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**\*\* Update 08/2020** KCFS is rapidly scaling up now that Harvest Against Hunger has CARES Act funding available from King County to expand the local emergency food system’s–food banks, meals programs, and senior centers–purchasing from King County farms through fresh sheets ordering and forward contracting through the end of 2020. These funds can also support payments toward King County eggs, dairy, and meat through Dec. 30, 2020. Please note that language in this document and other programmatic materials may not entirely reflect this change. While we can fast-track sending this funding to agencies with just a signed Letter of Agreement with HAH, we still ask that purchasing contracts be developed between a hunger-relief agency and the farm(s) you purchase from. Agency contacts can now opt to send their information for quantities and types of food purchased/donated from farms (e.g. forwarding delivery invoices) to HAH’s record-keeping volunteer for data entry (olivia.jackiewicz28@gmail.com).

**2020 King County Farmers Share Initiative Overview**

**King Conservation District / Harvest Against Hunger**

*The King Conservation District (KCD) and Harvest Against Hunger (HAH) are pleased to continue the King County Farmers Share (KCFS) initiative that connects local hunger relief efforts with growers.*

Getting fresh produce into the emergency food system is an increasingly important part of hunger-relief efforts in communities across King County, Washington.

Results from last year’s KCFS and past Farm to Food Pantry (F2FP) seasons indicate that purchasing directly from a local farmer will increase the sale of local crops while improving access to healthier food choices for hungry families. In addition, buying produce directly from the farmers dramatically strengthens the bond between farmer and food pantry. If a farmer has a strong relationship with a local food pantry, they have been more inclined to make additional produce donations.

Additional best practice recommendations from previous KCFS and F2FP seasons indicate that sites should consider creating contracts with growers, making payments before delivery (“seeds in the ground”), and engaging multiple farms. By taking these steps, KCFS sites should be able to grow new relationships and strengthen the existing ones that they have with local farms.

** **

***Funding Available***

Each agency will receive funding as specified in their 2020 Letter of Agreement. As per the KCD grant, funds are to be spent to purchase produce from farms located within King County.

***Required Documentation***

Agencies must submit the following information to Harvest Against Hunger prior to receiving KCFS funds:

* A signed Letter of Agreement outlining the amount of allocated grant funding to be spent in the 2020 growing season and expectations for record-keeping

***Local Matching Funds***

While HAH has not previously required matching funds from agencies to participate in KCFS, this season, we encourage participating agencies to leverage local support so that they may be better financially prepared to continue purchasing from local farms once the KCD grant funding ends. Any matching funds agencies receive to support KCFS purchasing this season must be reported.

***Purchasing Models***

Funding will be used to contract directly with **King County** farms with the hope of strengthening relationships to local growers for future donations and support of the local emergency feeding system. Participating organizations are encouraged to purchase from local growers who currently support gleaning or donate produce, or farms that are likely to do so in the future after establishing a contract.

Specific program models used (e.g. scheduled pre-harvest purchase vs. ad-hoc post-harvest purchase) will be determined by the agency and will be based on needs of the local hunger relief program. It is important that the agency create a balance between increasing the availability of healthy produce for lower-income individuals, while also supporting local agricultural efforts.

1. *Wholesale (Fresh Sheet)*: Orders made from (usually) weekly lists of what’s available from a farm.
2. *Pre-Contracting*: Specifies type, quantity, and cost of produce at outset of growing season with farm distributing directly to food pantry.
3. *Post-Harvest*: Commits a certain amount of funding at outset of season, but food pantry pays for produce once it’s harvested and distributed.
4. *Pre-Contracting/Wholesale*: Commits a certain monetary amount upfront to purchase unspecified types of produce, determined later in growing season based on production overages and availability.

Contract samples are included at the end of this document, and templates of the different contract types are available for agencies to access in a shared Google Drive: <https://drive.google.com/drive/folders/10g9Kcd-tND9Ln2HyhNGac8S66o38YHmx?usp=sharing>

***Invoicing Instructions***

* The agencies will identify growers they intend to contract with. *Prior to entering into a contract, the agency should consider verifying that the farm is licensed with the Washington State Department of Revenue.* Agencies can look up a business license on the DOR website at: <https://secure.dor.wa.gov/gteunauth/_/#1>
* The local organizations work with the grower(s) to find the best price available, with wholesale prices being the goal. Once price, produce type, and quantity is determined, contracts are established between agencies and the growers directly (see attached templates).
* Agencies will then send copies of the signed contract(s), along with an invoice for the contract amount, to HAH. **Invoices and contracts must be submitted as soon as possible, but may be created throughout the growing season as produce becomes available**. Invoices and contracts can be emailed to [maddie@harvestagainsthunger.org](mailto:maddie@harvestagainsthunger.org) or mailed to:

Harvest Against Hunger

ATTN: King County Farmers Share

PO Box 4098

Seattle, WA 98194

* Once contracts are reviewed by HAH, a check will be issued to your agency, not to exceed your allocated funding.

***Reporting and Additional Information***

There will be a number of online reporting tools used this season:

* **Google Sheet:** A master sheet for all participating sites will be used for real-time quantitative data reporting again this year. Categories include:
  + Agency contact
  + Participating farms
  + Total pounds, types, and prices of produce purchased, gleaned, and donated
  + Match amount and source, if applicable

<https://docs.google.com/spreadsheets/d/1betieKtRda8ZJkGs2KWGVd9_4ykbrX7cPOox47X0M3g/edit?usp=sharing>

We will also capture additional information about delivery, transportation, mileage, etc. The expectation is that agencies consistently enter data throughout the season, with awareness that HAH must submit reports to KCD at the end of each quarter. All data for 2020 must be finalized by ***December 11, 2020*.**

* **Google Drive:** Folders will be created for each participating site to upload documents, photos, and photo release forms within a shared Google Drive folder: <https://drive.google.com/drive/folders/16xlCIYADRkZ0JU8iXO0IO_OPGnU9OXsq?usp=sharing>
* **Grower Appreciation Cards:** We have made KCFS grower appreciation cards available this season. While these are a great way for food pantry clients to say thank you to farmers, it is also a way to collect qualitative data on what types of produce clients want to see at the pantry. Once you receive the cards back from clients, please document the responses before sending them off to farmers! This can be as simple as taking a picture, scanning them, or as extensive as creating a list/spreadsheet of responses. These can be uploaded on the Google Drive or sent directly to HAH. We would like all comments by ***December 11, 2020*.**
* **Google Forms:** A Google Form will be used to capture qualitative data from food pantries receiving produce from the program. This information will be collected at the end of the season for use in the 2020 KCFS Report. All forms must be completed by ***December 11, 2020*.**
* **Photos:** We love to see your pictures of produce received, farmer deliveries, gleaning, and food pantry clients! Please take pictures of your activities and submit to the KCFS Google Drive Photos folder: <https://drive.google.com/open?id=1RK7bAbyQ1T6FM7WLjlyBf02An2n6KIEc>. In order for us to use your photos to tell our story in outreach documents and our annual report, we ask for photo release forms: <https://drive.google.com/open?id=13cFF1NWF1w_tQvKYLPsbIiwiUVe2_J9k>.

***Monthly KCFS Cohort Check-in Calls***

HAH will host monthly check-in calls via Zoom. These calls are designed to provide an opportunity for participating agencies to share information and ideas with one another. Agency representatives will be encouraged to participate in as many calls throughout the season as possible. Recordings of the call will be available afterwards on the shared Google Drive folder.

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David Bobanick is inviting you to a scheduled Zoom meeting.

Topic: KCFS Check-in

Time: Apr 21, 2020 02:00 PM Pacific Time (US and Canada)

Every month on the Third Tue, until Oct 20, 2020, 7 occurrence(s)

Apr 21, 2020 02:00 PM

May 19, 2020 02:00 PM

Jun 16, 2020 02:00 PM

Jul 21, 2020 02:00 PM

Aug 18, 2020 02:00 PM

Sep 15, 2020 02:00 PM

Oct 20, 2020 02:00 PM

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly: <https://zoom.us/meeting/tJIqd-mhpzkvHtMhivxM_q2bUrXzdwFjq0T_/ics?icsToken=98tyKuCuqTsqE92XtR2ARowAB4igc_PxmHpYgrdwlBbzGw1sc1H0A_B6KLZoNtLB>

**Join Zoom Meeting**

[**https://zoom.us/j/96700992547?pwd=VDBUaGR2R3ZsY2JTZmR4eVRoSkZXQT09**](https://zoom.us/j/96700992547?pwd=VDBUaGR2R3ZsY2JTZmR4eVRoSkZXQT09)

Meeting ID: 967 0099 2547

Password: 153520

One tap mobile

+16699009128,,96700992547#,,#,153520# US (San Jose)

+13462487799,,96700992547#,,#,153520# US (Houston)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 346 248 7799 US (Houston)

+1 301 715 8592 US

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US

Meeting ID: 967 0099 2547

Password: 153520

Find your local number: <https://zoom.us/u/acdOk4C07l>

***King County Farmers Share Seal***

In 2018, the F2FP seal was created using feedback from participating lead agencies and farmers participating in HAH’s Farm to Food Pantry program. The purpose of creating this seal was to:

* To certify participation in the Farm to Food Pantry initiative
* To extend the program's reach and engagement
* To give farmers a marketing tool for their produce
* To provide food pantries a tool to leverage additional donations

Similarly, this year we plan to design a KCFS seal to fulfill the same purposes to benefit all partners, as HAH has funding available in the KCD grant for public outreach materials such as placards that can be displayed at farms and food banks.

***Additional Tools***

* [**HAH F2FP webpage**](https://www.harvestagainsthunger.org/farm-to-food-pantry/)
* [**HAH KCFS webpage**](https://www.harvestagainsthunger.org/king-county-farmers-share/)

**Sample Questions for Farms:**

1. What products will you have available within the next year? (Please provide seasonal or monthly information.) What quantities would you be able to supply?
2. Are you able to pack and deliver to individual food pantries, or would you want to work with the local food bank (distributor)?
3. Do you have Good Agricultural Practices, HACCP, or other third party food safety certifications? If not, can you supply a copy of a farm food safety plan or respond to a questionnaire about your farm food safety practices?
4. Please describe your farm and growing practices. Do you have any certifications (besides food safety certifications? (e.g. Organic, Food Alliance, etc.)
5. Do you carry product liability insurance? If so, what is the coverage level?
6. Would you be interested in collaborating for education purposes (like visiting the food pantry to speak to clients, providing picture and farm description for a farm profile poster, etc.)?

**Contract Pricelist examples:**

* The NEW Hunger Coalition put together a price list based on their client’s preference and nutrient density. <https://s3.wp.wsu.edu/uploads/sites/2063/2017/05/F2FP_2017FarmerPricelist_Updated_5-9-17.pdf>

**WSDA’s Washington Grown Seasonality Produce Charts**: Plan your produce purchases! These produce charts let you know when specific Washington grown produce is available.

<https://agr.wa.gov/AgInWA/docs/SeasonalityChartHUSSCVegetablefinal.pdf> and <https://agr.wa.gov/AgInWA/docs/SeasonalityChartFruitLegumeHerbsfinal.pdf>

[**USDA’s SNAP-Ed Connection Seasonal Produce Guide**:](https://snaped.fns.usda.gov/seasonal-produce-guide?utm_source=govdelivery&utm_medium=email&utm_campaign=LaunchSPG) Help educate and promote the increased produce coming into food pantries with SNAP-Ed recipes and nutrition information.

