



Dear Prospective Hunger-Relief Partner of the Food Bank of Delaware:

Thank you for your interest in becoming a Hunger-Relief partner of the Food Bank of Delaware. Our mission is a community free from hunger, a mission we accomplish by providing low- and no-cost product to qualified food programs, like yours, throughout Delaware. Our Hunger-Relief partners sponsor different types of food programs, including: emergency food pantries, on-site meals, fresh produce distributions, and HOPE Programs.

To participate in these programs, agencies currently running a food program must first become partners of the Food Bank of Delaware. Partnership is achieved by:

- Completing out the enclosed Membership Contract and Agreement forms
- Providing us with a copy of your 501c3 IRS tax exemption letter (sample enclosed) OR The IRS Church Qualifier form (also enclosed)
- Provide a copy of current Liability Insurance
- Show 6 months documentation of actively running a food program
- Attend a Food Bank Orientation session after the documents stated above have been provided to FBD
- Pay \$100 membership fee, Company check made out to "Food Bank of Delaware"
- Pass a site visit conducted by FBD Hunger-Relief staff

Orientation sessions are implemented to fully discuss Food Bank of Delaware policies and procedure with all prospective partners. ***Please call to confirm a meeting time.*** Usually, orientation sessions are scheduled on an as needed basis. *Your executive director or church leader must attend with the program coordinator.* At this time all the programs will be explained in detail. Once the site visit has been completed and the Food Bank has received the membership fee, you will receive our weekly menu and can start ordering.

Please RSVP the Hunger-Relief Coordinator when your agency is ready to attend the orientation session at (302)444-8077.

We look forward to working with you as a Hunger-Relief Partner of the Food Bank of Delaware. We believe that by working together we can better achieve our mutual goal of a community free from hunger.

Sincerely,

Naty Russo
Partner Relations Coordinator
Food Bank of Delaware