



## Second Harvest Food Bank of Central Florida

### Requirements for Agency Partnership

The following items are the minimum requirements to become a partner of Second Harvest Food Bank of Central Florida.

- All agency partners must be a **501c3 organization**
- All agency partners must have a **tax exempt** certificate if they wish to distribute government commodities and any non-food product
- At least one person who is present during all distributions must have a **Safe Food Handling** certification. This certification is available on line and sometimes offered in a classroom setting.
- You must be located in Central Florida area in the counties we serve: **Orange, Osceola, Lake, Seminole, Volusia or Brevard.** Food must be distributed in your county only.
- An organization ordering food from Second Harvest Food Bank of Central Florida must have **proper, and adequate locked and secured physical storage** that meets Second Harvest Food Bank of Central Florida's guidelines. Distribution cannot be run out of a person's home or any other shared space.
- **Redistribution of any product** received from Second Harvest Food Bank of Central Florida in a manner other than community distribution is strictly prohibited
- You must have responsible personnel who are accountable for **record keeping and inventory control** and will need **to utilize sign-in sheets** or another tracking system to keep track of the individuals served.
- You must **operate regularly scheduled hours** and be open at **least monthly** for a minimum of two hours each time.
- You must be willing to **pay shared maintenance handling fees of .19 a pound** for some donated product
- You are required **to adhere to food safety guidelines** at all times

If you have any questions regarding partnership, please contact [AgencyRelations@feedhopenow.org](mailto:AgencyRelations@feedhopenow.org)