



# Mobile Pantry Agreement

Guidelines and agreement for operating a Mobile Pantry.



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# MOBILE PANTRY AGREEMENT

Distribution Location: \_\_\_\_\_

Sponsoring Agency: \_\_\_\_\_

Agreement between **Food Bank for the Heartland** and the agency named above regarding the operation of a Mobile Pantry program at the location mentioned above.

## General Overview of Program:

Mobile Pantry is a "farmers market" style distribution in counties where there is a need for additional pantry service. These counties are determined by the Food Bank for the Heartland (FBFH).

Food Bank for the Heartland (FBFH) truck arrives about 1 hour prior to the distribution loaded with approximately 6 to 10 pallets pounds of food. The load consists of between six and eight different products with an emphasis on perishable products such as fresh produce and bakery items. The agency provides tables, signs and cones to help direct people efficiently around the tables. A portion of each product is then set out on the tables for people to choose from. A line forms and once the distribution begins, each person then walks past the tables and chooses the items that they are interested in – packing their own bag as they go along. Volunteers are stationed behind the tables to restock items as needed and to make people aware of any products that have limits. A typical mobile pantry runs about 2 hours.

Date and times of mobile pantries are determined jointly. Location is determined by the agency.

## Responsibilities of the agency and distribution location:

- A site coordinator who will oversee the distribution, supervise the volunteers and serve as primary contact with Food Bank for the Heartland
- Provide tables, signs and or cones to help direct people
- Identify 6-10 on site volunteers to assist with the distribution and unloading of product. Volunteers unloading product should be able to lift 40 pounds
- Distribute flyers (can be provided by FBFH) to clients in order to promote the mobile pantry
- Return copies of sign in sheets provided by the Food Bank for the Heartland
- Sign and return this written agreement with Food Bank for the Heartland
- Contribute the shared maintenance for product received from Food Bank for the Heartland and the delivery based on pounds received

## Responsibilities of Food Bank for the Heartland:

- Provide a truck and driver to bring the product to the site and help the volunteers unload.
- Provide sign in sheets to be returned by the agency within 2 days of the mobile pantry
- Provide a selection of products in quantities that will allow each client to get a share. Agency can help select product to be distributed.
- Work with the on-site coordinator and volunteers to train them in this new distribution model
- Provide a written agreement to be signed the each site coordinator
- Provide a flyer advertising the dates and times of the Mobile Pantry distributions to the site coordinator

Use of Food Provided by Food Bank for the Heartland

- Food will be distributed free of charge.
- Food will be provided without discrimination
- Food will not be transferred for money, property, or services.
- Food will be distributed on a first-come, first-served basis.
- Reasonable precautions will be taken to assure that each individual receives an appropriate supply of food and is taking the food only for that person's use.
- Food left over at the end of distribution will be left with the agency to be transported to the agency.

Product Liability:

This Mobile Pantry program is operated under the 501(c)(3) exemption of Food Bank for the Heartland and is collaboration with the undersigned agents. The undersigned authorized agents of the program named above hereby warrant that the agency will receive surplus foods from the Food Bank. Said agent further warrants the following:

- The above-described food will be inspected upon receipt and found to be fit for human consumption.
- The surplus food is accepted "as is".
- The Food Bank and the original donor expressly disclaim any implied warranties of the marketability or fitness for a particular use of the food.
- There have been no express warranties in relation to this gift of food.
- The agency releases the original donor and the Food Bank from any liability arising from the conditions and/or collection of the donated food and further agrees to indemnify and hold the original donor and the Food Bank free and harmless against any liabilities, damages, losses, claims, causes of action, and suits of law or in equity or any abrogation whatsoever out of or attributed to any action of said receiving agency or any personnel employed by said agency in connection with its collection, inspection, storage and use of the donated food.

Conditions and Stipulations:

- Both parties enter into this agreement voluntarily.
- Either party may terminate the agreement by simply notifying the other party at least 7 days before the mobile pantry.
- Any attachments are a part of this agreement.
- Food Bank for the Heartland reserves the right to make site visits to any distribution site to assure compliance with this agreement and to terminate the agreement without notice if the program is found to be out of compliance.
- Food Bank for the Heartland reserves the right to determine the types and quantity of food given to the site.

\_\_\_\_\_  
Authorized Agency Representative, Signature & Title

\_\_\_\_\_  
Date

Agency Contact Phone: \_\_\_\_\_

\_\_\_\_\_  
Food Bank for the Heartland Authorized Signature

\_\_\_\_\_  
Date

The Food Bank will provide a complete copy for your agency files.

