

In order to qualify for Food-Bank membership, the applicant agency must meet the following criteria:

- Been in operation for three or more months and operating on regularly scheduled hours (at least 2 days per month, 2 different times to accommodate the working poor).
- Have written documentation of 501-C-3 status. Agency must be a non-profit incorporated for the purpose of serving the ill, needy, or children or a church/faith based organization.
- May not be a private foundation.
- May not charge for Food-Bank items given to clients by the agency and cannot require donations or trade services for food.
- Have rules for acceptance and participation in the program, which are the same for everyone regardless of race, religion, color, age, sex, handicap, national origin, or political affiliation.
- Be able to demonstrate a base of support, which includes funding from at least two separate sources.
- May not serve out of a home residence.
- Serves a needy population and reliably screens clients. Keeps information on each client and updates it each time food is distributed.
- Have a system for securing product received.(product stored off the floor, stored safely, i.e.: off radiators and furnaces, no chemicals stored with food or sanitary products, thermometers in freezers and refrigerators.)
- Permit Food Bank of Northern Nevada representatives to visit the agency for monitoring visits scheduled or unscheduled.
- Treats client applications and written records as confidential material, keeping all intake cards, client databases and sign-in sheets on-site.
- Serve a defined area. Have guidelines for service to clients, posted in a readily accessible area to clients, staff and volunteers.
- A pantry program must be open to the public; church members and pantry workers shall not be served first or given priority items.
- Pantry programs must serve 35 families or more a month.
- If an agency is within 5 miles of another pantry, it is suggested that they collaborate to better serve the community with a team effort - the applying agency may or may not be approved if serving the same zip codes as other pantries.
- Pantries may not require any client to attend a religious or political meeting or to make a statement of faith, non-faith or pledge membership, or to attend any religious or political meeting before, during or after being served.

There is a 3-4 week period to review new applicants, process a needs analysis for the agency's local community, and to conduct a site visit of the applicant's facility.

