



APPLICATION PROCESS TO BECOME A PARTNER AGENCY OF FOOD BANK OF ALASKA (FBA)

To become a partner agency with Food Bank of Alaska, please complete all the requested information contained in this packet and return to FBA:

1. **Memorandum of Agreement:** A representative from your agency (Pastor, Executive Director, President of organization, etc.) must sign the enclosed Memorandum of Agreement (MOA).
2. **IRS/US Dept of Treasury 501c(3) Letter of Determination.** A copy must be included with the completed application. Neither an Employer Identification Number (EIN) nor Alaska Tax Exempt Status meets our criteria. Churches must include either their 501c(3) letter or a letter in denomination letterhead stating the church meet most of the following **14 criteria** employed by the IRS in defining a church:
 - ✓ A Distinct Legal Existence
 - ✓ A Recognized Creed and Form of Worship
 - ✓ A Definite and Distinct Ecclesiastical Government
 - ✓ A formal Code of Doctrine and Discipline
 - ✓ A Distinct Religious History
 - ✓ A Member Not Associated with any (other) Church or Denomination
 - ✓ A Complete Organization of Ordained Ministries Ministering to their Congregations
 - ✓ Ordained Ministers Elected After Completing Prescribed Courses of Study
 - ✓ A Literature of Its Own
 - ✓ Established Places of Worship
 - ✓ Regular Congregations
 - ✓ Regular Religious Services
 - ✓ Sunday Schools for Religious Instruction of the Young
 - ✓ Schools for the Preparation of Its Ministers
3. **Agency In-Take Form.** Please complete the enclosed In-Take Form describing your intended program.
4. **Food Safety Training.** The primary food program representative from your organization is required to complete a 4-hour food safety class. Information where classes are held is included in this packet.
5. **Site Visit.** Upon receipt of the application, and signed approval from FBA Executive Director, FBA Program staff will contact you to arrange a site visit to your agency. Partnership will not be finalized until a site visit has been completed.
6. **Acceptance.** Based upon the visit, an FBA staff will either notify the agency in writing of their acceptance or details of the areas that need to be addressed before the agency may join the anti-hunger network.

7. **New Agency Orientation.** The agency must attend an orientation prior to shopping. FBA Program staff will give the agency a tour of the warehouse, demonstrating procedures for accessing food.
8. **FBA's Policies & Procedures Manual.** Please review the policies & procedures of FBA.
9. **Agency Dues.** The agency will also meet with the Finance Director to review the process for fee payment.

Please note: Completion of this application does not guarantee partnership. We reserve the right to refuse partnership to programs not meeting our criteria.

Food Bank of Alaska's Mission Statement

Food Bank of Alaska is dedicated to eliminating hunger in Alaska by obtaining and providing food to partner agencies feeding hungry people and through anti-hunger leadership.