



Community
F O O D
B A N K

Membership Application Coversheet

Please print and provide the information for the person completing the application

AGENCY NAME: _____

CONTACT PERSON _____

CONTACT PHONE NUMBER _____

CONTACT EMAIL ADDRESS _____

CONTACT FAX NUMBER _____

CONTACT ADDRESS _____

Application Checklist

(All information must be provided with completed application to be considered for membership)

- IRS Determination Letter of your organization's 501(c)(3) tax exempt status or Meet 10 of the 14 IRS criteria for a church and provide all requested documents. CALIFORNIA SALES TAX-EXEMPTION LETTER IS NOT ACCEPTABLE
- List of your organization's Board of Directors or governing body
- Completed Agency Membership Application
- Signed Agency Agreement
- Copy of current Liability Insurance
- Food Handlers Certificate (for all sites serving prepared meals/snacks)
- Sponsor Agreement (for agencies that do not have 501(c)(3) and will use the non profit status of a sponsor)
- Copy of Client Registration/Eligibility Criteria Form (for pantry programs)
- Any descriptive materials or pamphlets about your agency