

Membership Application Instructions

1. Complete all sections of the application that pertain to your type of program. Incomplete applications will be returned.
2. The Member Agency Agreement & Agency Release must be signed by the Agency Director/Administrator.
3. A copy of your Federal IRS/US Department of Treasury 501(c) (3) determination letter must be submitted with your application. Your agency's EIN number must also be provided. The PA State Tax Exemption form is not acceptable for membership as our regulations are mandated by Federal Tax Law.
4. Churches must submit a 501(c)(3) (preferred). If a 501(c)(3) is not available, you will be required to submit a copy of the page from the church's state-wide conference directory that lists the name of your particular entity. In addition, please request a form from the CPFEB entitled IRS Guidelines for Distribution of Donated Foods to an Unincorporated Church.
5. All members must submit a copy of current Food Safety Certification. A list of food safety course options is included with this packet.
6. An application check sheet is included with this packet. Please be sure that all requested materials are sent to us in the enclosed pre-addressed envelope. Upon receipt of your application, a member of the Agency Services Department will contact you to arrange an initial site visit to your agency. Membership cannot be finalized until this visit has been completed.
7. Once your visit has been completed, and if membership is approved, the program director and staff members who will be responsible for ordering and picking up food are required to attend an Orientation Training held monthly at the Central Pennsylvania Food Bank. See schedule enclosed. This training is required before your agency may place an order and access our inventory.
8. Annual membership dues will be invoiced to you once your application has been approved. Please do not send payment until you have secured your membership account number.

Please note: Completion of this application does not guarantee membership. We reserve the right to refuse membership to programs not meeting our criteria. All new agencies will be placed on a "Check and Carry" basis for at the first six months of membership. This "check and carry" status will remain in effect until the agency partner provides the Food Bank with a written request for credit terms (following the 6 month probationary period.) After receipt of this request, credit terms will be established upon approval by the Food Bank.