**Tilth Alliance Farm Maps:** Need help finding a farmer in your area? Tilth Alliance has a list of regional farm guides to help. <http://www.pugetsoundfresh.org/farm-maps>

**Grower Roundtable Report:** an effort by WSDA, HAH, and the WA Food Coalition to better understand and support growers’ relationships with their community, state, and wider hunger-relief network[http://www.HAHresourceguide.org/Page/Growers-Roundtable](http://www.rfhresourceguide.org/Page/Growers-Roundtable)

**Best Practices:** HAH’s [Produce Recovery Guide](http://rfhresourceguide.org/) contains best practices from a number of local produce recovery projects. <http://rfhresourceguide.org/>

**Resources for Farmers:**

* [2019 Handbook for Small and Direct Marketing Farms](https://agr.wa.gov/departments/business-and-marketing-support/small-farm/the-green-book) (Green Book)
* [A Farmer’s Guide to the Enhanced Federal Tax Deduction for Food Donation](https://www.nrdc.org/sites/default/files/farmers-federal-tax-deduction-food-donation.pdf)
* [Bridging the GAPs Farm Guide](https://cms.agr.wa.gov/WSDAKentico/Imported/GAP_2018GapWebEnglish.pdf?/GAP_2018GapWebEnglish.pdf)

***2020 King County Farmers Share Timeline and Deliverables***

|  |  |
| --- | --- |
| **Item** | **Due Date** |
| Monthly Check in meeting | TBD |
| Signed Letter of Agreement submitted | Early spring |
| Farmers identified | Spring |
| Farm contracts finalized | Continuous |
| Site invoice and copies of contracts submitted to HAH | Continuous |
| Google Sheet Reporting (Continuous entries) | All data finalized by 12/11/2020 |
| End-of-year Google Forms - All surveys completed | 12/11/2020 |
| Photos | Continuous |

***KCFS Contract Template***

**King County Farmers Share [Agency logo/letterhead]**

**Farm purchasing contract**

Agency Name

Agency Address

Date

Farmer, Farm Name

Farm Address

Dear Farmer at Farm Name,

Please accept this letter as a contract to participate in Agency Name’s (“Agency”) Farm to Food Pantry (F2FP) program in partnership with Harvest Against Hunger’s King County Farmers Share. Agency commits to purchase $\_\_\_ worth of produce from Farmer (“Farmer”) of Farm Name in the [2020 growing season/week of \_\_\_]. All prices and estimates of pounds related to this contract have been mutually agreed upon and are specified below [or attached]. If this contract is acceptable and you commit to providing this produce in the 2020 growing season, please sign and return this contract.

***Product Price Weight (lb) Total Price***

Produce items chosen by grower Per price sheet TBD $\_\_\_\_

**or**

x produce type $\_\_/lb # $\_\_\_\_

**Pick-up Information**

[Agency/Farmer] will [pick-up/deliver] harvested product at locations and a schedule agreed upon by both parties. [Or elaborate on arrangements determined]

The logistical agent and receiver of your produce will be the F2FP Program Coordinator, Coordinator. Please direct any inquiry or correspondence to the coordinator by email at Coordinator Email or by phone at Coordinator Phone #. Any and all borrowed transportation materials (bins, crates, etc.) will be returned to the Agency within \_\_\_.

**Product Condition**

Product must be in market-quality condition. Minor crop damage and blemishes are acceptable.

**Contingencies**

Due to weather and unforeseen circumstances that may affect produce availability, this contract may be modified or amended throughout the growing season. To make changes to the contract:

Farmer agrees to:

* Provide at least \_\_\_ notice if an agreed upon level of product is unavailable.
* Find replacement products in the form of a substitution, if agreeable with Agency OR make up lost product later in the season based on possible product delays.

