

FAIRBANKS COMMUNITY FOOD BANK
Annual Agency Monitoring Form

This form is requested for all agencies who participate in the National Food Bank program, Second Harvest. Thank you for helping us keep this routine record up to date once each year. If you have questions, please call Helen at 456-2337.

Report date: _____

Agency Name (if this is not the name on your IRS 501C3, please explain):

Director (if this is a church or agency, a letter from the pastor or Board authorizing this person to receive food services is required):

Address (site):

Address (mailing):

Phone:

Fax:

email:

DESIGNATED SHOPPERS (No one except the people listed will be allowed to agency shop):

- 1.
- 2.
- 3.

Explain your food program (what do you do, where, how, when, why -- and check appropriate box):

_____ on-site food preparation _____ off-site emergency food delivery

Please continue on other side

No. Of meals served or delivered each week? _____

Does your agency accept food donations from other sources?

Is a written record kept of people who receive food?

What are the criteria used to determine eligibility for food?

How many people staff the food program? _____ Paid _____ Volunteers

Any special types of food needed?

Other specific needs?

What percent of food distributed comes from the Second Harvest program?

How do you store the food received?

Is food off the floor?

Is food stored separate from clothing, cleaning materials, etc?

Is there evidence of pest infestation?

What can the Fairbanks Community Food Bank do to serve you better?

FAIRBANKS COMMUNITY FOOD BANK
Agency Information Sheet

Each year, enclosed with the AGENCY MONITORING FORM, I try to remind you of the rules of the road to use the program. So, it's that time again.

These are the same simple rules of the road we have had for a decade or more. I ask that you keep them handy and share them with anyone new to your program in the next year:

1. If the food is given free to the Fairbanks Community Food Bank, it is passed along to you free. There is no membership fee or local handling charge for this donated food. Food is available for agency shopping between 3-4 pm, Monday-Friday. This is a change. In years past we were able to open at 2:00 pm but, due to the large number of food boxes we are packing, we are not ready to open our doors now until 3:00 pm.

If, however, food is acquired through the Second Harvest Network and ordered from the Food Bank of Alaska located in Anchorage, the handling fee is 14 cents/pound. Some of you know the Food Bank of Alaska has raised their handling fee in Anchorage to 18 cents/pound, BUT WE HAVE NOT. We work to cover our expenses only. This is one way we can protect your program and serve you economically, and, thereby, acknowledge and appreciate your good work in the community.

2. No food picked up from the Food Bank, whether local or Second Harvest, may be "sold" to individuals. We do not compete with local vendors in the sale of food and we are not a thrift store. It is expressly forbidden to establish a co-op type operation or to "sell" (which means that if a case of peas weighs 15 pounds, the person who picks up the peas pays \$2.10 or 14 cents a pound, at the time of pick up from your food pantry). All food must be freely given to people who you have determined are "in need" or who comply with your 501C3 status and mission statement.

3. We have an astronomical demand for food services and have had to limit some types of food to some groups so that we can meet our first priority. **The priority system is this: (1) Food for food boxes; (2) FEMA agencies (Stone Soup Cafe, Rescue Mission, Interior Center for Non-Violent Living, Salvation Army, Red Cross and North Star Council on Aging; (3) other non-profit agencies who qualify.** Peggy (Food Manager) is the last word on whether food is "surplus" or not. As a reminder, no food is given for fund raising events.

As always, if you need help, Peggy is so happy to answer your questions. Her telephone extension is 26. Mine is extension 22.

Sincerely,
Samantha Castle Kirstein
Executive Director

Date mailed: October, 2003

NEW IN 2004!

We have tried for all of the last 20 years to not have complicated rules. We expect everyone to understand the mission of the Food Bank (our first priority is food boxes) and have respect for each other and for the staff and volunteers here at the Food Bank. The only set of instructions most people need is this:

ASK PEGGY!

There are always a couple of people... who make life more challenging, and Peggy has asked that I send out this reminder this year.

- ▶ No shopping before 3:00 pm or after 4:00 pm
- ▶ When you first arrive, check in with Peggy
- ▶ When you have questions about product availability, ask Peggy
- ▶ When you are ready to weigh out, ask Peggy
- ▶ Use only **Man Door for Food Delivery**, next to **OVERHEAD DOOR 1**. All other doors are emergency exit only.
- ▶ SURPLUS, PERISHABLE food is all that is regularly available for agency shopping. If you have a different need, please make an appointment to discuss your need with Sam BEFORE YOU SHOP.
- ▶ **We will keep a list of your designated shoppers. If you are not on the list, you will not be allowed to shop.**
- ▶ Obviously, we will give you the oldest product first. No agency is allowed in the cooler or freezer.

YES, THERE ARE A LOT OF AGENCIES SHOPPING THESE DAYS AND IT TAKES A LITTLE MORE TIME FOR PEGGY TO GET TO EACH AND EVERY ONE OF YOU, BUT SHE WILL. REMEMBER, THE PRICE IS RIGHT AND THE PRODUCT IS WORTH THE WAIT.

If Peggy notices that you are not using these simple rules listed above, she will ask you to speak with Sam before you shop again. We like to keep it FREE, SIMPLE and AS LITTLE PAPERWORK AS POSSIBLE, but not have any misunderstandings or unfairness for all the other shoppers.

Some <i>examples</i> of products which ARE often available to agency shoppers	These are <i>examples</i> of products which ARE NOT available to agency shoppers
milk, dairy, cottage cheese, yogurt	frozen meat or fish
bread	soup and stews and spaghetti sauce
cakes and pies and sweet doughs	canned vegetables
candy, pretzels, chips	tuna

Date mailed: October, 2003

October, 2003

Dear Agencies,

This is the time of year when we do our annual directory update and "fine tuning" of the Food Bank. I am enclosing the usual AGENCY MONITORING FORM, and also one more useful tool for you. Please take an extra moment again this year and answer the two questions below in addition to returning your usual form. I have enclosed a prepaid, addressed envelope for your convenience.

For those of you who are new to the program, we do not charge a fee for services. Our only requirement each year is that you submit this AGENCY MONITORING FORM and if we don't receive it, we take your agency name off the "active" list — so it is important that you provide this information no later than January 1, 2004.

Question 1: How many food boxes or pounds of food (depending on the type of program you are operating) do you anticipate you will need this year? Put a check mark next to the best answer for this question and make comments if appropriate.

- ▶ I expect the need to INCREASE in the next 12 months and I will need _____% more that I have previously used because _____.
- ▶ I expect my program to remain the same. We are meeting all the need expressed to us or are limited by dollars, space or other issues.
- ▶ I expect my program and food need to DECREASE by _____% because _____.

Question 2. How would you like the Food Book to look in 5 years? What services do you need which are not being provided now?

Agency Name: _____ Form completed
by: _____
Date: _____

Internal Revenue Service
District Director

Department of the Treasury

Date: JUL 05 1985

Our Letter Dated:
June 8, 1983
Person to Contact:
EO Desk Officer
Contact Telephone Number:
(206) 442-5106

Fairbanks Community Food Bank
Service Inc
P.O. Box 82061
Fairbanks, AK 99708

Dear Sir or Madam:

This modifies our letter of the above date in which we stated that you would be treated as an organization which is not a private foundation until the expiration of your advance ruling period.

Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Internal Revenue Code, because you are an organization of the type described in section * see below. Your exempt status under section 501(c)(3) of the Code is still in effect.

Grantors and contributors may rely on this determination until the Internal Revenue Service publishes notice to the contrary. However, a grantor or a contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section * see below status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section *see below organization.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

* 509(a)(1) and 170(b)(1) (A)(vi)


District Director