



**THE GREATER BATON ROUGE FOOD BANK
CRITERIA FOR PARTICIPATION**

1. The agency/organization must have an established meal program and/or an established food distribution program. For purposes of this section, the program must have been in operation for six (6) consecutive months. The food program must keep regularly scheduled hours and be accessible to the public. The agency must have food sources other than the Greater Baton Rouge Food Bank (GBRFB).
2. The agency must have reliable screening that avoids duplication of service to the same individual.
3. The agency must have written guidelines that describe who they are to serve and must apply those guidelines to individuals fairly and equitably. A copy of the guidelines must be attached to the application.
4. There is to be no exclusion of services based on race, religion, or political affiliation.
5. The agency must not require any individual to attend a religious or political meeting, nor will an individual be required to make a statement of faith or pledge membership to any religious or political organization before or after being served. Services of the agency must not be restricted to church membership.
6. The agency must keep records of the date each family was serviced and the family's address, so that any food donated by GBRFB can be traced to the individual it was given to, should that be necessary.
7. The agency must be considered tax exempt under section 501 (c) (3) of the Internal Revenue Code and should be able to produce a letter from the federal government so stating.
8. There must be no charge for food given to individuals by the agency.
9. The agency must serve a needy population.
10. The agency must have a representative present at all GBRFB agency meetings, unless prior arrangements are made with the Agency Relations liaison.
11. All member agencies must submit a financial statement covering at least the preceding six (6) months to the Food Bank.