

---

**CRITERIA FOR APPLICATION**

---

- Provide 501(c)3 designation letter
- Provide Articles of Incorporation (for a church)
- List of Board Members and Key Staff
- EIN (Employer ID Number)
- Provide photos of storage (inside and outside)
- Provide documentation proving distributions to your community
- Fax completed application form to 405-949-5169 or email to [agency.development@feedthechildren.org](mailto:agency.development@feedthechildren.org)

---

**APPLICATION PROCESS**

---

- Complete application by answering all questions as best as possible
- Indicate N/A if the question does not apply to your agency but “None” if the question does apply but your agency does not have the requested items
- Please type or write as neatly as possible
- Provide any applicable material requested (such as brochures, fliers, news clippings)
- Remember to sign the Agency Acknowledgement form and the May Not Be Sold Document
- The completed application will be processed and an interview will be scheduled
- The application will be reviewed and if approved the agency will attend a mandatory Partner Agency Orientation conference call
- After attending orientation, agency will receive an approval letter with account information

---

**FEED THE CHILDREN PARTNER AGENCY GUIDELINES**

---

In order to meet and maintain partner agency status, all partner agencies must:

- Meet safe food storage and handling requirements (USDA Standards)
- Have a minimum of one year operating experience
- Have additional food sources; cannot rely exclusively on Feed The Children for food and non-food products
- Represent Feed The Children in a courteous and professional manner when acquiring donations from corporate donors
- Maintain accurate records
- Complete and return Donation Feedback Reports 30 days after receipt of the Certificate of Donation
- Provide a description of how individuals qualify to receive product, what methods are used to determine that recipients are in need
- **Notify Feed the Children, Inc. about any changes in contact information, staff changes, physical or storage address changes, program size, program activity, hours of operation, 501(c)3 status, etc. Changes must be provided to Agency Compliance in written form on the organization’s letterhead and signed by the Executive Director**
- Ensure that all agency representatives comply with Feed the Children, Inc. guidelines for receiving product (*see Guidelines below*)
- Treat all Feed the Children, Inc. employees and donors in a courteous and professional manner
- Reasonably accommodate Feed the Children, Inc. personnel during site visits which will include review of supporting documentation

---

**FEED THE CHILDREN PRODUCT GUIDELINES**

---

**General Guidelines**

- Completion of application and approval does not guarantee agency will receive product
- All donations are provided in “as is” condition
- Agency must comply with the primary donor’s conditions/restrictions when accepting donation from Feed the Children
- Agency can share donation with other agencies if the volume is more than they can distribute themselves as long as they have properly vetted these agencies and keep documented records. The shared agency must then distribute to the end recipient. In such cases , your agency must:
  - Provide a list of agencies with whom you are sharing
  - Take ultimate responsibility for complying with donor’s conditions and Feed the Children policies regarding distribution of product and communicating expectations with the shared agency
  - List shared agencies on the Donation Feedback Report per donation

**Guidelines for Product Storage**

Product must be stored in a secure location, other than a residence, to which only members of your organization have access.

- Storage must comply with local, state, federal laws and ordinances concerning storage
- Storing product under carports or tarps is not acceptable
- Storing product in a public storage or “mini storage” is not acceptable
- Storing product in a residence in which people live is not acceptable
  - Product may be stored in a house as long as no one lives in the house and the house is part of the agency’s facilities

**Guidelines for Product Distribution**

Product must be given to individuals who are genuinely in need.

- Product may not be used for personal consumption by agency employees or volunteers
- Product may not be used for fundraising, church dinners, distribution to the general congregation of a church, or distribution to the general public
- Product also may not be used to attract interest in your organization or events
  - Examples of this include handing out product such as candy or chips with flyers to attend your church or using jewelry or cosmetics as prizes or in goody bags at fundraising events

Product must be given regardless of gender, race, or, or religious background.

