

PEI Food Banks Agreement

An agreement between _____ and The Upper Room Hospitality Ministry Inc. (also referred to as the PEI Food Banks) will read as follows: This agreement will help organizations comprehend their agreement and have a thorough understanding of PEI Food Banks. PEI Food Banks/The Upper Room Hospitality Ministry Inc. operates as a Food Bank, Soup Kitchen and Provincial association, otherwise known as PEI Food Banks.

As a member of the URHM/PEI Food Banks and Food Banks Canada, we pledge and agree to operate our food bank and other food programs adhering to the following terms and conditions:

Standards of Operation Agreement Terms and Conditions under Association:

- Act in accordance with the Food Banks Canada Ethical Food Banking Code
- Act in accordance with National Standards of Excellence that are relevant to their organization (ex: human resources not relevant to volunteer-based organizations)
- Representative(s) of the organization will be available under each food bank/soup kitchen to attend any workshops, learning sessions etc. regarding National Standards.
- Current and/or updates of standards must continue to be followed in order to maintain membership under URHM.

Standards of Operation Agreement Terms and Conditions of PEI Food Banks Association:

- Act in accordance with the Food Banks Canada Ethical Food Banking Code
- Act in accordance with National Standards of Excellence that are relevant to their organization (ex: human resources not relevant to only volunteer-based organization)
- Maintain up to date standards and inform all association members of any updates.
- Provide any current and updated resources in liaison with Food Banks Canada that may be relevant to other organizations under PEI Food Banks
- Maintain consistent communication through in person meetings, emails, and phone calls to provide clear lines of communication between all organizations under PEI Food Banks
- Enhanced National Standards or resources that the association may be able to provide.
- Operate as main point of contact for food resources, food bank and soup kitchen education resources and financial resources that may be available depending on issue.

Membership Benefits:

- Link2Feed Membership paid for by URHM.
- Up to date National Standards that will include updated manuals such as operational manual, board governance manual, volunteer handbook, and employee manual (for organizations with paid staff members)
- Networking occasions with like-minded individuals/groups (i.e., regional meetings, provincial conferences, etc.)
- Operational Support through zoom or phone calls, in person meetings, and personal one on ones by designated senior staff member.
- Access to range of food and funding opportunities
- Access to a wide variety of resources (ex: manuals, training, emergency plans, templates, policies, standards etc.) We are not a governing body that regulates how your food bank and/or food programs operate, however, we do have standardization guidelines determined by Food Banks Canada that are required.

If you are a food bank or an organization that fights food insecurity, and you are interested in becoming a member of the URHM (also known as PEI Food Banks), please fill out the new member application with the required supporting documents. Completed applications will be reviewed at an upcoming board meeting.

Applications or questions regarding membership can be directed to Community Engagement Manager or 902-892-7092

Organization, _____, hereby acknowledges above terms and conditions as of _____, 2023.

_____	_____	_____	_____
Your Organization	Date	PEI Food Banks/URHM	Date
_____	_____	_____	_____
Print Name	Signature	Print Name	Signature

MEMBERSHIP APPLICATION

Organization Information

ORGANIZATION NAME *

CRA REGISTERED CHARITY NUMBER*

PHYSICAL ADDRESS *

MAILING ADDRESS (IF DIFFERENT FROM PHYSICAL ADDRESS)

CITY *

PROVINCE*

POSTAL CODE *

WEBSITE *

FOOD BANK SOCIAL MEDIA HANDLES (FACEBOOK, INSTAGRAM, TWITTER) *

FOOD BANK TELEPHONE*

FOOD BANK FAX*

FOOD BANK EMAIL*

HOURS OF OPERATION*

KEY CONTACT INFORMATION

Main Contact Information-PLEASE PRINT CLEARLY

The main contact should be the person that all communication from PEI Food Banks is directed to.

TITLE*

FIRST NAME*

LAST NAME*

CONTACT EMAIL (IF DIFFERENT FROM ABOVE) *

CELL PHONE

SECONDARY CONTACT INFORMATION-PLEASE PRINT CLEARLY

Please include secondary contact information for any staff or board members that wish to be subscribed to receive member updates.

TITLE*	FIRST NAME*	LAST NAME*
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CONTACT EMAIL (IF DIFFERENT FROM ABOVE) *	CELL PHONE
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MEMBERSHIP FEE

What Fee Covers:

Link2Feed Annual Fee, Shipping Costs (ex. large donations), PEI Food Banks meeting costs (mileage, meals)

Your Cost: Members pay \$0.

