



Mobile Food Program (MFP) Agreement

(Mobile Food Programs include both Mobile Food Pantries and Mobile Farmer’s Markets)

The Foodbank’s Role:

1. Deliver appropriate amount of food free of charge.
2. Food items and other products provided for MFP are selected by the Partner Services Manager, but may be adjusted to fit changes in clientele.
3. Deliver order at the date, time, and location agreed upon in advance. If MFP distribution date falls on a holiday observed by the Foodbank, the MFP distribution will be rescheduled or cancelled.
4. The Foodbank reserves the right to cancel the MFP delivery due to unforeseen circumstances. In this case, the Foodbank will notify the site as soon as possible.
5. Provide assistance and oversight of MFP distributions. Foodbank will provide t-shirt bags, sani-wipes, hand sanitizer and gloves.
6. Ensure communication between the Foodbank and the partner agency regarding any changes or amendments to the distribution.
7. Conduct site visits once a year at the MFP during distribution hours.

The Partner’s Role (the County of Santa Barbara Public Health Department (PHD)):

1. Provide the MFP distribution in addition to, and not in place of, PHD’s normal services.
2. Establish a regular date, start time, and end time for food distribution. Communicate any changes in distribution to Food Bank of Santa Barbara County’s MFP Coordinator.
3. Adequately train PHD selected volunteers on MFP Volunteer Procedures.
4. Provide PHD volunteers one hour prior to food distribution to help organize, facilitate, and monitor the distribution.
5. Distribute food products in full compliance with the Agreement on file with the Foodbank.
6. PHD Staff and PHD volunteers of the program will not engage in discrimination, in the provision of service, against any person because of race, color, citizenship, religion, 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. Staff and PHD’s selected volunteers will complete the Civil Rights documents and turn in to the Foodbank (see attached form).
7. Distribute all food delivered on the same day of delivery. The Foodbank cannot accept any returned product.
8. Dispose/recycle all boxes at the PHD’s distribution site; with the exception of banana boxes and pallets, which need to be returned to the Foodbank.
9. Maintain records of families served and submit quarterly reports on a timely manner.
10. Provide the Foodbank with the names and phone numbers of the PHD Food Coordinator and back-up person, and notify Foodbank of any staff changes. The PHD Food Coordinator will need to provide a Food Safety Handling Certificate to the Foodbank.
11. If the site is using USDA commodities, they agree to provide all necessary signage and reporting forms at the distribution (includes *And Justice for All* Poster, Notice to the Public, Income Guidelines, and Self-Certification statement). Foodbank will provide a tri-fold board with the appropriate documents.
12. In the event of a disaster, the site may be asked to mobilize as a distribution location for the emergency distribution of food.

The Site’s Role: (If partner and site are same entity, please sign for both)

1. Provide tables, chairs, and any other on-site materials that will make distribution run smoothly.
2. Provide capacity to safely handle and distribute foods including hand washing facilities.
3. Provide access to site at established regular date, start time, and end time for food distribution. Communicate any changes to Partner.
4. Provide access to bin area for garbage and recycling disposal.

I have read and agree to comply with the terms set forth in the agreement:

Site/Partner: _____

Signature: _____ Date: _____

Printed Name: _____ Title: _____



Mobile Food Program – General Information

Partner Name: _____

Main Contact: _____

Office/Cell: _____ **Email:** _____

Back-up person: _____ **Cell:** _____

Mailing Address: _____

Site Address (if different than above) _____

City _____ Zip _____

Site Contact (if different than above) _____

Cell: _____ Email _____

Day(s) of Distribution: _____

Time of Distribution: _____

Time of Delivery: _____

Approximate number of clients / distribution: _____

Additional Staff Members who may assist with distribution:

_____	_____
_____	_____
_____	_____

Notes: