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*“All of this is from God, who through Christ reconciled us to Himself and gave us the ministry of reconciliation.”
2 Corinthians 5:18 ESV*

Application Form

(Please print and fill out completely.)

Name of organization: _____ Pastor/Director: _____

Address: _____ 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)

Church web address: _____

Social Media Handles:

Facebook: _____ Instagram: _____ X: _____

Church/Ministry Attendance (Circle one): less than 50 51-100 101-150 151-200 201-250 251+

How many people will serve on your food ministry team?: _____

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 #: _____

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

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** require donations from anyone receiving the donated food/goods but they can be accepted.
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. To not solicit Daily Bread food/goods donors.
9. 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.
10. 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.
11. To keep adequate records of their food/goods distributions program(s) and provide **monthly reports** to Daily Bread.
12. To be visited by Daily Bread representatives every one to two years for a compliance review.
13. No Partnership exists between Recipients and Daily Bread.
14. 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.
15. 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.: _____

Briefly describe the Ministry/Program for which you need food. Include approximate number of families/individuals you plan to serve.

Daily Bread exists to equip our Partners with resources and training to address the root cause of poverty. What does that mean?

Our desire is not only to provide food and other resources to you our Ministry Partners but also to provide 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 and to understand how to best do that **I agree to have all the leaders of our food ministry complete the When Helping Hurts course prior to beginning food pickups. (If you are a current partner you can continue to pick up food, but you must register for When Helping Hurts if you haven't completed the class in the last three years or your food pantry leadership has changed.)** Once completed 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 can help load their own vehicle.

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:

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

Other:
