



USE THIS AGENCY APPLICATION CHECK LIST TO BE SURE YOU HAVE ALL YOUR PAPERWORK THAT NEEDS TO BE TURNED IN

How did you hear about the Montgomery Area Food Bank? _____
(Be sure you answer this question on the "Agency Information Sheet")


APPLICATION CONTRACTS:

CONTRACTS IN YOUR AGENCY APPLICATION PACKAGE

Checked squares mean you have completed
(Note: If all squares are not checked the application is not complete)

SIGNED CONTRACTS BETWEEN AGENCY & FOOD BANK:

1. Yes No Is all paperwork signed by pastor or director?
2. Dated and signed Agency Information Sheet
3. Referral Information Sheet
4. CHURCH QUALIFIER FORM N/A
5. Dated and signed AGENCY AGREEMENT CRITERIA FOR PARTICIPATION
6. Dated & signed PROBATION AND SUSPENSION
7. Dated and signed RELEASE
8. Dated and signed GOVERNING BODY'S APPROVAL
9. Dated and signed USDA CONTRACT



Notes

APPLICATION ATTACHMENTS

PAPERWORK FROM YOUR AGENCY'S LEGAL PAPERS:

1. List with addresses and phone numbers of AGENCY'S GOVERNING BODY
2. Copy of 501(c)(3) N/A
3. Copy of Publication 78 Copy of 990 OR
 Copy of 990-N (501(c)(3))
4. Copy of Charter OR Copy of Covenant (church)
 Copy of Creed OR N/A
ie: A formal statement of Christian beliefs
5. Copy of Articles of Incorporation or By-Laws
6. Copy of annual report and/or
 Copy of current budget
7. Google, MapQuest, etc. printout of directions to your site location

NOTE:

- This form is **STRICKLY** for your use only.
- **YOU DO NOT HAVE TO TURN THIS FORM IN.**

ATTACHMENTS REQUIRED