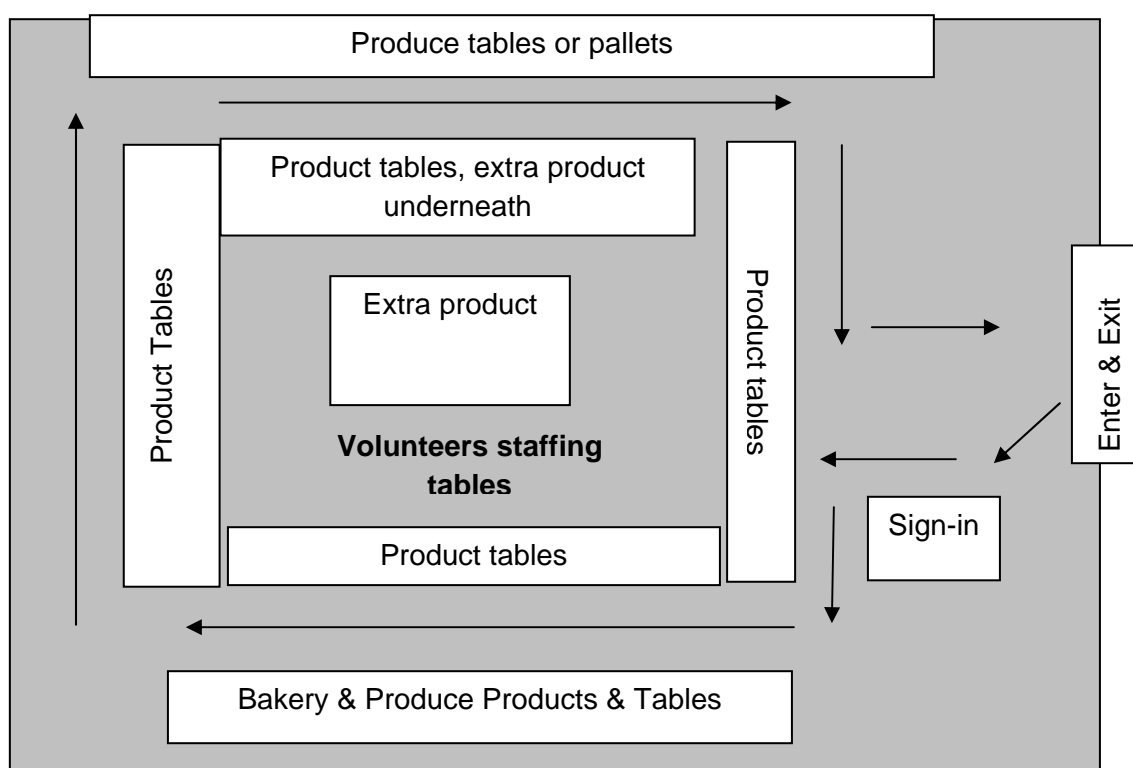
For Office Use Only: Agency # _____ Copy sent to agency: _____
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## Setup & Layout

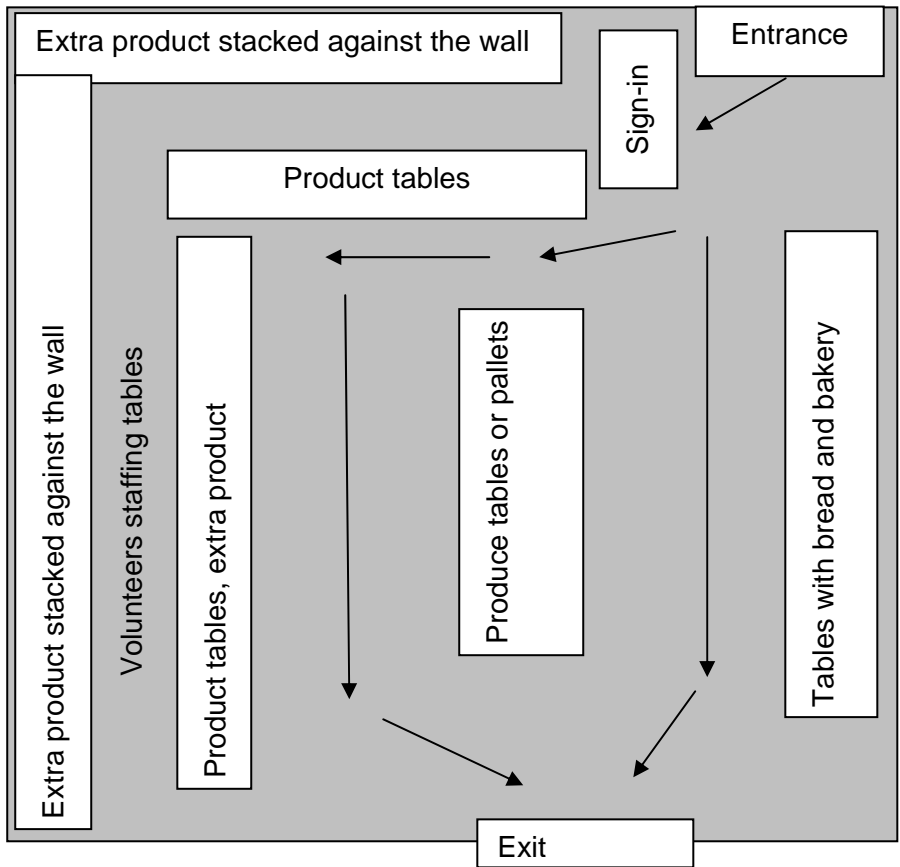
### Setup Details:

- Below are examples of indoor mobile pantries.
- Mobile pantries can be held indoor or outdoor.
- FBH will assist in helping to determine the best setup and layout for your location and facility.

### **Example of a setup for a space with one entrance**



**Example of a setup with an entrance and an exit**



**Example of a setup in a small space with two doors**

