



Lowcountry Food Bank

Prospective Agency
Information

Lowcountry Food Bank Overview

- **Founded in 1983** as a clearinghouse for donated food items
- Collect, inspect, maintain, and distribute otherwise wasted food products and redistribute these food products to a network of nearly **300 member agencies** throughout the **10 coastal counties** of South Carolina
- Other hunger relief efforts include **child and senior** feeding programs
- Member of **Feeding America**, the nation's official network of food banks
- Guiding principles: **Feed, Advocate, Empower**

Lowcountry Food Bank Agencies

- 270 agencies
 - 155 in Tri-County
 - 66 in Grand Strand
 - 49 in Southern region
- Distributed 31,268,262 pounds of food in 2018

LFB Service Area (10 counties)	270
Beaufort County	22
Berkeley County	38
Charleston County	92
Colleton County	10
Dorchester County	25
Georgetown County	21
Hampton County	7
Horry County	34
Jasper County	10
Williamsburg County	11

The Agency Development Program

- In order to become a member of the LCFB, an agency must first apply and be accepted into the **Agency Development Program.**
- **Purpose:** to bring on agencies in areas of need and provide all the tools to run a quality food pantry
- The Agency Development Program lasts about **four months** from beginning to end.

How do I apply to the ADP?

- Finish reviewing the information in this presentation
- Meet the basic requirements for partnership with LCFB
- Complete the [Required Membership Application Request Form](#) (link & details at the end)
- If invited to apply, complete application and turn in all required documents by the due date.

Why might my application not be accepted?

Our committee looks carefully at each application and considers:

- Are **basic requirements** for membership met?
- **Location** of your agency & proximity to other agencies
- How **frequently** you can distribute
- **Overall readiness** to commit to partnership with LCFB
- The **limited number of applicants** the LCFB is able to support through this extensive process – **especially limited due to COVID-19**

Overview of Agency Development Program

- The prospective agency will be matched with an LCFB **mentor agency** to get 'real world' guidance
- The prospect will complete ***Blueprints for a Quality Agency*** to make sure they're ready for anything
- After a **review period** where the prospect holds several successful distributions, they are a full member of LCFB!

Requirements to Become an Agency Partner

- Serve in one of 10 coastal counties
- Have **501(c)3 status** or be a **faith-based** organization in good standing with the state and/or denomination
- Provide food assistance to those in need **without charge or in exchange for donations**
- Operate in an area that is **in need of an additional feeding program** based on our needs assessment tool
- If you are applying as an **on-site feeding program** (plan to cook with the food), a current **Manager ServSafe** certificate is required.

Becoming an Agency Partner: **Distribution & Client Services**

- Keep up-to-date and accurate **client records**
- Maintain **standard, consistent hours of operation**
 - All our partners are required to distribute food at least once per month
 - We are seeking new members who distribute **more than once per month**
- **Be accessible to the general public**
(exceptions may apply for feeding programs at group homes, shelters, etc.)

Becoming an Agency Partner: Budgeting Money & Time

- Maintain an **adequate budget** to support a sustainable food program
 - **Shared Maintenance Fee:** paid by agencies to cover a percentage of the costs incurred by the Lowcountry Food Bank to procure, store, and distribute foods
 - Cost for a monthly distribution: Estimate that shared maintenance fees total approximately **\$90 per month to feed 25 people** (an average of \$0.04 per pound)
- **You will submit budget information within Phase 1 of *Blueprints for a Quality Agency***, which accompanies our application packet

Becoming an Agency Partner: Budgeting Money & Time

- Have **other reliable sources of food** because the Lowcountry Food Bank is a **supplemental** source of food
 - Examples: food drives, purchases from grocery stores or warehouse clubs like Sam's or CostCo
- Need **two or more** employees or volunteers to manage and operate the food program

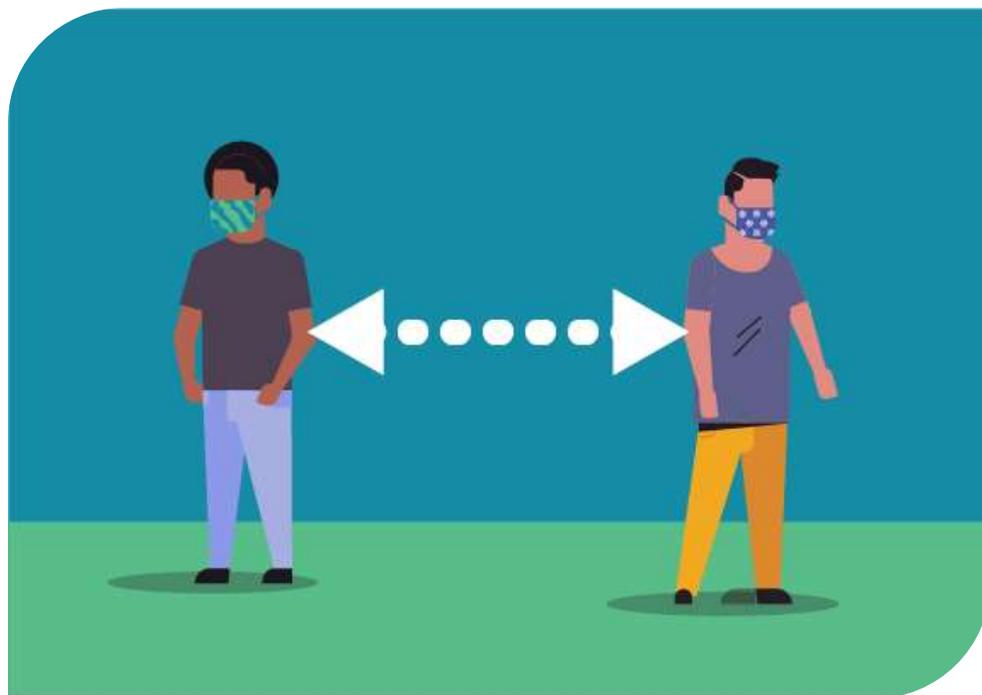
Becoming an Agency Partner: Equipment and Storage Recommendations