- Agencies cannot require attendance at a religious service in order to receive product
- Agencies cannot require recipients to pray or be prayed for in order to receive product

Product must be given free of charge

- Agencies may not trade the product
- Agencies may not sell the product
  - This includes fundraising such as bake sales, raffles, garage sales, or thrift stores
- Agencies may not charge a fee for the product to the end recipient
  - This includes administration fees, maintenance fees, transportation fees, pallet fees, etc.

---

**FEED THE CHILDREN GUIDELINE VIOLATIONS**

---

Violations of any of the above guidelines are taken very seriously and will be addressed on a case by case basis. Feed the Children, Inc. investigates all reports of misuse of product. Feed the Children, Inc. reserves the right to approve or not approve your organization to receive donations and suspend or terminate agencies in violation of the above listed guidelines.

RECEIVING DONATIONS

---

**The Rotational List for receiving product from the Distribution Center**

Once accepted, agencies are placed on a warehouse rotational list. Each warehouse has its own list. Agencies are generally placed on the rotational list for the warehouse to which they are physically closest. New agencies are placed at the bottom of the rotational list and work their way to the top. Once an agency has reached the top of the list, they can receive product. Once an agency has received product, they go back to the bottom of the list. This ensures that all our agencies have an opportunity to receive product.

**Consignment Coordinators**

Once an agency reaches the top of the rotational list, the Consignment Coordinator for the warehouse will call and let the agency know what product is available in the warehouse. If the agency decides that it can use the product that is available, the warehouse Consignment Coordinator will create a shipment. The consignment coordinator will give the agency a shipment release number, and then the agency must schedule the pick up and pick up the shipment. Once the agency has its shipment release number the agency will need to contact the warehouse to schedule a pickup.

- Do not accept product unless it can be used and you have the storage space to maintain it.
- Once a shipment has been accepted, no changes will be made to it unless the agency wishes to decline certain products; however, if product is declined it will **not** be replaced or traded out with other product. The shipment will consist of the original shipment minus the product that was declined.
  - Excessively declining previously accepted product could affect your agency status
  - Exceptions to this would be if the product was **unknowingly** expired or damaged
- Be courteous to all Feed the Children, Inc. staff

**Guidelines for Pickup at Feed the Children Distribution Centers**

- Be on time! Numerous agencies receive product each day, being late makes everyone after you late
- Have adequate transportation!
- **No one except Feed the Children personnel are allowed beyond the volunteer area**
- Shipments will not be changed or adjusted once you are at the warehouse
  - Feed the Children, Inc. allots 1 hour for each agency to pickup. We do not have the time or the manpower to change shipments once you are at the warehouse
- Be courteous to all Feed the Children, Inc. staff

**Required Feedback**

- Each agency is required to complete and return a Donation Feedback Report for each donation within 30 days of receipt of the Certificate of Donation
- Some donors also require additional distribution reports for their product. Agencies will be informed of what exactly is required when product is accepted. These additional distribution reports must be returned at the same time as the Donation Feedback Report. Please return by either one of these ways:

1. By email to [agency.compliance@feedthechildren.org](mailto:agency.compliance@feedthechildren.org)
2. By fax to 405-945-4079
3. By mail to:

Feed the Children, Inc.  
Attention: Agency Compliance  
PO Box 36  
Oklahoma City, OK 73101-0036

- The GIK Department will send a confirmation letter for each shipment; if there are any discrepancies please note them on the letter and fax or mail it back.

---

**RECEIVING PRODUCT THROUGH DONOR DIRECT DONATIONS**

---

**How It Works**

Feed the Children is contacted by donors and offered product directly from the donor's local or off-site warehouse.

