



3559 Belgium Lane
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"A generous man will himself be blessed, for he shares his food with the poor." Proverbs 22:9 NIV

Application Form

Please print and fill out completely.

Name of organization: Pastor/Director:
(As filed with State)

Address: City/State: ZIP:

Mailing Address (if different): City/State: ZIP:

Organization Phone #: Email Address:

Food Directors Name: Cell Phone #:

Upon acceptance I permit Daily Bread to send me text notifications at the above cell number (Please Check) []

Please provide the following for all representatives authorized to pick up food for your organization:

Name: Cell Phone #:

Name: Cell Phone #:

Name: Cell Phone #:

Name: Cell Phone #:

Briefly describe the Ministry/Program for which you need food. Include approximate number of needy families/individuals you will serve, and what type of compassion outreach occurs.

Three horizontal lines for describing the ministry/program.

Please attach Governmental paperwork to prove status as a church or a 501(c)(3) nonprofit.

FOR DB OFFICE USE ONLY:

Approved by:

Comments:

Disapproved by:

Daily Bread Registration Policies

Recipient organizations agree:

1. That food an organization receives from Daily Bread is given in good faith and the recipient organization will not hold any party responsible (either Daily Bread or the food company donor) for injuries or sickness that may result from consumption of food donations.
2. The sole allowable use of food/goods received from Daily Bread is for the care of the needy.
3. They **WILL NOT SELL OR TRADE** food or any other items received from Daily Bread (DB) upon penalty of **TERMINATION FROM THE PROGRAM**. DB donated food or goods **MUST NOT** be used for any kind of fund raising event (i.e. sporting event, rummage sale, walkathon, or bake sale).
4. They will provide **adequate storage, refrigeration and freezer space** to ensure the integrity of food until used: a) food must be stored at least three inches off the floor. No food is to be stored at ground level; b) **Thermometers** need to be kept in each refrigerator and freezer to ensure appropriate temperature; c) Food products may not be stored with non-food products; d) Food should be kept organized and in a sanitary environment; e) Storage site must be in a **controlled temperature setting with heat and air**; f) Proper **pest control** must be maintained at all time.
5. They **will not** solicit donations from anyone receiving the donated food/goods.
6. To distribute food/goods without discrimination or preference in regard to race, gender, age, political belief, religion, sexual preference, or disability. a) Churches may conduct religious activity in connection with services provided, however, the activity may not be discriminatory to the client. b) In no case may attendance be required for a political event. c) Church membership may not be a requirement to receive food.
7. They may use DB donated non-food items (i.e. cleaning supplies and paper goods) if they relate to the mission of caring for the needy.
8. Their representative(s) will not violate DB property by opening boxes, sorting through unprocessed goods, removing food or other items from the warehouse or going into restricted areas without DB authorization.
9. To not solicit Daily Bread food/goods donors.
10. To **provide a copy of their organization's IRS 501(c)(3)** charitable tax exemption or show that it has met the IRS criteria of a church.
11. All their representatives are to make appointments on time and to accept food "as is" understanding that no food may be returned and that some items require further gleaning.
12. To notify DB in writing regarding any changes of their organization's Pastor/Director or pick up representatives as well as any address or phone number changes.
13. To keep adequate records of their food/goods distributions program(s) and provide **monthly reports** to Daily Bread.
14. To be visited by Daily Bread representatives every one to two years for a compliance review.
15. To encourage volunteer opportunities and to seek ways to network with other area churches or organizations to better serve the needs of the community.
16. No Partnership exists between Recipients and Daily Bread.
17. Any issues with Daily Bread or other recipient organizations should be submitted in writing and addressed to the Program Director of DB. The letter should include verifiable facts and a recommendation for resolution. DB will respond to the issue in a timely manner.
18. To comply with all the polices herein, written, implied, and verbally expressed, to keep in good standing with Daily Bread and the Department of Health both local and state.

As the authorized representative of my organization _____
(Organization's Name)

I have read and agree to ensure my organization will comply with the above stated policies and I acknowledge that I have received a copy of this document.

_____ on _____
(Signature of Senior Pastor/Director) (Date)

DB Rep. Int.: _____

Our Why.

(Why we do what we do.)

To equip our Partners with resources and training to address the root cause of poverty.

What does this mean?

Our desire is not only to provide food and other resources to you our Ministry Partners but also to provide leadership training opportunities that can help maximize the impact you are having in the community. We believe that hunger is merely a symptom of poverty and that as we dig deeper in to peoples' lives we find that truly what has them trapped in poverty is broken relationships with themselves, with others, with creation and most of all with God. Our goal is that you will use the food and resources given to you by Daily Bread to help you enter the lives of broken people and with the help of the Lord, help mend the broken relationships in their lives.

It is our organizations desire to address the root causes of poverty in peoples' lives and I agree to use the food and resources given to our ministry by Daily Bread towards accomplishing that goal.

As the authorized representative of _____
(Organization Name)

I have read and agree to ensure my organization will comply with the above goal.

_____ on _____
(Signature of Pastor/Director) **(Date)**

Daily Bread's Distribution Schedule and other Expectations

DB distributes food to approved Ministry Partners every Monday, Wednesday and Friday morning beginning at 7:00am. DB picks up and distributes millions of pounds of food and other goods per year with a small staff team so we count on our Ministry Partners to help us as much as possible in the process of distributing food. Each ministry is expected to send at least one individual who is able to help sort/prepare food for distribution.

As the authorized representative of _____
(Organization Name)

I have read and agree to ensure my organization will comply with the above expectations.

_____ on _____
(Signature of Pastor/Director) **(Date)**

In an effort to better serve you and those in need please complete the following questions.

Would Daily Bread be your only source of food for your food pantry? (Circle One) Yes or No If not what other ways do you receive food? (Ex. HEB, San Antonio Food Bank, food drives etc.)

When do/will you distribute food? Please include Day(s), Time and Location

Please place an "X" next to all other services that your organization offers:

- | | | | |
|-----------------------------------------------|-------------------------------------------------|-------------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Clothing | <input type="checkbox"/> Rental Assistance | <input type="checkbox"/> Utility Assistance | <input type="checkbox"/> Medical Assistance |
| <input type="checkbox"/> GED Programs | <input type="checkbox"/> ESL Programs | <input type="checkbox"/> Finance Classes | <input type="checkbox"/> Life Skills Training |
| <input type="checkbox"/> Healing Ministry | <input type="checkbox"/> Senior Services | <input type="checkbox"/> Veteran Services | <input type="checkbox"/> Youth Services |
| <input type="checkbox"/> Christian Counseling | <input type="checkbox"/> Drug/Alcohol Recovery | <input type="checkbox"/> Celebrate Recovery | |
| <input type="checkbox"/> Case Management | <input type="checkbox"/> Mental Health Services | <input type="checkbox"/> Childcare Services | |
| <input type="checkbox"/> Emergency Housing | <input type="checkbox"/> Prepared Meals | <input type="checkbox"/> Referrals for other services | |

Other _____
