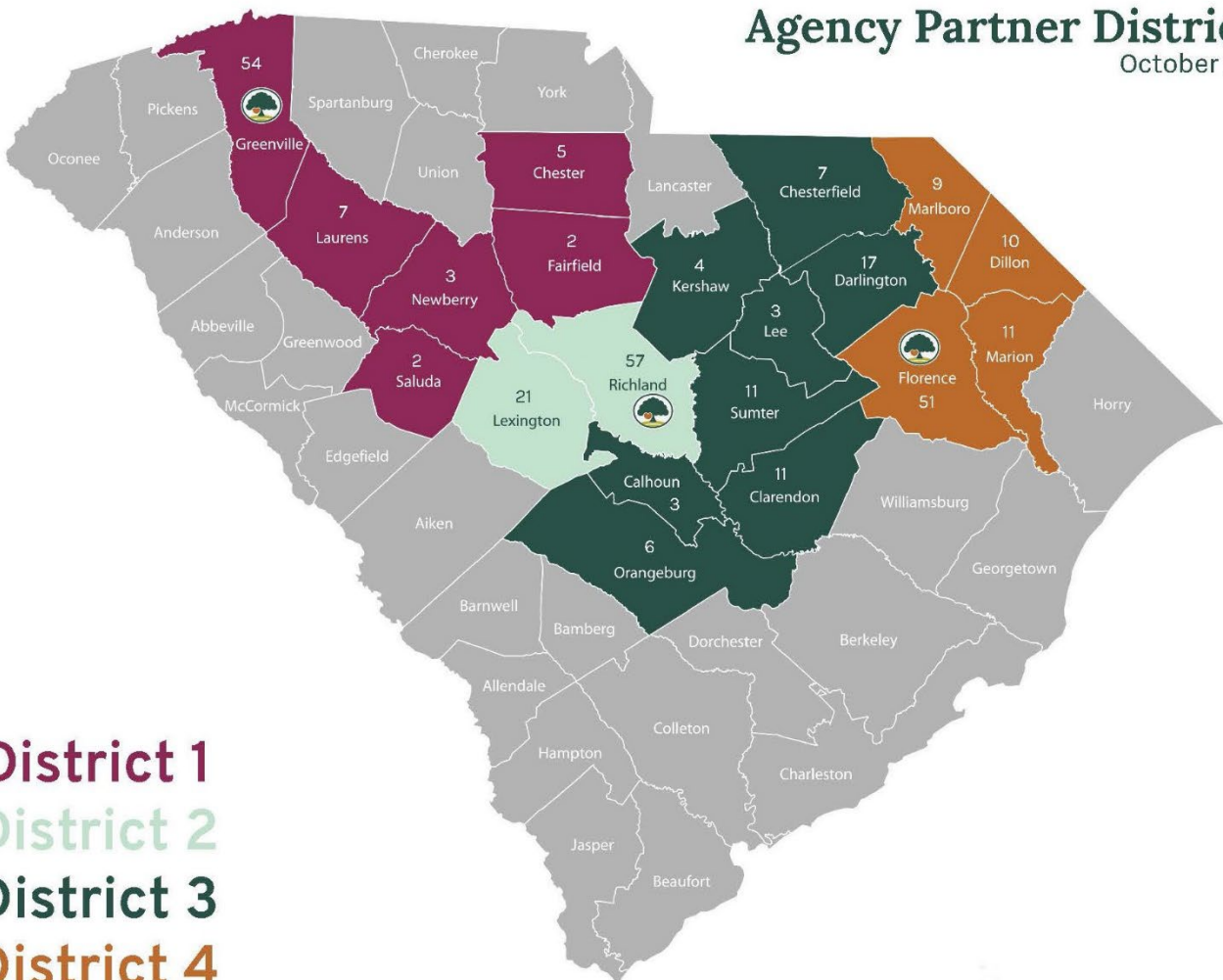




HARVEST HOPE FOOD BANK

PROSPECTIVE PARTNER AGENCY INFORMATION

Transforming lives in the communities we serve by feeding the hungry, addressing food insecurity and building a healthy and hopeful hunger-free tomorrow.



