



## Requirements for Agencies to Qualify for food at the Food Bank of the Rio Grande Valley, Inc.

1. Must be an established non-profit agency, registered and approved with the Food Bank of the Rio Grande Valley, Inc.
2. Must have a 501 (C) (3) tax status with the Internal Revenue Service.
3. Must sign Liability Release Form with the Food Bank of the Rio Grande Valley, Inc. and comply with the terms of the agreement.
4. Must have a successful on-site feeding operation or emergency-box program in operation for one (1) year or more or submit evidence of a successful program.
5. An on-site feeding program or emergency-box program that is less than one (1) year old may apply for temporary approval by the Board of Directors.
6. Must provide a list of Directors or Committee Members of the organization.
7. Must be an agency that serves the needy, ill or infants.
8. **Must NOT sell, barter or trade food. Must not make any request or suggestion for contributions, donations, attendance at church or functions or for work in exchange for food.**
9. **Must not use food for fundraising events.**
10. **Must not require clients to pay a fee of any kind in order to receive food assistance.**
11. Must provide own transportation to pick up food at our warehouse.
12. Must have adequate storage space to insure the wholesome qualities of the food, until used and/or have adequate refrigeration if food requires it.
13. Must be agreeable to monitoring by the Food Bank of the Rio Grande Valley, Inc., Food Bank personnel, or a panel of the Board of Directors.
14. Must not distribute food in any way or form to Mexico.
15. **Must not discriminate on the basis of Race, Color, Citizenship, Religion, Political Beliefs, Gender, National Origin, Ancestry, Age, Marital Status, Disability, Sexual Orientation including Gender Identity or Expression, Unfavorable Discharge from the Military or Status as a Protected Veteran, reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.**
16. Agency must have a Safe Food Handling Certification by City Health Department.
17. Must attend or have representation at yearly Agency Conference.
18. By request, each agency must provide a list of people served last month, for verification purposes, with names and addresses.
19. Approval may be withdrawn at anytime.

Signed:

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Name and Address of Agency

Date: \_\_\_\_\_

The Food Bank of the Rio Grande Valley, Inc. does not discriminate on the basis of race, color, national origin, sex (including gender identity and sexual orientation) or expression, citizenship, religion, gender, political beliefs, ancestry, age, marital status, disability, unfavorable discharge from military or status as a protected veteran, reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. This institution is an equal opportunity provider.

