Houston Food Bank (HFB) Mobile Sponsorship Agreement

We would like to thank you for being committed to helping your community become a healthier & better place. A 501(c) 3 charitable organization or equivalent may designate a non-501(c) 3 group as an agent to distribute Houston Food Bank products to qualified families and individual on its behalf. In such instances, the 501(c) 3 organization acts as a “sponsor” and must meet the following conditions:

The HFB partner must fill out the Mobile Sponsorship Form for the sponsored event. HFB can not accept forms that are filled out by anyone other than an HFB partner.

Overall Event Guidelines:
1. Event must be held in the morning hours between 8:00am-11:00am or 10:00am–1:00pm, Monday-Saturday.

2. This event is free and open to the whole community. Discrimination is prohibited including, but not limited to, requiring attendees to participate in discussions regarding the hosting party’s affiliations or beliefs. Mobiles are not intended for events with the intention to boost attendance/enrollment for: faith-based organizations, political parties, or businesses. Partners are encouraged to promote the event at schools, churches, libraries, community centers etc. to ensure high turnouts. We must get a minimum of 150+ families as we don’t want food left over to return to the Houston Food Bank.

3. Families must provide their own bags, carts, and/or boxes to put their food in. We cannot provide bags at this time.

4. Partner or Host Site must have a minimum of 12 volunteers to be able to hold an event. Minors aged 16 & 17 may volunteer without a parent or representative present. If you do have minors or seniors volunteering, please do not have them lift heavy items or climb on the truck to bring down heavy items.

5. A 48-hour business day notice to cancel or reschedule an event is required.

For the host site, where the distribution will be taking place:

Houston Food Bank Mobile Pantry Sponsorship
1. Identify a Houston Food Bank Partner who is willing to sponsor the event and complete the “Houston Food Bank Partner Sponsorship Agreement” document with the Partner and send to your designated Partner Services Liaison. A Partner Services Liaison must come visit and approve the host site before the event can be approved.

2. Designate representative or staff person who will communicate with Houston Food Bank staff AND Partner (pantry) staff. If contact changes at any point, the agency is responsible for updating that information with HFB and Partner (pantry).

3. Have a space big enough for a Class 6 truck to park and six 8’ ft or eight 6’ ft sturdy tables surrounding it. We also recommend space for large tents for shelter against heat or rain.

4. Space for mobile must be in a secure parking space, fully paved, and separate from oncoming vehicle traffic. Space cannot be in a strip mall parking lot, shared parking lot unless, or gravel lot or entry/exit. If you are using a space that’s not your own site, you provide a letter from the landowner stating you have permission to use said space. We recommend cones to block off the parking spaces prior to the event.

5. Provide access to a dumpster to dispose of food waste and/or packaging.

6. Before event is scheduled, we do ask that your group volunteers at one our well-established sites to familiarize yourselves with how an event is organized then executed. This is highly recommended but not required.

7. We recommend hiring or acquiring security for your event for crowd control.

For the Partner, who will be sponsoring the distribution:
1. Designate a representative or staff person who will keep in contact with the host site.
2. Be legally responsible for the programmatic integrity and product handling/distribution activities of the non-501(c) 3 agency

3. Verify that the non-501(c) 3 sponsored agency programming meets the partner requirements as stated in the Partner Guidebook, Partner Application and any subsequent amendments and as required in Section 170(e) 3 of the Internal Revenue Code based on the knowledge of the sponsoring Partner, as opposed to that of the site being sponsored.

4. Order a mobile for the host site event (see Partner Guidebook for instructions)

5. On the day of the event, the Partner is responsible for sending a staff person to the distribution to oversee the operations and ensure that guidelines as outlined in this document, Partner Guidebook, Partner Application, Feeding America Guidelines, Texas Department of Agriculture regulations and any amendments signed by the non-501(c) 3 organization are being followed.

6. After the event, the partner may distribute any food left on the Mobile truck with their own organization or send it back to HFB.

