



Agreement of Enabled Donor Pick-up by Agency Partner

Agency # _____ Name: _____ (“The Agency”)

The terms of the Agency Partner Agreement remain in full force and effect and apply to the activities outlined in this document. No item in this agreement amends, waives, or otherwise changes or limits any provision in the Agency Partner Agreement.

To be authorized to pick up donated Product from enabled donors as designated by Feeding America West Michigan (“The Food Bank”), The Agency (listed above) confirms and agrees that:

1. The Agency acknowledges that they are authorized to pick up and distribute Product donations on behalf of the Food Bank from approved Donors in their service area. The Food Bank will designate donor locations for which the Agency is approved. The Agency will pick up Product on the days and times agreed upon with the Food Bank and the Donor and inform the Food Bank of any changes to this schedule or regarding any issues that arise with the Donor.
2. The Agency will provide a point of contact for the Food Bank and the donor site to call for pick-up, scheduling, or other related needs, and notify the Food Bank and the Donor when contact information changes.
3. The Agency will handle and distribute all Product obtained through this program in adherence with the Agency Partner Agreement and ensure that staff or volunteers that handle Enabled Donor Pick-up Product have the required level of Food Safety training.
4. Transportation of donated Product is covered in the Retail Donations Manual. The Agency will transport frozen and refrigerated Product using approved devices to maintain safe food temperatures including, for example, passive temperature control devices such as coolers and thermal blankets, or active temperature control devices such as a refrigerated vehicle or refrigeration unit. To ensure food safety, the Agency will adhere to temperature handling guidelines by taking and documenting temperatures for frozen and refrigerated Product at the time of pickup and again at the delivery site. Temperature logs should be maintained and made available to the Food Bank for review upon request.
5. The Agency will document the weight, Product type, and location of each pick-up. It will accurately report this information to the Food Bank within seven days of each pick-up. The Food Bank and Feeding America will compile this information for reporting to the Donor.
6. The Agency is responsible for acquiring and maintaining all devices required for safe transportation, storage, weighing, reporting, and distributing the Product.
7. The Agency will appropriately represent the Food Bank and the Feeding America Network to the Donor and will work in partnership with the Food Bank and any other approved distribution partners assigned to the same Donor, if applicable.
8. The Agency will adhere to the policies and procedures specified by the Food Bank and allow Food Bank staff to monitor the records and activities relating to the Enabled Donor Pick-up Program during regular monitoring visits.
9. The Agency must meet all terms of certification listed in the Retail Donations Manual and maintain good standing with the Food Bank related to paperwork, monitoring, training, and bill payment. Failure to meet these terms may revoke certification in the Enabled Donor Pick-up Program.
10. The Food Bank reserves the right to update this agreement as the Enabled Donor Pick-up Program needs to change. This form will be re-signed when revised or when the Agency’s leadership changes.

I agree to the terms outlined above.

Agency Partner Leader: _____ Date: _____

Food Bank Representative: _____ Date: _____