ADDITIONAL ORGANIZATION

Please provide the following information with your application

1. How do clients access your organization services (walk in, phone for appointment, etc.)

2. How often can clients visit your organization for assistance?

3. What do clients have to provide your organization with in order to receive help?

4. What other services do you offer clients? (i.e. heating programs, rental assistance, community kitchen, etc)

5. On average, how people are served in an average month? Provide totals below to the best of your ability.

_____	_____	_____	_____	_____
HAMPERS	HOUSEHOLDS	ADULTS	CHILDREN (<18)	HAMPER WEIGHT/VALUE

6. Please describe the food storage capacity of your organization (i.e., number of coolers, freezers, etc.)

7. Are you able to arrange transportation to pick up food? Y/N
8. Do you have to pay for this transportation? Y/N
9. Number of current paid staff _____ Full Time (30+ hours weekly) _____ Part time (<30 hours weekly)
10. Number of active volunteers ___ in the food bank ___ Soup Kitchen (optional) ___ Events/other activity assistance
11. More details about volunteers if required.

12. Population of the community your located in _____ Population of service area _____

SUPPORTING DOCUMENTS

To a member of PEI Food Banks all members adopt the Food Banks Canada Ethical Foodbanking Code and adhere to the Safe Food Handling Guidelines

Please include the following required documents with your application form

- Most recent food handling permit
- A copy of the signed Ethical Food Banking Code from Food Banks Canada
- List of current board of directors

- Most recent annual report or financial statements
- A copy of board minutes indicating approval for submission of the member application
- A copy of organizational bylaws
- A copy of organization's client intake form (optional)

All documents must be included in the application prior to board review.

MEMBERSHIP ELIGIBILITY & CLASSIFICATION

For the purpose of determining membership eligibility under the National Standards of Excellence with Food Banks Canada

Y / N

Is your organization a food distribution organization operating in the province of PEI and adheres to Public Health Act Food Premises Regulations: "food bank" means a non-profit organization that (i) operates with the exclusive intent of providing food to those who have difficulty purchasing enough food to avoid hunger, and (ii) receives, holds, packages, repackages or distributes food to be consumed off the premises?

Y / N

Does your organization solicit the donation or services for profit?

Note: we are unable to accept any applicants who solicit the donation of food or services for profit

Y / N

Has your organization adopted the Food Banking Code of Ethics and the Safe Food Handling Guidelines of Food Banks Canada?

Note: A copy of the Code of Ethics is attached to this application form.

Y / N

Is your organization incorporated or organized as a not-for-profit corporation, company, society or other organization with an independent legal personality? If not, you will be required to demonstrate that your organization is taking steps to pursue such incorporating or organization.

Y / N

Is your organization a registered charity within the meaning of the Income Tax Act (Canada). If yes, please remember to provide the organization's CRA registered charity number in the space provided under "Contact Information".

Y / N

Has your organization been engaged in operations at least once a year?

By completing and signing this form, we hereby agree to terms and conditions, Food Banks Canada Ethical Code and the Safe Food Handling Guidelines:

DATE SIGNED*

AUTHORIZED SIGNATURE*

THE ETHICAL FOODBANKING CODE

Ethical Food Banking Code, Standard 4.01

PREFACE

Food Banks Canada, Its Members (provincial associations), affiliate member food banks and associated agencies will:

1. Provide food and other assistance to those needing help regardless of race, national or ethnic origin, citizenship, colour, religion, sex, sexual orientation, income source, age or mental or physical ability.
2. Treat all those who access services with the utmost dignity and respect.
3. Implement best practices in the proper and safe storage and handling of food.
4. Respect the privacy of those served and will maintain the confidentiality of personal information.
5. Not sell donated food
6. Acquire and share food in the spirit of cooperation with other food banks and food programs.
7. Strive to make the public aware of the existence of hunger, and the factors that contribute to it.
8. Recognize that food banks are not a viable long-term response to hunger, and devote part of their activities to reducing the need for food assistance.
9. Represent accurately, honestly, and completely their respective mission and activities to the larger community.

FOOD BANK NAME*

FOOD BANK NAME REPRESENTATIVE*

DATE SIGNED*

SIGNATURE*