7. Report poundage and clients served by the 5th of the month after the event. See Guidebook for reporting instructions.

**Day of Event Food Mobile Distribution Guidelines**

1. Time frame of event must be honored. Depending on availability HFB may be able to allow a mobile to stay beyond 3 hours. Please ask your Community Partner Liaison.

2. Please train your volunteers in the 80/20 rule, and the nature of working with donated product. Please dispose of all poor-quality food. Refer to the Partner Guidebook for more information.
3. Clients are asked to bring their own bags & boxes to the distribution events. We are not allowed to give families any of the plastic crates from the truck, they must return to the Houston Food Bank.

4. Clients may have a choice in what food they receive. Allow them to select which items they want but only for the amount allowed. They don’t have to take the maximum amount we are distributing if they don’t want all of it.

5. If they wish, volunteers may also receive food from the event 15 minutes before the event is projected to end. Volunteers are NOT allowed to preselect food to set aside. Volunteers are NOT allowed to eat food before or during the event. Any volunteer taking food must register at the sign-in table. Volunteers will get the same amount a client receives.

6. Each individual that receives food items from the distribution should be accounted for via a sign in sheet or Link2Feed.

7. The food provided is not for resale. Reselling HFB product will result in your account being placed on hold and an investigation launched. Please refer to the Partner Guidebook for further information.

8. Please do not place any trash on the half doors that are located at the front and the end of the food mobile.

Houston Food Bank Mobile Pantry Sponsorship
9. Mobile distributions are for the **entire community**. Partners are not allowed to decline food assistance to clients based off their residence, sex, race, religion, sexual orientation, or nationality.

10. Be respectful to everyone.

You are doing a great service to your community!
Easy to remember bullet points for presentation to volunteers

1. **Food**
   - Place food on pallet or on table, please do not place on the floor unless it’s poor quality food.
   - If it’s poor quality food (mushy mango etc.) place in a box designated for trash and place under mobile.
   - If a package is open, throw away since it’s been exposed. i.e meat, soup etc.
   - Avoid cross contamination: If volunteering on meats, please wear gloves

If you want to rotate and do something else other than meats, remove gloves and wash or sanitize hands before going to next station.

Designate a table for meats only. The meat table should not be shared with any other foods.
   - Keep doors closed to maintain the proper temperature to keep the food cold. Only open doors when you need to replenish food on table.
   - If you have any open cuts on your arms, please wear an adhesive bandage for protection.

2. **Personal Safety**
   - If lifting heavy items from floor, lift with legs to avoid injury.
   - Use 2-3 people to bring down an item if it’s placed high on the pallet.
   - Locate where fire extinguisher is located.
   - Are there any safety kits available on site?
   - Does anyone know CPR in case of an emergency?
Suggested Volunteer Orientation

Gather up volunteers and event host. Once everyone is gathered you may begin the orientation.

“Good morning! My name is (Name) and I work for the (Organization)! Thank you for coming out to today’s event to help support the community. A big thank you to (Host’s name) for your hospitality. Before we start today’s event I need to review a few of the rules the Houston Food Bank has in place for food distributions. We have a rule called 80/20 rule, which states that we’re only able to distribute food from the pallet with at least 80% of the pallet containing good quality produce. As you move down the pallet and you notice the food looks rotten or moldy please contact me. If more than 20% of the food is of poor quality, we are unable to distribute anymore of that item. This rule is necessary to follow because we do not want any families getting sick from the food distributed. As the event continues I will check in and see how fast or slow the food is going. We can increase or decrease the amount distributed depending on how attendance is going for this event. Families are asked to bring their own bags to the distribution events. We are not allowed to give families any of the plastic crates from the truck, those belong to the Houston Food Bank. If we have food leftover, volunteers may receive food from the event 15 minutes before the event is scheduled to end. Volunteers are not allowed to preselect food to set aside. Volunteers are not allowed to eat food before nor during the event. Thank you for your time and let’s make today’s event great! We will begin at (time)!"