Please fill out the following information. Please note that FBA will use this as a reference for any central communication. Complete the form thoroughly and return to the appropriate Programs Manager (Pam Rouson – pcharity@afoodbank.org / Alveta Chamblee – achamblee@afoodbank.org / Jenny Thompson – jthompson@afoodbank.org ).

**NOTE: This form must be updated as changes occur within your agency.**

|  |
| --- |
| **AGENCY INFORMATION:**  |
| Agency Name: |
| Commonly Known Name for Program:  |
| Physical Address: |
| Mailing Address:  |
| Agency Phone Number: |
| Agency Website:  | County: |
| Agency Email: |
| Days and Hours of Distribution/Operation:  |
| Email to Send End-of-Month Statements: |
| Email to Receive FBA Info/Food Recalls/Alerts:  |
| If a client needs help, what number and/or email should s/he contact:  |

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| **CONTACT INFORMATION** |
| Program Director: |
| Director’s Phone Number : | Email:  |
| Primary Contact if different than Director:  |
| Primary Contact Phone:  | Email: |
| 2nd Contact:  | Phone:  | Email: |
| 3rd Contact:  | Phone:  | Email:  |
|  |  |  |
| Board President: | Phone:  | Email: |
| Board President’s Mailing Address:  |
| **Agency Shoppers:** Who from your agency has attended orientation at FBA and is authorized to pick up orders and sign for deliveries? |
| 1. | 2. | 3. |
| 4. | 5. | 6. |
| **Direct Retail Donation Information (if applicable):**  |
| Do you pick up from Food Lion? | Yes | No | N/A |
| Days of Pickup: Monday  Tuesday  Wednesday ThursdayFriday Saturday Sunday |  | Store No. Address City/State/Zip\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ |  |
| Do you pick up from Dollar General? | Yes | No | N/A |
| Days of Pickup: Monday  Tuesday  Wednesday Thursday  Friday Saturday Sunday | Store No. Address City/State/Zip\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ |  |  |
| Do you pick up from Wal-Mart? | Yes | No | N/A |
| Days of Pickup: Monday  Tuesday  Wednesday ThursdayFriday Saturday Sunday |  |  | Store No. Address City/State/Zip\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ |
| Do you pick up from Panera? | Yes | No | N/A |
| Days of Pickup: Monday  Tuesday  Wednesday ThursdayFriday Saturday Sunday | Store No. Address City/State/Zip\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ |
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