17. In an effort to offset the increasing day to day expenses of fuel, rent and insurance, Food Finders will ask Agency for a shared maintenance monetary donation on a quarterly basis. The suggested total amount is not a requirement and failure to donate does not preclude Agency from receiving food donations.
18. Agency agrees to abide by all policies above and understands that failure to do so many lead to immediate program suspension or termination.

*******I Accept and Agree to All of the Terms and Conditions*******

Signature of Executive Director

Date



LIABILITY RELEASE

The undersigned agent of _____
Agency Name

hereby warrants that the following release and indemnity will apply during any and all periods in which said agency receive food and non-food items from Food Finders, Inc.

In accordance with the requirements of receiving food and non-food items from Food Finders, the Agency agrees that:

1. The food provided by Food Finders is accepted by the agency "as is."
2. Food Finders and the original donor are released by the recipient from any liability resulting from the condition of received product, and further, Food Finders, the original food donor are held free and harmless against any and all liabilities, damages, losses, and/or claims whatsoever arising out of or attributed to any action of said agency, or personnel employed by said agency, in connection with the storage or use of receive product.
3. There have been no express warranties in relation to the food obtained from Food Finders.
4. The agency will not sell, transfer, barter, or offer as thank you's, with the items supplied by Food Finders in exchange for money, property or services, or otherwise allow the items to reenter the commercial channels.
5. The agency will distribute food that is "apparently wholesome," which is hereinafter defined as food that meets the quality standards of local, county, state, and federal agricultural and health laws and rules. Even if the food is not readily marketable due to appearance, age, freshness, grade, size, surplus, and other conditions, the food is still safe. However, this does not include canned goods that are leaking, swollen, or dented on the seam or no longer airtight.
6. The agency will utilize employees or volunteers having adequate training, expertise, or experience in evaluation, handling, preparation and distribution of donated items in order to do so in a safe and proper manner.
7. This agreement is binding for two years from the date of the signature.

I accept and agree to abide by all the above terms and conditions.

Signature of Director/Chief Executive

Date

Print name of Director/Chief Executive

Date