Agency agrees to:

* Purchase said product, if the substitution is agreeable by both parties.

**Record-Keeping**

Both Agency and Farmer agree to keep receipts on a regular basis.

We are very excited to be able to continue the F2FP program in the King County Farmers Share this year. Our partnership with Farm Name is highly valued and greatly appreciated. Thank you for your participation in this program and do not hesitate to contact me with any questions.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coordinator Farmer

Coordinator Email Farmer Email

***Contract Samples***

**Farm to Food Pantry Program, Farmer Contract**

Providence Northeast Washington Hunger Coalition

986 S. Main, Suite D

Colville, WA 99114

3/15/2018

Farmer\_A --- Farmer\_A\_Farms

100 Farm to Market Rd

Farmington, WA 99101

Dear Farmer\_A at Farmer\_A\_Farms

Please accept this letter as a contract to participate in Providence N.E.W. Hunger Coalition’s Farm to Food Pantry (F2FP) program. The Hunger Coalition commits to purchase $\_\_\_ worth of produce from Farmer\_A\_Farms in the 2018 growing season. All prices and estimates of pounds related to this contract have been mutually agreed upon and are specified below. If this contract is acceptable and you commit to providing this produce in the 2018 growing season, please sign and return this contract.

Product Price Weight Total Price

Produce items chosen by grower Per price sheet TBD $500

**Pick-up Information**

The Providence N.E.W. Hunger Coalition will pick-up harvested product at locations agreed upon by both parties. The logistical agent and receiver of your produce will be the F2FP Program Coordinator, Coordinator\_G. Please direct any inquiry or correspondence to the coordinator by email at [F2FP\_ProgramCoordinator@hungercoalition.org](mailto:F2FP_ProgramCoordinator@hungercoalition.org) or by phone at 509-821-8040

We are very excited to be able to continue the F2FP program this year. Our partnership with Farmer\_A\_Farms is highly valued and greatly appreciated. Thank you for your participation in this program and do not hesitate to contact me with any questions.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

F2FP Program Coordinator Grower

**Farm to Food Pantry Program, Farmer Contract**

Providence Northeast Washington Hunger Coalition

986 S. Main, Suite D

Colville, WA 99114

3/15/2018

Farmer\_B --- Farmer\_B\_Farms

100 Farm to Market Rd

Farmington, WA 99101

Dear Farmer\_B at Farmer\_B\_Farms

Please accept this letter as a contract to participate in Providence N.E.W. Hunger Coalition’s Farm to Food Pantry (F2FP) program. The Hunger Coalition commits to purchase $\_\_\_ worth of produce from Farmer\_A\_Farms in the 2018 growing season. All prices and estimates of pounds related to this contract have been mutually agreed upon and are specified below. If this contract is acceptable and you commit to providing this produce in the 2018 growing season, please sign and return this contract.

Product Price Weight Total Price

Sweet Corn $0.70/Lb 800 Lbs $560

**Pick-up Information**

The Providence N.E.W. Hunger Coalition will pick-up harvested product at locations agreed upon by both parties. The logistical agent and receiver of your produce will be the F2FP Program Coordinator, Coordinator\_G. Please direct any inquiry or correspondence to the coordinator by email at [F2FP\_ProgramCoordinator@hungercoalition.org](mailto:F2FP_ProgramCoordinator@hungercoalition.org) or by phone at 509-821-8040

We are very excited to be able to continue the F2FP program this year. Our partnership with Farmer\_B\_Farms is highly valued and greatly appreciated. Thank you for your participation in this program and do not hesitate to contact me with any questions.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