- District 1**
- District 2**
- District 3**
- District 4**

How Food Banking Works



Accountability

Harvest Hope Food Bank (HHFB) is a member of Feeding America- a network of food banks across the country. For more information on Feeding America standards and expectations, please visit www.feedingamerica.org

HHFB is also a member of Feeding the Carolinas- a network of food banks and resources in North & South Carolina. www.feedingthecarolinas.org

What we do

HHFB exists to equitably serve agency partners who distribute food to the area's men, women and children facing hunger daily. We are a distribution organization helping to move food from donors to agency partners. We serve a variety of agency partners including pantries and meal providers.

Types of agency partners we serve

Pantries: A pantry is where individuals visit the program site and receive bags of groceries to prepare at home. The groceries could also be delivered to the clients. Meal Provider: A meal provider is any agency partner that prepares, serves, or delivers prepared meals or snacks to individuals in need.

The Big Picture

Below is the structure of how Feeding America, Harvest Hope Food Bank, and our agency partners all fit into the big picture with the goal of serving clients in need.



Criteria for Membership

Our agencies are non-profit organizations or churches that do not redistribute product to other nonprofit entities. They are organizations that provide direct service to the hungry. The following items are the minimum requirements to become and remain a partner of Harvest Hope Food Bank.

- ♥ You must provide food for an underprivileged or underserved population.
- ♥ You must be a 501(c)3 not-for-profit or a church

- ♥ You must be located in the state of South Carolina in one of the following 20 counties: **Calhoun, Chester, Chesterfield, Clarendon, Darlington, Dillon, Fairfield, Florence, Greenville, Kershaw, Laurens, Lee, Lexington, Marion, Marlboro, Newberry, Orangeburg, Richland, Saluda or Sumter.**
- ♥ An organization cannot be run out of a person's home
- ♥ You must have responsible personnel who are accountable for record keeping and inventory control
- ♥ You must have proper and adequate physical storage space
- ♥ You must operate regularly scheduled hours and be open at least twice a month for a minimum of two hours each time
- ♥ Your site must pass a site inspection prior to approval and once a year after that
- ♥ You must have the ability and willingness to access and submit information via the internet
- ♥ You must be willing to pay shared maintenance handling fees and delivery fees at prevailing rates
- ♥ You need to use sign-in sheets or another tracking system to keep track of the individuals served and report those numbers monthly to us
- ♥ You must establish your own criteria for the individuals you serve; however, criteria must be consistent and be posted at your pantry/feeding site
- ♥ You are required to adhere to food safety guidelines.
- ♥ You must have one agency staff member or volunteer complete food safety training
- ♥ Must distribute a minimum of 4,000 pounds per calendar year

How We Help Each Other

Being an agency partner of HHFB offers many benefits.

- ♥ We are a partner to help you accomplish your mission of feeding the hungry
- ♥ We offer a wide variety of food and household products in one place
- ♥ You can use free pick-up
- ♥ You have access to our agency floor, where you can select needed product
- ♥ Lower cost to you; receive product for a small, shared maintenance fee
- ♥ We offer trainings and materials to help you improve your skills and efficiency
- ♥ You are a member of a network helping reduce hunger in South Carolina
- ♥ You help us distribute more food to more people. **We need you!**

What is a 501(c)3?

A 501(c)(3) organization is a non-profit organization established for religious organizations (e.g., churches), charities, and certain educational institutions. These organizations are prohibited from engaging in lobbying.

Your agency is eligible to become a partner by one of the following:

- ♥ Having a 501(c)3 status
- ♥ Being part of an Umbrella-Owned and Operated parent organization who has a 501(c)3 status
- ♥ Completing the IRS Church Qualifier form

Pre-Application Checklist

The following is a preliminary checklist to determine whether you should proceed with the application process. You should be able to check all the boxes below.

You are a 501(c)3 not-for-profit or complete the IRS Church Qualifier. Please include a list of your governing board (i.e. CEO, President, Vice or Deacons, Trustees)

You are providing service to an undeserved population

You have secured a location for your facility and it is not located in a person's home

You must have proper and adequate physical storage space

You have determined your hours of operation and days of service. You must operate regularly scheduled hours and be open at least twice a month for a minimum of two hours each time

You must have personnel who are accountable for record keeping and inventory control

You can use sign-in sheets or another tracking system to keep track of the individuals served

You should have the ability and willingness to access and submit information via the internet

You must be willing to pay shared maintenance handling fees at prevailing rates

You are willing to adhere to food safety guidelines and to complete food safety training

You have regular professional pest control services performed at your facility

Clients will receive food free of charge with absolutely no conditions levied, implied, or exchanged

You must distribute a minimum of 4,000 pounds per calendar year