These "direct ship" donations are designated for direct consignment to a partner agency. An Agency Consignment Coordinator will consign the donation to an agency that meets the guidelines set forth by the donor. Some of the items that are considered, when determining which the agency contacted, are:

- Geographic Location of the agency
- Ability to accept quantity and type of product
- Transportation resources of agency
- Storage capacity of agency
- Reliability (timeliness, mission compatibility) of agency
- Ability to complete and return required paperwork on time verifying receipt of donation
- The understanding the donor can only be contacted to secure arrangements for the receipt of the donation and *the donor cannot be solicited for future donations* unless a previously disclosed relationship has been given to Feed the Children

The Agency Consignment Coordinator may contact agencies by telephone, email or fax. The selected agency is required to handle the donation according to the donor's terms. Agencies **may not** negotiate the terms of the donation such as dates times or type of transportation with the donor or the contract for the donor's warehouse/distribution center.

**Scheduling**

Once the agency has committed to the donation, the Agency Consignment Coordinator will fax or e-mail a Verification Form noting the following for scheduling an appointment for pickup:

- Product description
- Specific pickup dates, if required
- Warehouse address for pickup
- Contact name and telephone number for scheduling
- Estimated number of cases/pallets
- Estimated weight
- Release #
- Special Notes

The receiving agency is responsible for contacting the donor and scheduling the appointment.

**Guidelines for Pickup of Direct Shipments**

It is required that:

- The pickup is made per the donor's requirements
- The agency be on time for the appointment and receive the correct quantity
- The agency has adequate transportation
- The agency is aware of any CHEP pallets or pallet exchange policy, any refrigeration requirements, any manual loading requirements, etc. before picking up the donation

A pickup is considered successful when:

- The agency has returned the Verification Form in a timely manner noting all information about the donation (i.e., condition of product; the number of pallets; cases, and units; product description; release number; estimated weight and any additional comments)

**UNDER NO CIRCUMSTANCE MAY AN AGENCY WHO HAS RECEIVED A DIRECT SHIP DONATION FROM A DONOR CONTACT THAT DONOR ON THEIR OWN FOR FURTHER DONATIONS. THIS IS CONSIDERED "BACKDOORING" AND WILL NOT BE TOLERATED.**



# Commodity Assistance Application

CAA-0613 Page 1 of 12

**To avoid delays in processing your application, answer all questions completely and ensure all required items are included. Make copies of all paperwork for your file before remitting documents to Feed the Children.**

Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

EIN: \_\_\_\_\_

Street Address: \_\_\_\_\_  
*(Must be the physical address. P.O. Box are not applicable)*

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_ Country: \_\_\_\_\_

Agency Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Toll Free Numbers: \_\_\_\_\_

Website Address: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

How did you learn about Feed the Children? \_\_\_\_\_

Who may we thank for referring you? \_\_\_\_\_

Are you participating in an upcoming Feed the Children event? \_\_\_\_\_ Yes \_\_\_\_\_ No

What's the date? \_\_\_\_\_

*Feed the Children collects information following the U.S. Department of the Treasury Best Practices Guidelines for Anti-Terrorist Financing. As such, in addition to the following information, copies of incorporation, contracts, agreements, indentures, franchises, licenses and permits pertaining to the incorporation of your organization might be required before approval to become a Feed the Children partner agency will be granted.*



# Commodity Assistance Application

CAA-0613 Page 2 of 12

## Section A

## ORGANIZATIONAL STRUCTURE AND HISTORY

1. What are the mission statement and goals of your outreach programs?

---

---

---

---

---

2. Is your agency affiliated with any national, state or local organization or church denomination?

*If yes, list the name and address of the organization:*

\_\_\_\_ Yes \_\_\_\_ No

---

---

---

3. When was your organization founded? \_\_\_\_\_

Has your organization run continually? \_\_\_\_\_

By whom was your organization founded? \_\_\_\_\_

Where was your organization founded? \_\_\_\_\_

Who is the Executive Director of your organization? \_\_\_\_\_

4. List your organization's Board of Directors or Board of Trustees.

*(Attach a separate page if necessary.)*

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Who are the individuals operating your agency, including key volunteers?

*(Attach a separate page if necessary.)*

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. Does your agency follow U.S. Department of the Treasury Anti-Terrorist Financing guidelines?

