

# Mobile Market Program Site Agreement



Partner Organization: \_\_\_\_\_

Number of households expected to be served: \_\_\_\_\_

Site Address: \_\_\_\_\_

Site Coordinator: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

*The following is an agreement between the Mid-Ohio Foodbank (MOF) and the organization identified above regarding Mobile Market Distributions. This agreement clarifies the roles and responsibilities of both parties involved in the Mobile Market Program. **Mobile Market Partners must be a designated 501c3 and/or program supported by a city or county agency as a feeding and/or nutrition education program for low-income households.***

## Responsibilities of the Partner Organization:

- Provide a site coordinator to oversee distributions, whose responsibilities will include:
  - **Open Distributions: (Mobile Market open to surrounding community)**
  - Ensure that a minimum of **80** households are served per distribution to maintain sustainable operation.
  - Secure a minimum of **10-15** volunteers
  - **Closed Distributions: (Mobile Market is open to specific group of participants)**
  - Ensure that a minimum of **50** individuals are served per distribution to maintain sustainable operation.
  - Secure a minimum of **5-8** volunteers
  - **All Distributions:**
  - Advertise market distributions to targeted community and conduct outreach as needed.
  - Coordinate and attend all market distributions.
  - Serve as Mid-Ohio Foodbank's (MOF) main contact for scheduling, statistics and program feedback.
  - Inform MOF of changes in program or contact information.
  - Ensure that MOF driver can access the delivery location, park, unload and stay for the distribution.
  - Train and supervise volunteers.
  - Establish a location for outdoor and indoor (for inclement weather) distributions.
  - Secure 4 – 6 tables for shopping when indoors.
  - Report each month's service statistics (# of households; # of individuals by age group) to MOF by the 6<sup>th</sup> business day of the following month after market distribution.
  - Assure operation of Mobile Markets are not discriminatory and follow food safety guidelines.
  - Secure safe traffic patterns for safety of participants and volunteers.
- **Volunteer duties will include:**
  - Assist the site coordinator with setting up tables/forms before distributions.
  - Assist Mobile Market driver with unloading product onto tables for shopping.
  - Follow driver's instructions regarding process for restocking tables.
  - Distribute food & monitor quantity of product received based on availability and family size.
  - Help shoppers carry food as needed.
  - Break down boxes & clean up after distributions.

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## Responsibilities of the Mid-Ohio Foodbank:

- Provide truck and all product for each distribution and driver who stays for duration of market.
- Work with host site to establish a set schedule for distributions.
- Provide trainings for site coordinators to effectively operate a distribution and train respective volunteers.
- Attend the initial distribution and monitor the site's activities annually throughout the course of the agreement.
- Mid-Ohio Foodbank will contact the primary host coordinator of a cancellation or if a driver is running late with as much notice as possible.

## Use of Food Provided by Mid-Ohio Foodbank:

- Food will be distributed free of charge and without discrimination based on race, color, religion, creed, age, marital status, familial status, national origin, medical condition, religion, politics, sex, or sexual orientation, or any other characteristic protected by state or federal law.
- Monetary donations cannot be solicited or accepted at Mobile Market distribution sites.
- Food will not be transferred for money, property, or services.
- Food will be distributed on a first-come, first-served basis.
- Reasonable discretion will be used to assure that each individual receives an appropriate supply of food and take food for only that household's use.
- Volunteers assisting with the distribution may also receive food and need to sign-in. Volunteers cannot be served first nor can they set aside food for themselves during the distribution. It is recommended that volunteers take turns and go through the line as clients being served that day.
- Food that is left over at the end of the distribution will be re-loaded onto MOF truck to be used at the next stop or returned to Mid-Ohio Foodbank.

## Conditions and Stipulations:

- Both parties have entered into this agreement voluntarily; either party may terminate the agreement by notifying the other party prior to the next scheduled distribution.
- **Mid-Ohio Foodbank assumes no liability for volunteers on-site, it is the partnering agencies' responsibility to insure the safety of all of its volunteers.**
- Mid-Ohio Foodbank reserves the right to visit any distribution site to assure compliance with this agreement and to terminate the agreement if the program is found to be out of compliance.
- Mid-Ohio Foodbank reserves the right to limit the types and quantity of food given to the site.

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Site Coordinator (Please Print Name)

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Site Coordinator Signature

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Date

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Mid-Ohio Foodbank Representative (Please Print Name)

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