

Donated Program Guide

Site Responsibilities

Client Identification

- **Client Intake:**
 - If distributing **unprepared** food, sign-in sheets must be used to collect client's name, zip code and # of persons in household.
 - If **preparing** and distributing congregate meals, site does not need to collect client information but must total #'s of meals served per distribution.
- **Restrictions:** SMFB does not have limitations on income, presentation of ID, geographical location, or # of times a client can receive Donated product.

Reporting & Compliance

- Report total of # of households and individuals served as a "mass click" in Link2Feed, an online database system, by the 1st of the following month.
- Keep all sign-in sheets, product invoices and other required food distribution documents on site for minimum of 5 years.
- Display food distribution days and hours and nondiscrimination statement in clear visibility of clients.

Staffing & Volunteers

- Site must provide appropriate number of volunteers to support the volume of product being distributed.
- Staff and/or volunteers will assist with unloading product, pallet set up or stocking items, food distribution, client intake, cleaning, traffic control and reporting.
- Staff and volunteers must stay in compliance with annual civil rights trainings, volunteer confidentiality & food safety.

Distribution Process

- Minimum is one monthly distribution.
- Frequency, time frames, and dates to conduct food distributions is dependent on the site's and SMFB's truck route availability.
- Distribution area must be pre-determined and cannot move locations unless approved by SMFB.



ABOUT THIS PROGRAM

St. Mary's Food Bank's **Donated Program** includes product received from generous individuals, community groups, stores, farmers, and manufacturers.

Donated product varies but may contain fresh fruits and vegetables, non-perishables such as canned and baked goods, and bulk product.

All agency partners are eligible to receive donated products.

For client safety, agency partners participating in this program are subject to the requirements noted in the SMFB Agency Portal.

Have a question you still need answered?
Contact Agency Services:

Agency Services General: (602) 322-7861
Agency Services Northern AZ: (602) 344-4100
Email: agencyservices@stmarysfoodbank.org

