



# Application Check Sheet

*Please include the following items with your application for membership with the Food Bank of the Albemarle*

- Completed Application
- Has your program been in operation for at least 60 days? NO / YES (if yes, how long?) \_\_\_\_\_
- Current 501(c)(3) documentation, or appropriate documentation showing the organization's attachment to an acceptable sponsoring organization and proof of that organization's tax-exempt status  
*or*
- Completed Documentation List for Churches & Religious Organizations (14 point list)
- A statement outlining what participation with the Food Bank will mean to your program and your ability to serve those in need
- General Information Update Sheet (*Please fill out only through Board President info*)
- Current list of Board of Directors showing the names, address, phone numbers, terms, and titles on agency letterhead (see attached Criteria for Agency Boards)
- Copy of the minutes from the Board meeting where the Food Bank application was discussed and approved
- Current budget indicating funding sources and showing other programs sponsored by the organization
- Agency Media Release, signed
- Non-Discrimination statement, along with a statement that food will be used only for the needy, ill and elderly, on your letterhead, signed
- Food Safety Training completed: The Food Safety Training can be taken through an outside source or with our online training which can be found at: [www.afoodbank.org](http://www.afoodbank.org) / Agency Tools / Agency Academy / "Food Safety Training"
- Civil Rights Training Completed
- Organization Participation Agreement, signed

Agency Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_