



## **MOBILE PANTRY MEMORANDUM OF UNDERSTANDING (MOU)**

This Memorandum of Understanding (MOU) is made between the Central Virginia Food Bank of FeedMore, Inc. (hereafter referred to as CVFB) and established partners (site hosts, coordinating agencies, and others essentially involved) in the establishment and continuance of the Mobile Pantry Program. This agreement is made with \_\_\_\_\_ which will coordinate the Mobile Pantry located at \_\_\_\_\_.

### **RELATIONSHIPS AND RESPONSIBILITIES**

The CVFB will work in collaboration with local entities (member agencies, new partner agencies or churches, as well as government offices/departments) in areas/communities identified as food insecure.

The CVFB agrees to provide:

- a well-rounded menu at no cost;
- enough of each food item to serve the number of families identified and expected;
- tables for set up of distribution;
- a staff representative to assist at the MP site (unless other arrangements have been made with site approval), as well as the driver of the vehicle.

The site partner agrees to provide:

- the space to accommodate an orderly distribution;
- the method of informing targeted groups or communities;
- the method for pre-authorizing recipients of the mobile pantry;
- the necessary volunteers (at least 8-10) to operate the distribution; and
- the record-keeping and reporting needed by the CVFB.

A separate informational flier is available to describe the basic program and the site's primary responsibilities.

### **DISTRIBUTION**

#### **Method**

Site Partner shall assume responsibility for an orderly distribution of food. This will include: 1) key contacts readily available by email or phone; 2) site coordinator; 3) 8-12 volunteers who can manage the flow of the operation; 4) and what system to use in serving pre-identified recipients prior to opening the distribution for others (walk-ups or non-voucher persons).

#### **Frequency**

The frequency of the mobile pantry will be mutually agreed upon by CVFB and the site partner—whether monthly or less frequently. As CVFB expands the program and determines needs in all of its service areas, it may be appropriate to adjust the frequency (more or less), and that arrangement will be worked out with the site partner. In some areas where need is less severe or where the mobile pantry has attained a certain level of met need, it may be determined that a mobile pantry every-other-month serves that targeted area effectively enough.

#### **Inclement Weather**

The Site Partner shall have primary responsibility in deciding when weather will prohibit distribution on the given day and time. Site safety, accessibility, and availability of volunteers are some of the factors

that may influence such decisions. CVFB will assume mobile pantry will operate unless notified by site coordinator. Site partner CAN make arrangements for alternate (or indoor) location to avoid possibility of cancellation. If CVFB is closed due to inclement weather, mobile pantries will be cancelled. CVFB will notify site contact as soon as a decision is made of organizational closure. This information will also be available on the Food Bank's phone message as well as media outlets. The Food Bank cannot guarantee a re-scheduling or postponement of the Mobile Pantry due to overall scheduling and availability of staff and drivers.

### **Cancellation**

Site partner has the authority to cancel or suspend a mobile pantry if planning, logistics or distribution present problems that would jeopardize the integrity or orderliness of the mobile pantry.

The CVFB reserves the right to cancel or suspend operations of mobile pantry at particular sites based on lack of order witnessed at site, distribution abuses unaddressed by site, or delinquent reporting. The CVFB will discuss any such relevant matters with sites in a timely manner prior to any suspension or cancelation, and will work diligently with sites on corrective actions necessary so as not to disrupt the forthcoming schedule.

### **UNDISTRIBUTED FOOD**

At the conclusion of MP distribution, when all 'vouchered' and 'non-vouchered' recipients have been served equally, all remaining food items may be given to partners as long as they are Member Agencies of the CVFB. Due to IRS regulations, remaining food items cannot be given to groups, agencies or partners who are not agencies of the CVFB. In that event, food will either be returned on the MP truck or offered to member agencies in the vicinity of the mobile pantry. There will NOT be a 'mass distribution' of all remaining food items to families who remain on the premises for 'seconds' or leftovers, as this practice could result in situations encouraging abuse or compromising standards and procedures the Food Bank expects of all of its own pantries.

### **VOLUNTEERS BEING SERVED**

Volunteers of mobile pantry sites are NOT to benefit from the mobile pantry distribution, UNLESS they have been approved as eligible recipients (or have a voucher themselves). If volunteers are also recipients, they should receive the same items and the same amounts of each item as all other recipients to assure fair and equitable distribution practices.

### **NUMBER TO SERVE CONFIRMATION AND ADJUSTMENT**

The number of families planned to be served (and prepared for) will be adjusted as need indicates, and agreed upon by CVFB staff representative and Site Coordinator. The anticipated beginning point of a mobile pantry distribution is targeted for at least 100 families.

### **RECORD-KEEPING**

The Site Partner will assume the responsibility of providing the CVFB with accurate records of each Mobile Pantry within one week of the distribution. The Site Partner will report: 1) the number of families (households) served; 2) the cumulative total of individuals served broken down by categories of a) children (1-18); b) adults (19-59); and c) seniors (60+).

### **SAFETY**

Site partner, coordinators and volunteers are responsible for their own safety while conducting the mobile pantry. Volunteers will be needed to unload food items from truck, which could include climbing into truck compartments, taking food from cases and unpacking it onto the tables, breaking down cardboard cases and separating trash.

**CLEAN UP**

Together, the CVFB and site partner agree to leave premises in clean and appropriate condition. The CVFB will make all attempts to take back (on the truck) all recyclable materials as well as trash, damaged food items, and undistributed food items. Volunteers should be available to assist with clean-up both during and after the distribution.

**STATEMENT OF AGREEMENT**

This MOU is agreed upon as written with the following provisions: that any party may withdraw from this MOU at any time with written notice; that this MOU may be modified and amended by written agreement of the signed parties; and that the activities under this MOU are conducted in accordance with applicable laws and regulations of the United States and the Commonwealth of Virginia.

Date \_\_\_\_\_

\_\_\_\_\_  
CVFB Signature, VP Programs

\_\_\_\_\_  
Colleen Keller  
Printed Name

\_\_\_\_\_  
CVFB Signature, Program Manager

\_\_\_\_\_  
Warren Hammonds  
Printed Name

\_\_\_\_\_  
Site Partner Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Site Coordinator Signature

\_\_\_\_\_  
Printed Name

Site Partner/Coordinator Contact Information:

Work/Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

LOCATION/ADDRESS OF MOBILE PANTRY: \_\_\_\_\_

\_\_\_\_\_

MOBILE PANTRY SCHEDULE (Day and Time): \_\_\_\_\_