F2FP Program Coordinator Grower

**Farm to Food Pantry Program, Farmer Contract**

Providence Northeast Washington Hunger Coalition

986 S. Main, Suite D

Colville, WA 99114

3/15/2018

Farmer\_C --- Farmer\_C\_Farms

100 Farm to Market Rd

Farmington, WA 99101

Dear Farmer\_C at Farmer\_C\_Farms

Please accept this letter as a contract to participate in Providence N.E.W. Hunger Coalition’s Farm to Food Pantry (F2FP) program. The Hunger Coalition commits to purchase $\_\_\_ worth of produce from Farmer\_C\_Farms in the 2018 growing season. All prices and estimates of pounds related to this contract have been mutually agreed upon and are specified below. If this contract is acceptable and you commit to providing this produce in the 2018 growing season, please sign and return this contract.

|  |  |  |  |
| --- | --- | --- | --- |
| **Product** | **Price** | **Weight** | **Total Price** |
| Acorn Squash – Note: Hunger Coalition volunteers will harvest | $0.60/Lb | 800 Lbs | $480 |
| 40 1-household CSA shares | $15 per share | Determined by Grower | $600 |
| Produce items chosen by grower | Per 2018 price list | TBD | $500 |
|  |  | **Total:** | **$1580** |

**Pick-up Information**

The Providence N.E.W. Hunger Coalition will pick-up harvested product at locations agreed upon by both parties. The logistical agent and receiver of your produce will be the F2FP Program Coordinator, Coordinator\_G. Please direct any inquiry or correspondence to the coordinator by email at [F2FP\_ProgramCoordinator@hungercoalition.org](mailto:F2FP_ProgramCoordinator@hungercoalition.org) or by phone at 509-821-8040

We are very excited to be able to continue the F2FP program this year. Our partnership with Farmer\_C\_Farms is highly valued and greatly appreciated. Thank you for your participation in this program and do not hesitate to contact me with any questions.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

F2FP Program Coordinator Grower



Letter of Understanding

The purpose of Good Shepherd Food Bank’s Mainers Feeding Mainers program is to establish partnerships with Maine farmers, fisheries and dairy operators to advance the Food Bank’s mission of eliminating hunger in Maine. Our goal is to acquire fresh, nutritious, locally grown food for needy Maine families and individuals at fair prices to supplement our food donation and salvage programs.

This *Letter of Understanding* between **Good Shepherd Food Bank (GSFB)** and **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** states the parties’ intentions regarding the 2018 growing season.

By signing this *Letter of Understanding*, GSFB agrees to purchase the following products in quantities and at the unit prices indicated below. The farmer agrees in good faith to make this product available to GSFB unless it is agreed that growing conditions made fulfillment too difficult. If the product cannot reasonably be provided at the quantities and prices below, it is further understood that neither GSFB nor the farmer is under further obligation or due further compensation regarding this agreement. The farmer shall, as soon as reasonably known, give GSFB notice of any anticipated inability to supply the product.

Product and purchase specifications: All products specified for purchase in this letter will be of ***“Good Quality”*** and may be subject to inspection and acceptance by GSFB at the time of receipt; GSFB shall not be obligated to purchase any product determined to not meet its standards.

Possible supplemental purchases – If the farmer desires to sell or donate product not specified in this letter, or quantities of specified product(s) in excess of what is agreed, the following provisions apply:

* GSFB may choose to consider purchasing supplemental product. If it does, pricing, quality and quantity are open to negotiation. Prices above do not apply.
* **Donations of food products are greatly appreciated, and all donations accepted by GSFB or delivered directly to a pantry will receive tax documentation from GSFB.**

**Product Details for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| Crop | Unit Price Per Lb. |
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|  |  |

**Total available for your farm for 2018:** **\_\_\_\_\_\_\_\_\_\_\_\_**

***\*Invoices submitted beyond the total available amount of this letter will be considered a donation unless prior arrangements were made.***

**PANTRY PARTNERS**

|  |  |  |  |
| --- | --- | --- | --- |
| Pantry Name | Telephone | Pantry Allotment | Distribution Days |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

Farmer/Grower Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Signed: \_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Good Shepherd Food Bank Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Signed: \_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_