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

- Been in operation for six or more months and operating on regularly scheduled hours (at least 2 days per month, preferably 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. In addition, you may not sell donated items or use donated items as fundraising tools.**
- 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 and volunteer status. You may identify a particular geographic service area that you will be serving; however this must be posted for all participants to see. (We encourage you to serve a client on their first visit, regardless of geographic service area and then provide that client with resource information that is specific to their town/community/county).
- 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 and storing product received. Product must be stored off the floor, stored safely, i.e.: off radiators and furnaces, no chemicals stored with food or sanitary products, thermometers in freezers, refrigerators and dry storage areas (see site inspection guidelines).
- 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 and secure.
- Have guidelines for service to clients, posted in a readily accessible area to clients, staff and volunteers.
- A pantry program must be open to **all individuals seeking food assistance regardless of participation in any other Food Assistance programs, including SNAP.** Participation in other food assistance programs cannot dictate the agency's priority of service to a client. Church members and pantry workers/volunteers shall not be served first or given priority items and donated food will not be used to compensate volunteers or staff in any way. In addition, an intake form proving need and eligibility must be completed for every volunteer that qualifies for food assistance. The intake procedures and processes must be the same for volunteers as for clients.
- 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.

FOOD BANK
OF NORTHERN NEVADA