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## Agency Responsibilities and Release of Liability

As an active agency of Midwest Food Bank (MFB), we understand there are basic responsibilities we are expected to abide by in order to receive donations.

- We are required to honor the Terms of Donation (signed annually) when handling and distributing any and all donations from this food bank.
- We will complete the Annual Agency Certification by its due date.
- We will honor our distribution appointments. If for some unexpected reason we cannot, we will contact the Operations Manager. We understand we cannot reschedule that appointment. If we miss three distribution appointments, we understand that our agency can be deactivated immediately.
- We will contact the Operations Manager via email if any leadership contact information for our agency changes.
- While on Midwest Food Bank premises, we will conduct ourselves in a safe and responsible manner.
- We understand our vehicle must be clean and free of any debris or dangerous items. Doors, hatches, and tailgates must be in good working condition.
- If we choose to receive frozen or cold food items, we understand we must have an MFB-approved thermal blanket and/or a refrigerated truck. An exception will be made for agencies within a 30-minute drive of MFB.
- We release Midwest Food Bank of any liability for damages that might occur while MFB staff or volunteers are operating our agency's vehicle during distribution.
- We will be responsible for any damages to MFB's facility and agency's vehicle that may occur while we operate our agency's vehicle on Midwest Food Bank property.

As the Executive Director, Senior Pastor, or Agency Director, I understand any and all representatives of my agency are bound by these same responsibilities in their dealings with Midwest Food Bank.

Agency Name: \_\_\_\_\_

Agency Director's Name (please print): \_\_\_\_\_

Agency Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_