

SECOND HARVEST FOOD BANK

Membership Criteria

What is a Food Bank?

A nonprofit organization that procures and distributes food and grocery products to nonprofit member organizations such as food pantries, onsite feeders, etc.

What is a Food Pantry?

A nonprofit organization that distributes food for home use directly to individuals and families that meet established eligibility requirements.

What is an Onsite Feeding or Snack program?

A nonprofit organization that prepares food to be consumed onsite by clients that meet established eligibility requirements.

Guidelines for Membership

____1. Have a 501(c)3 nonprofit designation from the Internal Revenue Service. If your organization falls under the governance of another organization such as a church, you must provide a letter from the parent organization stating the name and address of the active program site.

____2. Have a history and record of distributing foods or other goods to those in need, and without requiring the recipient to pay, pray, or work in order to eat or gain admission to the food distribution setting.

____3. Be self-supporting. Have food sources other than Second Harvest Food Bank and able to provide your own funds and staff. Have financial ability to pay for foods listed on our shopping list.

____4. Have a regular scheduled distribution time established on a minimum weekly basis, and at a minimum of one night per month and one weekend day per month.

____5. Must be able to screen and track clients through **PantryTrak**, a web-based client data tracking tool. All intake records must be kept locked and secured on-site for 3 years and 90 days from the initial date of service.

____6. Must offer access to SNAP (food stamp) applications.

____7. Agree to scheduled and unscheduled visits to your site by SHFB Representatives.

____8. Have a clean building with pest control, including safe dry and cold food storage. Have workers trained with proper food safety credentials on an annual basis.

____9. Commitment. Running a food pantry and offering food services to people in need is a big job. You are responsible for food distribution, food safety, liability, dependability and resources. Be sure you have lined up enough help both in volunteers and food or money to keep you open. It does more harm than good to open for a short time, and then close because it is too much work. Please be sure you are committed in mind, spirit and body to doing this kind of work. There are many rewards, many miracles, many tears, and many smiles.



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215 East Pinhook Road | Lafayette, LA 70501 | 337.237.7711 | 337.237.7794 fax
www.no-hunger.org



Pantry Model

All new Food Pantry partners must operate a Client Choice Food Pantry and incorporate SNAP access and nutrition education into their programming.

Client Choice pantries allow clients to “choose” their own food during their visit. All pantries that use this model establish a system unique to the program’s size, square footage, number of staff or volunteer support and the amount of food and storage in the facility.

Client Choice pantries help reduce the waste of emergency food and empower individuals to make choices for themselves. As a result, community members will move through your food pantry selecting items they need and want in a fashion similar to a grocery store.

Next Steps

If you are interested in becoming a partner agency and you can demonstrate all of the above, please:

1. Read our Second Harvest Food Bank Partner Agency Agreement
2. Fill out our Second Harvest Food Bank Membership Inquiry Form and send it to the appropriate contact below
3. A SHFB team member will contact you to explain how a SHFB membership system works, the types of support we provide our partners, and what is expected of your organization as a SHFB Partner Agency.
4. If you decide to continue the process of becoming a member, we will send you the formal SHFB Partner Agency Application that you will need to return with a \$175 one-time application fee, \$100 annual membership fee and supporting documents. A site visit will be scheduled at your feeding site and finally, we will meet with you to go through an orientation.
5. *Please note that meeting the criteria set forth in this document is not a guarantee of partnership.*

If you have additional questions, please contact the program coordinator in your region:

- ❖ **Brittany Manuel (greater Lake Charles):** Beauregard, Calcasieu, Cameron, Evangeline, Jeff Davis: 337.237.7711 or bmanuel@secondharvest.org
- ❖ **Brenda Pourciau (greater Lafayette):** Acadia, Iberia, Lafayette, St. Landry, St. Martin, Vermilion: 337.408.2461 or bpourciau@secondharvest.org
- ❖ **Charles Pierre Jr. (bayou):** Lafourche, St. Bernard, St. Charles, St. Mary, Terrebonne: 504-729-2822 or cpierre@secondharvest.org
- ❖ **James Robertson (North Shore and Plaquemines):** Plaquemines, St. John the Baptist, St. Tammany, Tangipahoa, Washington: 504.729.2856 or jrobertson@secondharvest.org
- ❖ **Margie McGowen:** Jefferson: 504.729.2353 or mmcgowen@secondharvest.org
- ❖ **Elizabeth Bobo:** New Orleans: 504.729.6352 or ebobo@secondharvest.org

Thank you for your interest in becoming a Second Harvest Food Bank Partner Agency!



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