



**Fairbanks Community Food Bank :: Freely Given Food, Given Freely.**  
725 26<sup>th</sup> Ave. Fairbanks, AK 99701 • Tel: (907) 456-7267 • Fax: (907) 374-9776 • Website: [www.FairbanksFoodBank.org](http://www.FairbanksFoodBank.org)  
Anne Weaver, Executive Director • E-mail: [anne@FairbanksFoodBank.org](mailto:anne@FairbanksFoodBank.org)

January 1, 2023

## FAQ -- FREQUENTLY ASKED QUESTIONS ABOUT AGENCY SHOPPING

1. How often do agencies update their directory information so they can shop at the food bank? **Answer:** once a year, but no later than January 31 of the following year OR when there is any change in the mission or leadership of your agency.
2. How much does it cost to shop at the Food Bank? There is no handling fee or per pound charge UNLESS the food bank makes a purchase and chooses to pass it along to those who can use it in their programs.
3. What time and what days can an agency shop at the food bank? Monday through Friday, from 2:30 pm to 3:30 pm.
4. Is there a priority to use this agency shopping system? Yes, this is the priority system: **FIRST PRIORITY:** food for food box packing  
**SECOND PRIORITY:** Emergency food and shelter agencies who have federal funding  
**THIRD PRIORITY:** other 501c3 non-profits who qualify
5. Can I use food I pick up at the Food Bank in fundraisers or sell it to another party? No. The intent of the donor is that this food is used to help those who need direct food assistance. To receive food, your agency must be a 501c3 with the intent of providing this food through your agency to those in need. No food collected by the Fairbanks Community Food Bank can be used in fundraisers of any sort.
6. Can an agency create a co-op of any kind with this food? No. We do not compete with our local vendors in the sale of food and we are not a thrift store. All food must be freely given to people who you have determined are “in need” or who comply with your 501C3 status and your mission statement, and those items must be on file in this food bank, along with your approved list of shoppers.
7. What paperwork do I need in order to qualify to receive free food from the FoodBank? Your request must be on your agency letterhead and signed by the leadership of your organization. You need to answer the “use” questions on the Food Bank paperwork. We must have a copy of your 501C3 IRS DETERMINATION LETTER. That is not your tax ID number. Every business has a tax number and only those who apply have a 501C3. If you do not have the 501C3 in our files, we cannot serve you. No other document or explanation of your excellent projects will work. It is the standard that all professional food banks use in the nation, and it is tied to agreements that local food banks have with their corporate donors, including grocery stores. It is an expectation that donors have for us, and that we have for those we serve.
8. Really, how does this work? This Food Bank receives free food and gives it away free. We do not even ask you to pay a handling fee for the service we provide, though we do appreciate donations of cash/food/volunteer time to help us provide the services to you and to food box customers.

FAIRBANKS COMMUNITY FOOD BANK  
**Annual Agency Monitoring Form**

*This form is requested for all agencies who participate in the Food Bank salvage program. Thank you for helping us keep this routine record up to date once each year. If you have questions, please call (45-SHARE, 457-4273) and ask for the **WAREHOUSEMANAGER**.*

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?

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?

*(There are statewide and national groups who contact this food bank requesting names and addresses of agencies we serve. Would you like other food/hunger related groups (e.g. The Anchorage "Food Bank of Alaska") to have your directory information so they can be in touch directly with you?)*

\_\_\_\_\_yes \_\_\_\_\_no



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**FAIRBANKS COMMUNITY FOOD BANK  
Agency Administrator Acknowledgement**

Please initial:

\_\_\_\_\_ Food taken from the Fairbanks Community Food Bank cannot be sold for fundraisers or bake sales.

\_\_\_\_\_ Food taken from the Fairbanks Community Food Bank is not to be used for personal or staff use.

\_\_\_\_\_ All changes to agency information must be submitted to the Fairbanks Community Food Bank in an official letter on agency letterhead.

\_\_\_\_\_ Agency shopping application and accompanying paperwork must be turned in prior to your first shopping trip of the year, each year.

\_\_\_\_\_ Only one agency shopper may per agency per day may collect food from Fairbanks Community Food Bank.

\_\_\_\_\_ The following paperwork is included: Agency Monitoring Form, Agency Letter, copy of 501c3 (new agencies), and this signed Agency Administrator Acknowledgement.

INITIAL BELOW Our Agency is a...

\_\_\_\_\_ 1<sup>st</sup> Priority Agency (food for food box packing)

\_\_\_\_\_ 2<sup>nd</sup> Priority Agency (emergency food & shelter agencies who have federal funding)

\_\_\_\_\_ 3<sup>rd</sup> Priority Agency (other 501c3 non-profits who qualify)

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



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## FAIRBANKS COMMUNITY FOOD BANK Agency Information Sheet

Thank you for serving your customers with food from the Fairbanks Community Food Bank. It is our joy to be able to provide this food to you, free of charge.

New? Have questions? Please see below:

1. The food is given free to the Fairbanks Community Food Bank; therefore, it is passed along to you free. There is no membership fee or local handling charge for this donated food.
2. Food is available for agency shopping between 2:30-3:30pm, Monday-Friday.
3. The food that is picked up from the Fairbanks Community Food Bank may not be “sold”. We do not compete with our local vendors by selling our freely given food and we are not a thrift store for other agencies. If food is sold in any way, at any time, then you will no longer be permitted to pick up food from here. 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.
4. We typically have a high demand for food services and limited resources, so our Board of Directors prioritizes food use in this way: (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. The Food Manager is the last word on whether food is “surplus” or not. As a reminder, no food is given for fund raising events.
5. **We are all serving the community, let’s work together!** Every agency here is important and the people you are serving are important. Let’s be kind to each other! Sadly, a couple times a year, Anne must ask Agencies to not return because their behavior is aggressive or uncooperative. Let’s have many years where Anne doesn’t have to have those hard conversations. Let’s work together!

Any other questions? Please feel free to contact me!

Sincerely,

Anne Weaver  
Executive Director