



Prospective Partner Agency Calendar & Review Process

Marion-Polk Food Share

Marion-Polk Food Share brings on new partner agencies through a review and vetting process. Due to the high volume of requests we receive, a limited food supply and limited capacity to support partners, we cannot accept every application. We base our decisions on the following criteria:

- **Does your organization meet our baseline contract requirements?**
 - 501c3: incorporated for helping the ill, needy or infants
 - or a church with tax exempt status
 - Food safety certification (Serve Safe or county Food Handler's card)
 - Active board of directors or church council overseeing food operations
 - Budget for food programming
- **Organizational Capacity:** Prospective groups must have an existing volunteer base, board or leadership team, and demonstrated ability to operate successfully.
- **Facilities:** Must have adequate, secure, safe facilities for storing and distributing food to the public.
- **Community Connections:** Demonstrate that they are connected with their local community, can attract clients to utilize services and are willing to connect clients with other resources.
- **Demonstrated Unmet Need or Reaching Underserved Populations:** We need to be convinced your community or target population needs additional food services and is not being adequately served by existing services.
- **Flexibility on Services Dates and Times:** We already have a large network of food programs. We are looking for partners that are willing to "fill in gaps" and avoid serving when existing programs already serve.
- **Shopping Style:** Any new pantries must distribute using a "Shopping Style" model, wherein clients choose their own foods off your pantry shelves. We will not be adding pantries that plan to distribute a pre-made food box.
- **Healthy Foods:** Partners must emphasize distribution of healthy foods, including produce.
- **Food Resourcing:** Must be willing to put effort towards sourcing some of your own food donations.

- **Network Participation:** Must attend quarterly MPFS network meetings and an annual, day long training.
- **Pantry as Community Center, Value Inclusion & Diversity:** We are interested in pantries that want to build community, connect clients with resources beyond food, and create a welcoming environment for all individuals regardless of background.
- **Previous Operating Experience:** We are looking for partners that have effectively operated without MPFS support for 6 months.

Due to the high volume of requests, we accept applications based on a twice per year application deadline and review period. We offer a *required* informational session each January and August for potential new agencies. We also offer a required training for new partners, once accepted, in June and January. See Calendar below.

Round 1:

August 22th, 2018, 10am-12pm: *Required* informational session for prospective new agencies.
1660 Salem Industrial Dr. NE, Salem, OR

October 1st: New agency application deadline. Email materials to:
arasaie@marionpolkfoodshare.org

October-November: MPFS vetting process

November Board Meeting: Approval of new agencies

December 15th: Notification of decision to add agency.

~January 11th: Required training for new agencies joining network.

Round 2:

January 16th, 2019, 1pm-3pm: *Required* informational session for prospective new agencies.
1660 Salem Industrial Dr. NE, Salem, OR

March 1st: New agency application deadline. Email materials to:
arasaie@marionpolkfoodshare.org

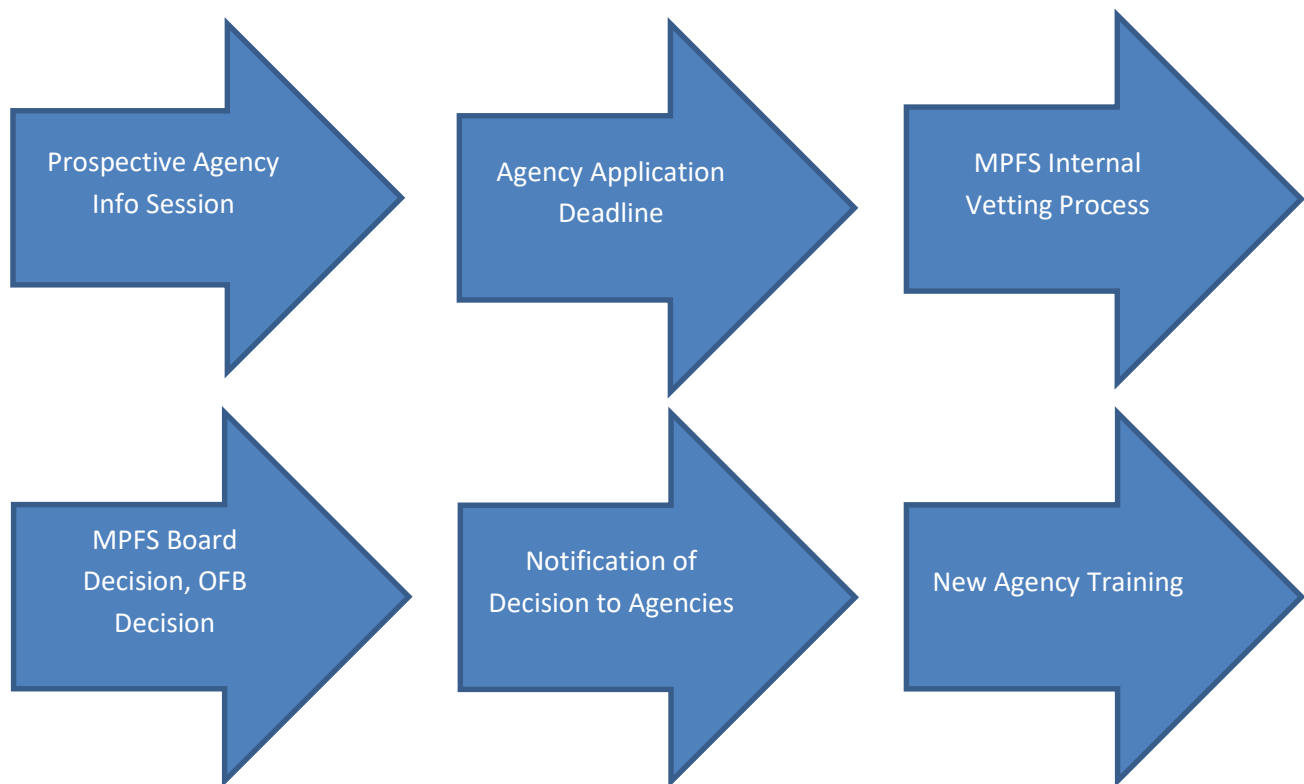
March-April: MPFS vetting process

April Board Meeting: Approval of new agencies

May 15th: Notification of decisions to PAs

~June 10th: Required training for new agencies joining network.

Illustration of the application process



How To Apply

1. Inquire with arasaie@marionpolkfoodshare.org and request an application packet.
2. Carefully review all the information provided. If after reviewing the information, you want to pursue joining our network, plan to attend the next Prospective Agency Information Session. Upcoming info sessions: August 22th, 2018, 10am-12pm or January 10th, 2019, 10am-12pm. Both at 1660 Salem Industrial Dr. NE, Salem, OR 97301.
3. Email all required application documents to arasaie@marionpolkfoodshare.org. This includes:
 - MPFS New Partner Agency Application
 - 501c3 IRS Determination Letter or church articles of incorporation
 - Fiscal sponsorship documentation, if necessary
 - Program budget
 - Program outreach materials, link to website if applicable.
 - Plan for service times & locations, how you will serve unmet need
 - Board of Directors list, contact info, and board minutes for last 6 months.
 - 2 letters of support from community partners.
 - Completed and signed "Prospective New Partner Agency Check List."

Please review application packet and attend info session before contacting – most questions will be answered there. Thank you!

Contacts for additional questions:

Auzeen Rasaie, Agency Relations Coordinator.
arasaie@marionpolkfoodshare.org, 503-581-3855 x340

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