*Refer to: <http://www.treasury.gov/about/organizational-structure/offices/Pages/Office-of-Foreign-Assets-Control.aspx>*

\_\_\_\_ Yes \_\_\_\_ No

7. What steps does your agency take to ensure products are not diverted; e.g. sold, re-imported, etc.?

---

---

---

---

# Commodity Assistance Application

## Section B

## OPERATIONS

1. Does your agency have a back-up generator?  Yes  No

2. What are the hours of operation for your office? \_\_\_\_\_ to \_\_\_\_\_  
Indicate which days: \_\_\_\_\_ M \_\_\_\_\_ T \_\_\_\_\_ W \_\_\_\_\_ Th \_\_\_\_\_ F \_\_\_\_\_ Sat \_\_\_\_\_ Sun

3. Check all sources of funding your organization receives:

Donations  Fees  Grants  Fundraisers  
 Funds from your affiliation  Other (describe) \_\_\_\_\_

4. Are recipients charged any fees for specific services or products, including storage and/or handling?  Yes  No

If yes, explain what fees are charged: \_\_\_\_\_

5. Are donations required from recipients to receive commodities?  Yes  No

6. Are individuals required to work in exchange for food?  Yes  No

7. If your organization is a church, are people required to attend services to receive food or other assistance?  Yes  No

8. Does your organization operate a thrift store or sell products to raise funds that support your programs?  Yes  No

If yes, what items are sold? \_\_\_\_\_

9. What geographical areas does your agency serve? \_\_\_\_\_

10. Does your organization require referrals?  Yes  No

If yes, from which agencies? \_\_\_\_\_

11. Does your organization require appointments?  Yes  No







# Commodity Assistance Application

CAA-0613 Page 5 of 12

## Section C

## REPORTING

1. Are you able to provide the required follow-up reports and documentation related to the receipt and use of the donated supplies both for internal use and at the request of our corporate donors?

\_\_\_\_\_ Yes \_\_\_\_\_ No

2. Who would be responsible for providing reports, needs, assessments, impact statements and statistics, photos, etc. to Feed the Children?

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

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

3. Do you receive distribution reports from your partner agencies?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Please Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Commodity Assistance Application

## Section D

## PROGRAMS

1. Describe your food and outreach programs, including the date they were established, for which goods received from Feed the Children will be used. *(Attach an additional page if necessary.)*

Program Description	Established Date

2. Are you a VOAD member?  Yes  No

3. Indicate the services and goods being utilized or provided by your organization's outreach:

<input type="checkbox"/> Housing	<input type="checkbox"/> Cleaning Items	<input type="checkbox"/> Medical Supplies
<input type="checkbox"/> Hygiene Items	<input type="checkbox"/> Educational Items	<input type="checkbox"/> Medical Services <i>If medical has been selected, indicate if organization has a pharmacy license.</i>
<input type="checkbox"/> Baby Items	<input type="checkbox"/> Reading Materials	Pharmacy License: <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Furniture	<input type="checkbox"/> Fresh produce	<input type="checkbox"/> Clothing <i>Indicate clothing types accepted.</i>
<input type="checkbox"/> Dry food	<input type="checkbox"/> Building Materials	Clothing Type: <input type="checkbox"/> New <input type="checkbox"/> Used
<input type="checkbox"/> Frozen foods	<input type="checkbox"/> Dairy products	<input type="checkbox"/> Mixed Pallets
<input type="checkbox"/> Kosher food	<input type="checkbox"/> Vitamins	
<input type="checkbox"/> Other - describe: _____		

4. Are hot meals served at your organization?  Yes  No

Number of meals served daily: \_\_\_\_\_ Number of meals served monthly: \_\_\_\_\_

