



“Our belief is that hunger should not be the reason to prevent anyone from a chance to fulfill their potential”

FAIR SHARE AGREEMENT 2015/2016

**Between:
Feed The Need In Durham
and**

(Member Agency)

1. Feed The Need In Durham (FTND), an incorporated not-for-profit organization with the purpose of supplying emergency food to agencies within the Regional Municipality of Durham in a safe and equitable manner, requires each agency that wishes to receive food to sign this agreement before any food is supplied.
2. FTND, as defined by the Ontario Association of Food Banks and Food Banks Canada, distributes food based on a “fair share” distribution system. Each member agency is entitled to receive an equal amount of food for each person they serve.
3. The member agency will agree to the terms and conditions of the following documents which are part of this agreement:
 - i. FTND Application for Member Agencies
 - ii. FTND Fair Share Agreement
 - iii. OAFB Standards of Operation
 - iv. Food Banks Canada Ethical Foodbanking Code Members Agreement
4. Feed The Need In Durham will:
 - i. Operate as a distribution warehouse for emergency food;
 - ii. Undertake fundraising and food drive activities to obtain as much food as possible for distribution to member agencies;
 - iii. Pick-up significant quantities of food not needed by the member agency;
 - iv. Be permitted to use the member agency’s name and statistics in educational material, public awareness notices, funding proposals and similar documents.
 - v. Establish annual member agency fees
5. The Member Agency will:
 - i. Operate as a not-for-profit organization; provide food only to low income members of the community in a disadvantaged position where they are unable to purchase food using their own resources;
 - ii. Treat all people receiving food equally, with dignity and respect; and agree to not promote or require clients receiving food to conform to the political, religious or philosophical agenda of the member agency;

- iii. Never sell, trade, barter or charge a fee for food given to any low income person;
- iv. **Implement and consistently use the Link2Feed database system for client-intake, data collection and tracking the distribution of food;**
- v. Provide accurate statistics and complete the annual Hunger Count survey;
- vi. Support a limited number of community food drives and fundraising events organized by FTND by supplying volunteers and/or attending the event;
- vii. Acknowledge FTND's contribution in newsletters, websites, annual reports and media releases as appropriate;
- viii. Pass any health inspection delivered by the Durham Region Health Department;
- ix. Ensure that all perishable food obtained from FTND is handled and stored in a safe manner;
- x. Develop a system for distributing food to clients and be solely responsible for administering this system;
- xi. Report any changes in the operation of the food program from what was originally proposed to FTND;
- xii. Provide a minimum of two days notice of picking up food or receiving deliveries from the warehouse and if possible, maintain a consistent schedule for pick-ups/deliveries;
- xiii. Ensure that FTND is not the agency's only source of food;
- xiv. Attend periodic Member Agency Advisory Group meetings;
- xv. Complete membership renewal application, sign the Fair Share Agreement, and pay the agency membership fee each year;
- xvi. Endeavour to send a representative to FTND's annual general meeting

6. This agreement can be terminated by:

- i. The member agency at any time with written notice to FTND; or
- ii. FTND Board of Directors if it is found that the member agency contravened any of the terms of this agreement.

As a signing officer of the member agency you accept the terms and responsibilities in this agreement and understand that failure to comply with this agreement could result in a loss of membership with Feed the Need in Durham.

Agency Signing Officer

Date

Name of Agency

Signature of Feed the Need in Durham

Date: