



AGENCY AGREEMENT

Agency Name

Phone Number

Address

City

Zip

The above named agency agrees to comply with the following requirements of Second Harvest of the Greater Valley. Please read each requirement below carefully and initial as confirmation that you have read and understand the designated requirements. The agency must:

1. Confirm that all product received from Second Harvest will be used solely to assist low-income, elderly persons, infants and others in need. It is **NOT** for your personal use by your feeding program. Product must stay in your county.
2. The agency must be a 501(c)(3) non-profit organization and meet the IRS eligibility requirements for receipt, transfer and use of donated food under section 170(e)(3).
3. Maintain a Board of Directors. The Board must consist of 5 or more members with not more than 2 related family members, depending upon the position being held. At least 2 or more members must reside in the immediate area of the agency. Board of Directors list must consist of member name, position held, home address and contact phone number. Authorized shoppers cannot be members of the Board of Directors and/or hold a treasury position within their food pantry.
4. Confirm that no product received from Second Harvest will be sold, offered for sale, transferred, bartered for money, other properties, personal gain, or services. Product received will be used in a manner consistent with the agency's purpose, as stated in the agency's Articles of Incorporation. If a food recipient wishes to make a donation, it cannot be done in conjunction with, nor have any relation to, the receipt of food.
5. Product may not be transferred to another agency; product obtained by an agency must be used by the same agency. The agency must agree to immediately contact Second Harvest in case of damage, loss, or theft of product.
6. All damaged product must be reported to Second Harvest within 24 hours of receipt. Photos of damaged product will be required.
7. Any agency more than 15 minutes late for an appointment will be rescheduled, and a \$75.00 restocking fee may apply.
8. The agency will be responsible for ensuring that all loads are properly secured. Second Harvest will not be responsible for the loss of any product once it has left the premises.
9. Adhere to additional donor stipulations.