5. What qualifications are used to determine recipient eligibility? \_\_\_\_\_

6. How often may a person receive food or other products from your organization? \_\_\_\_\_

7. What percentage of recipients are receiving assistance more than 3 times per year? \_\_\_\_\_ %

8. What percentage of recipients are from your congregation (for faith based organizations)? \_\_\_\_\_ %

*How large is your congregation?* \_\_\_\_\_

9. How many families does your organization assist each month? \_\_\_\_\_

10. How many individuals does your organization assist each month? \_\_\_\_\_



# Commodity Assistance Application

## Section D

## PROGRAMS

### 11. What is your distribution frequency?

Daily   
  Weekly   
  Bi-Monthly   
  Monthly   
  Special Events  
 Other *describe:* \_\_\_\_\_

*Provide the days and times of distribution (no matter what frequency)*

Day (circle)	Sun	Mon	Tue	Wed	Thur	Fri	Sat
Time (write in)							

### 12. What racial or ethnic background are your clients? List percentage.

Asian   
  Native Hawaiian or other Pacific Islander   
  Non-Hispanic White  
 Non-Hispanic Black   
  American Indian or Alaskan Native   
  Latino or Hispanic

### 13. What type of individuals do you serve?

Children 0-5 years old   
  School Age Children   
  Elderly   
  Homeless  
 Unemployed   
 Underemployed   
 Other *describe:* \_\_\_\_\_

### 14. What type of agency do you consider yourself?

Pantry   
 Kitchen   
 Shelter (mens)   
 Shelter (women and children)  
 Shelter (family)   
 Food Bank   
 Youth Program   
 Disaster  
 Senior Program   
 Educational   
 Drug & Alcohol Rehabilitation Program  
 Other (please explain) \_\_\_\_\_



# Commodity Assistance Application

## Section E

## STORAGE AND TRANSPORTATION

1. What is the physical location(s) of your organizations warehouse or storage space? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ On Site or Distance from your organization: \_\_\_\_\_
2. What is the square footage of available storage space? \_\_\_\_\_
3. Is the space owned, leased or donated? \_\_\_\_\_
4. Is the space dedicated for food storage only? \_\_\_\_\_ Yes \_\_\_\_\_ No
5. Describe the storage space if the location differs from your organization's address:  
 \_\_\_\_\_  
 \_\_\_\_\_
6. Is access to storage limited to members of your organization? \_\_\_\_\_ Yes \_\_\_\_\_ No
7. How many loading docks are available? \_\_\_\_\_
8. What are the warehouse/storage space hours of operation? \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.  
 Circle days: M T W Th F Sa Su
9. How many pallets will your storage space accommodate for the following options:  
 Dry: \_\_\_\_\_ Frozen: \_\_\_\_\_ Refrigerated: \_\_\_\_\_
10. How often is this space treated for the prevention and elimination of rodents and other pests?  
 \_\_\_\_\_ Weekly \_\_\_\_\_ Monthly \_\_\_\_\_ Yearly \_\_\_\_\_ Other or N/A describe \_\_\_\_\_  
 \_\_\_\_\_
11. Does your organization have cold storage space available? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 \_\_\_\_\_ cubic feet of Frozen storage \_\_\_\_\_ cubic feet of Refrigerated storage  
*(Cubic feet formula = length x width x height)*
12. Use a **NUMBER** to indicate the access availability of the following:
 

Semi:	_____ Own	_____ Access	_____ Rental	_____ N/A
Van:	_____ Own	_____ Access	_____ Rental	_____ N/A
Box Van:	_____ Own	_____ Access	_____ Rental	_____ N/A
Pickup:	_____ Own	_____ Access	_____ Rental	_____ N/A
Refrigerated Truck	_____ Own	_____ Access	_____ Rental	_____ N/A
Refrigerated Van	_____ Own	_____ Access	_____ Rental	_____ N/A
Other transport vehicle	_____ Own	_____ Access	_____ Rental	_____ N/A
describe:	_____			
Forklift:	_____ Own	_____ Access	_____ Rental	_____ N/A
Pallet Jack:	_____ Own	_____ Access	_____ Rental	_____ N/A



