

FOOD FINDERS FOOD BANK, INC., 1204 Greenbush St., Lafayette, IN 47904 (765-471-0062)
MEMBER QUALIFICATIONS

Food Finders' mission is to re-channel food that might otherwise be wasted in order to alleviate hunger in a multi-county area. We obtain food from manufacturers, wholesalers and retailers as well as from food drives and individuals. We make this food available to nonprofit organizations meeting the following criteria:

1. The organization must be nonprofit and possess an IRS 501(C)(3) designation and **must be monitored by Food Finders' staff**. Churches who qualify through the "14 Point Criteria" must provide a church bulletin or newsletter.
2. The organization must maintain an ongoing, year-round program such as a food pantry, shelter or soup kitchen and provide food at no charge to the needy (according to federal poverty guidelines), the elderly and/or infants. Other requirements are in the agreement.
3. Hours of operation must be determined and posted.
4. Nonprofit agencies like summer camps, daycare centers and youth programs must demonstrate that at least 2/3 of the participants served by their program are in need, that there is no charge for the food, and that receiving food from Food Finders has the effect of enabling the program to provide expanded services to the needy (such as scholarships to attend the program). These programs will be required to prove these income levels **every six months**. If there is any change in the program make-up or recipients, please notify Food Finders office staff immediately.
5. The food cannot be used for church dinners or other events where at least 2/3 of the people are not truly needy.
6. There must be adequate storage for the food in a suitable, non-residential location, for example, in a separate storeroom or pantry.
7. Agencies **must be monitored** by Food Finders Food Bank, Inc. Representative before contract is approved.

SHOPPING AT THE FOOD BANK

Food Finders maintains a variety of products in inventory, encompassing many food and non-food items that we make available to member agencies. The agencies generally contribute a shared maintenance fee to help defray transportation, sorting and warehousing costs. Maintenance fees for most items are \$0.19 per pound, while 37% of the food has historically been disbursed to member agencies as a donation. Each agency is initially given a credit limit, which may be increased based upon the volume of food needs and their payment history.

Food Finders maintains a separate inventory of "purchased products" that are greatly needed by member agencies, but are not generally available from our donors. We purchase items like green beans, canned corn, cheese slices, chicken sandwich slices, hot dogs, spaghetti sauce, peanut butter and egg noodles at the wholesale level. We offer these "purchased products" to member agencies at prices designed to recover our costs, and they are occasionally offset by donations.

DOING BUSINESS WITH FOOD FINDERS

Agencies sign a *Member Agency Agreement* and provide a written description of their program(s). Shoppers for each agency must be identified in writing by the agency director. For the protection of our member agencies, only shoppers identified by the director will be allowed to shop.

When shoppers arrive, they can go directly to the warehouse shopping floor where a member of Food Finders' staff will be available to assist them with their shopping and total their order. The shoppers verify their order by signing an invoice which lists the selected items. Agencies load their own order and should remember to bring coolers for refrigerated/frozen items. Our disburser will note any checks received and the balance, if any, will be billed to the agency. Agencies may place large orders for pick-up as well. Payment terms are net 30 days. If accounts exceed 90 days, the agencies will not be able to shop until the balance is current. **FFFB cannot accept cash, personal checks, or money orders. Checks must be on an Agency account.**

Our member agencies report that they are able to stretch their food budgets 6-8 times farther by shopping at Food Finders. In partnership with these food pantries, shelters, soup kitchens and other feeding programs, Food Finders continues our mission: *feeding hungry people*.