

# Interested in Becoming a Food Bank Member Agency?

## *New Membership Overview*

There are 2 basic requirements before Food Bank consideration can occur:

⇒ Program must be non-profit (with 501 C 3 or church affiliations) that serves people in need in Rhode Island;

⇒ Program must be open to the public for a minimum of 3-months, registering and logging client visits to the food assistance program.

*If your agency meets the above criteria, then keep on reading...  
If this is not the case for your agency, you may call Agency Services at 942-6325  
and we can mail you a brochure about how to start a food pantry or meal site.*

1. All programs must submit an application with a service plan and agree to our policies as found in our Basic Agreement.
2. Members participate in a shared maintenance fee associated with product obtained from the Food Bank.
3. Currently, the Food Bank is only accepting “emergency provider” programs. Emergency providers are programs open to the public in the forms of food pantries, community meal sites or shelters.
4. Programs that prepare meals on site must have someone on staff certified as a Food Safety Manager.
5. Once Agency Services receives the application, we strategically consider and review the following criteria:
  - i. **Location:** How many other programs are there in the same area?
  - ii. **Days, hours, and months of operation:** Is program closed for summer or only open limited # of hours?
  - iii. **Policies and Service:** How does your program distribute food? How often a person is eligible for food? What intake requirements do you have? The Food Bank requires food pantries to fill out monthly statistics reports. [Click here](#) to view it.
  - iv. We reserve the right not to grant membership to agencies that do not have sufficient service plans and/or those in areas where additional services are not needed according to our network’s coverage areas...partnerships with our existing members will be encouraged for this reason. Go to our website at [www.rifoodbank.org](http://www.rifoodbank.org) and click on *Get Food* to see a complete listing of our emergency provider programs.
6. If the membership application is approved, Agency Services staff will then conduct an on-site inspection at which time we will look for:
  - i. Food is stored in a safe, secure area.
  - ii. On site meal preparation and group home food centers must have someone food safety certified.

- iii. Food is stored 6 inches from the ground and walls in safe, dry, space.
  - iv. All refrigerators & freezers must have working thermometers.
  - v. Client intake process to be reviewed and accepted.
  - vi. Staff and volunteer responsibilities.
7. There is a one-time \$100 membership fee, which should be received only after approved for membership.
8. If site is acceptable, program staff will need to attend a Food Bank orientation class and a Statistics 101 workshop for Emergency Provider programs.
9. Once all basic steps above are completed, a Food Bank account will be established and the program will receive an agency card and may begin to shop from the Food Bank.

***If the overview outline above fits your agency,  
please call Agency Services at 401-942-6325  
to discuss receiving a new member application.***