## Commodity Assistance Application

---

**Section E****STORAGE AND TRANSPORTATION**

---

13. Do you have a Chep Pallet account?  Yes  No
14. With notification, can your organization coordinate unloading bulk produce from a semi tractor/trailer?  
 Yes  No How much notice is needed? \_\_\_\_\_
15. Can your organization arrange shipping to receive donations?  Yes  No  
*(your organization's eligibility to receive commodities will not be affected by the answer provided)*
16. How far would you be willing to travel for commodities used by your outreach programs? \_\_\_\_\_ approx. miles

## Commodity Assistance Application

**Section F**

**INTERNATIONAL PARTNERSHIP APPLICATION QUESTIONS**

**\*\*\* ATTENTION \*\*\***

**Only organizations operating international programs need to complete this section!**

1. Does your organization provide assistance directly or work through an affiliated entity? \_\_\_ Yes \_\_\_ No  
*If you answered "Yes" to the above question, please answer the following:*

2. In what countries, other than the United States, are you currently active? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. When did your agency begin offering international assistance? \_\_\_\_\_

4. How do your international goals compare to your organization's overall mission statement and goals?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. Is the staff that handling international assistance the same as the staff handling domestic programs?  
*If different, list all employees and key volunteers.* \_\_\_ Yes \_\_\_ No

TITLE	NAME	Phone Number	Email Address
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. Is the board of directors the same for your international operations as it is for your domestic operations?  
*If different, list all directors' names and contact information:* \_\_\_ Yes \_\_\_ No

Name	Phone Number	Email Address
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. Who is the contact person responsible for international shipping arrangements/fees:  

Name	Phone Number	Email Address
_____	_____	_____

# Commodity Assistance Application

**Section F**

**INTERNATIONAL PARTNERSHIP APPLICATION QUESTIONS**

**8. Who is your custom's clearing agent?**

Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**9. Does your organization provide assistance directly to the end user (direct distributions by your organization or an affiliated agency) or does your organization work through other international agencies/NGOs?**  
*(Based on your answer here, please complete all sections below that apply)*

**10. Do you work through affiliated (e.g. use of name in programs, shared staff, shared board of directors, etc.) international agencies/NGOs to provide assistance?** \_\_\_\_\_ Yes \_\_\_\_\_ No  
*If "Yes", provide the name of the agency(ies), nature of affiliation, physical address, website, executive director (or equivalent) and contact information. If necessary attach a separate sheet.*

AGENCY NAME	AFFILIATION	AGENCY ADDRESS	PHONE NUMBER
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**11. What types of programs (product distribution, feeding programs, disaster relief, medical clinic, water/sanitation program, grants, cash support, etc.) do you provide or will provide to the above agencies?**

**Program Description**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**12. Do you have a warehouse located outside of the U.S.?** \_\_\_\_\_ Yes \_\_\_\_\_ No

*If yes, please provide the following information:*

**What is the physical address of the warehouse?** \_\_\_\_\_  
 \_\_\_\_\_

**The storage capacity listed in square meters:** \_\_\_\_\_

**What are the warehouse/storage space hours of operation?** \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.  
*Indicate which days: \_\_\_\_\_ M \_\_\_\_\_ T \_\_\_\_\_ W \_\_\_\_\_ Th \_\_\_\_\_ F \_\_\_\_\_ Sat \_\_\_\_\_ Sun*

**13. How many unique families does your organization assist monthly?** \_\_\_\_\_

**14. How many unique individuals does your organization assist monthly?** \_\_\_\_\_

**15. Are recipients required to give contributions or work in exchange for assistance?** \_\_\_\_\_ Yes \_\_\_\_\_ No

## Commodity Assistance Application

**Section F**

**INTERNATIONAL PARTNERSHIP APPLICATION QUESTIONS**

**16. How do you communicate to recipients distributed items are not to be sold or bartered in the local marketplace?**

---



---



---



---

**17. List the non-affiliated agencies/NGOs with whom you are currently working that provide international assistance and are internationally based or will provide international assistance but are domestically based. Please include the type of agency (domestic shipping internationally vs. international entity), agency name, address, website, executive director (or equivalent) and contact information. *Provide this information on a separate page.***

**18. How do you validate the legitimacy and legality of the organizations and staff with whom you partner and how is this assessment documented?**

---



---



---

**19. What types of programs (product distribution, feeding programs, disaster relief, medical clinical, water/sanitation program, grants, cash support, etc.) do you or will provide to the agencies above?**

---



---



---

**20. How does your organization ensure donations to international organizations are being used for legitimate purposes and are not in violation of U.S. Department of Treasury Anti-Terrorist Guidelines?**

---



---



---

**21. List agencies with which you are seeking/hope to have a relationship in the future.**

**AGENCY NAME**

**AGENCY ADDRESS**

**PHONE NUMBER**

<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>



## AGENCY ACKNOWLEDGEMENT

### PURPOSE

To establish an acknowledgement of responsibilities and expectations of the receiving organization

(Agency) receiving donations from Feed the Children, Inc. ("FEED"). FEED may offer to provide and supply the Agency, upon occasion, available foods, personal hygiene products, educational materials or other donated products ("Product"). The Agency understands and agrees to abide as follows:

FEED does not guarantee that it will provide the Agency with any Product or other goods in any amount at any time. Any Product or other goods provided to the Agency, if any, is in the sole discretion of FEED.

### Acknowledgement

1. The Agency must have been awarded and currently maintains the tax exempt status of 501(c)(3) by the Internal Revenue Service and has filed its exempt status letter with FEED. Other evidence of exempt status may be submitted and accepted by FEED in its sole discretion. The Agency must be in compliance with all applicable rules, regulations and laws; **including but not limited to U.S. Department of Treasury Anti-Terrorism Guidelines and Internal Revenue Service Regulations.**
2. The Agency must have been in operation for at least 12 months with an established outreach.
3. The Agency must be financially sound.
4. The Agency acknowledges the completion and approval of the application is not an assurance of the availability of Product or other goods.
5. The Agency must maintain records of Product or other goods received, and the distribution thereof, in accordance with generally accepted accounting principles. FEED shall be allowed reasonable access to the Agency's records, including financial records, and facilities, both storage and distribution, pertaining to Product or other goods that have been provided by FEED. The Agency will provide a completed FEED distribution report form per each donation and/or on request of each donation of Product received **within the time-frame dictated by FEED.**
6. The Agency will use Products or other goods received from FEED solely for projects within the Agency's organization relating to its exempt purpose.
7. The Agency can share Product with other organizations when the volume of Product received is greater than the Agency's resources to distribute the Product to the consumer. The Agency understands that sharing of Product may only be made with other exempt organizations that are able to and will distribute the shared product directly to the end recipient. If shared, the Agency will remain fully responsible for Product and its distribution. FEED has no obligation to or relationship with the sharing organization. FEED may require that any such desired sharing be preapproved. **In addition, FEED may require the Agency to provide documentation proving the Sharing Agency meets all applicable regulations and maintains the tax exempt status of 501(c)(3) by the Internal Revenue Service and has filed its exempt status letter with FEED. The Sharing Agency must be in compliance with all applicable rules, regulations and laws; including but not limited to U.S. Department of Treasury Anti-Terrorism Guidelines and Internal Revenue Service Regulations.**
8. FEED accepts all donations in conformance with the Bill Emerson Good Samaritan Food Donation Act. All Product or other goods are provided in an "as is" condition. FEED is to be notified promptly if any items are damaged, cannot be used safely or are unfit for human consumption.
9. The Agency must provide safe storage space to protect the integrity of the Product or other goods until they are distributed.
10. Any and all offers of Product or other goods from FEED are subject to withdrawal, recall, return, or cancellation upon demand and without prior notice.
11. The Agency must comply with all FEED and primary donor's conditions currently in effect or that may go into effect at a later time.
12. The Agency cannot contact the originating donor or any representative or affiliate thereof other than communication necessary in securing deliver or pick-up of Product. However, if the Agency has received donations from the originating donor prior to the relationship with FEED, and that relationship is disclosed by the Agency prior to receiving the Product donation from FEED, then the prohibition does not apply.
13. The Agency, nor its employees, representatives or volunteers can act, represent or purport itself as a representative or agent of FEED and has no authority to act on behalf of FEED.
14. No fees of any kind can be required from the end recipient.
15. Product or other goods received from FEED cannot be sold, transferred or bartered in any manner.
16. No discrimination can be made in the distribution of Product or other goods received from FEED on the basis of national origin, race, creed, gender, religion or disability.



## AGENCY ACKNOWLEDGEMENT

17. All Product or goods donated by FEED must be freely given without requiring the recipient to participate in - actively or passively - any religious services, be actively proselytized, or be excluded or included based on religious beliefs or lack thereof.
18. The Agency will not engage in the making or publishing of any written or oral statements or remarks that criticize, ridicule, disparage or defame FEED, its officers, directors, employees, agents, donors, agencies and/or assigns.

### INDEMNIFICATION

*The Agency shall indemnify, defend and hold harmless FEED and its subsidiaries and affiliates, as well as their respective officers, directors, agents, employees, volunteers, agents, attorneys, representatives, successors and assigns, from and against any and all claims, suits, damages, liabilities, costs and expenses including, but not limited to, court costs and reasonable attorney's fees, arising out of, based on or in any other manner related to (i) the breach of any claim representation, warranty of The Agency, (ii) the infringement of the intellectual property rights of third parties in connection with advertising and other promotional activity, or (iii) any other negligent, grossly negligent or willful misconduct by The Agency or its officers, employees, agents, volunteers, representatives or invitees due to the relationship with FEED.*

### NOTICE

Any notices given to FEED shall be sufficient only if in writing and delivered in person, electronically or mailed with a confirmation of delivery as follows:

- To The Agency Compliance Department at:  
Feed the Children, Inc.  
333 North Meridian Ave  
Oklahoma City, OK 73101

### SIGNATURES

The persons executing this Acknowledgement on behalf of the Agency represented has the right, power, legal capacity and appropriate authority to enter into this acknowledgement on behalf of the Agency they represent.

Signature of Executive Director/Senior Pastor: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Print Name of Executive Director/Senior Pastor: \_\_\_\_\_

Print The Agency Name: \_\_\_\_\_

*FEED, Inc. collects information following the U.S. Department of the Treasury Best Practices Guidelines for Anti-Terrorist Financing. As, in addition to the following information, copies of incorporation, contracts, agreements, indentures, franchises, licenses and permits pertaining to the incorporation of your organization might be required before approval is granted to receive Product from FEED, Inc.*



# Our Donations

## MAY NOT BE SOLD!

Donations received through Feed the Children may not be sold, bartered or exchanged. Feed the Children aggressively protects its donors from the unacceptable practices of the sale, barter or exchange of donated items. We expect our partners (and their associated agencies) to abide by our policies and guidelines and to report partners and agencies that do not.

Feed the Children takes such complaints very seriously. All complaints are investigated and appropriate legal action, criminal and/or civil, are taken against any partner who is not using received items in compliance with Feed the Children guidelines. Feed the Children cooperates fully with all law enforcement and administrative agencies while investigating complaints. Further, agencies not using received items in compliance with Feed the Children guidelines are terminated.

Partners should realize that violation of Feed the Children's policy against the sale, barter or exchange of donated items has far-reaching implications. Donors discontinue their provisions of food and supplies that other partner agencies rely upon to meet the needs of children and families.

Please report violations to Agency Compliance at (800) 627-4556.

I have read and agree to adhere to this policy:

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
\*Signature of Executive Director/Senior Pastor

\_\_\_\_\_  
Printed Name of Executive Director/Senior

*\*Must be signed by the head of the organization applying for commodity assistance; i.e. Executive Director, Senior Pastor, President, etc.*