- Have **access to internet service**, a printer, a scanner, and a copy machine
- Have a **refrigerator and freezer** designated for the food pantry – if interested in serving perishable food items such as produce, milk, and meat
- **Vehicle(s)** able to pick up food from LCFB

Becoming an Agency Partner:

Client Choice

- **Client choice:** allows clients to select their food instead of receiving a pre-packed or standard bag of groceries.
 - Clients do not take items they have already, do not like, or cannot eat for health or personal reasons.
 - Upholds the dignity of clients
 - Limits food waste - customers take food they will use and leave the rest for others
 - Helps pantry workers get to know clients
 - Saves money for the pantry
 - Makes ordering easier - pantries know what popular food to stock



How can we serve **client-choice style** while minimizing personal contact?

Becoming an Agency Partner: Client Choice

Inventory List Model:

- A list of food available is posted or given to clients
- Clients choose their food from the list, and pantry workers assemble the clients' food bags
- Helpful for clients who have trouble moving around

Grains		FRESH Foods Inside Pantry			
Quinoa - Plain	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Sweet Onions	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Quinoa - Red	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Red Onions	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Old Fashioned Oats	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yellow Onions	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Brown or Wild Rice	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Garlic Bulbs	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Whole Wheat Pasta	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Dried Herbs & Spices	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Brown Rice Pasta	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Sweet Potatoes	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Canned/Jarred		Snacks		Baking Supplies	
Black Beans	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Nut Butter	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Whole Wheat Flour	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Other Beans	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Seed Crackers	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Other Flour	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Chickpeas	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Seaweed Sheets	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Pure Maple Syrup	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Tomatoes	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Protein Bars	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Baking Powder	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Salmon/Tuna	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Unsweetened Applesauce	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Baking Soda	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Pickles & Peppers	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Cheerios	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Brown Sugar	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Hot Sauce	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Nuts	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Honey	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Broth	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Cooking Supplies		Vanilla Extract	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		Apple Cider Vinegar	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
		Balsamic Vinegar	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
		Red Wine Vinegar	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
		Rice Vinegar	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
		Olive Oil	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
	 Oil	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
		Wine	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
FRESH Foods - Countertop					
Apples	<input type="checkbox"/> <input type="checkbox"/>	Bananas	<input type="checkbox"/> <input type="checkbox"/>	Pears	<input type="checkbox"/> <input type="checkbox"/>
Lemons	<input type="checkbox"/> <input type="checkbox"/>	Limes	<input type="checkbox"/> <input type="checkbox"/>	Avocados	<input type="checkbox"/> <input type="checkbox"/>

Becoming an Agency Partner: Client Choice

Inventory List Model:

- Some agencies use an online order form. Clients choose their food options in advance and request appointment times to pick up their food box.

FRESH Start For Health **Pantry Inventory**

Grains		FRESH Foods Inside Pantry	
Quinoa - Plain	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Sweet Onions	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Quinoa - Red	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Red Onions	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Old Fashioned Oats	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yellow Onions	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Brown or Wild Rice	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Garlic Bulbs	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Whole Wheat Pasta	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Dried Herbs & Spices	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Brown Rice Pasta	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Sweet Potatoes	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Canned/Jarred	Snacks	Baking Supplies
Black Beans <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Nut Butter <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Whole Wheat Flour <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Other Beans <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Seed Crackers <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Other Flour <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Chickpeas <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Seaweed Sheets <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Pure Maple Syrup <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Tomatoes <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Protein Bars <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Baking Powder <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Salmon/Tuna <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Unsweetened Applesauce <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Baking Soda <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Pickles & Peppers <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Cheerios <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Brown Sugar <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Hot Sauce <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Nuts <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Honey <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Broth <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Cooking Supplies	
	Apple Cider Vinegar <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Vanilla Extract <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Balsamic Vinegar <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	Red Wine Vinegar <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	Rice Vinegar <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	Olive Oil <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	_____ Oil <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	Wine <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

FRESH Foods - Countertop	
Apples <input type="checkbox"/> <input type="checkbox"/>	Bananas <input type="checkbox"/> <input type="checkbox"/>
Pears <input type="checkbox"/> <input type="checkbox"/>	Lemons <input type="checkbox"/> <input type="checkbox"/>
Limes <input type="checkbox"/> <input type="checkbox"/>	Avocados <input type="checkbox"/> <input type="checkbox"/>

Becoming an Agency Partner: Client Choice

Supermarket Model:

- Food set up on shelves by food groups
- Clients walk through the space and take food off shelves according to pantry guidelines
- Space needs to be large enough to display foods and allow clients to walk through
- Most client-friendly model



Becoming an Agency Partner: Client Choice

Supermarket Model:

- During the pandemic, we must limit clients and volunteers inside the pantry.
- Some agencies allow one person at a time to enter the pantry. They verbally request the items they want and a volunteer bags the food.



Becoming an Agency Partner: Client Choice

Table Model:



- Food is set up on tables by food groups
- Clients walk by each table to choose and pack their food
- Need enough room for clients to walk by each table
- For safety, the table model should be done **outside (or in a large ventilated room) with appropriate spacing between clients**

Safety During Distribution

- Serving **client-choice style** is the gold standard for food distribution and is **required** for new agencies
- The client choice requirement is currently waived during the pandemic, but we must **not** plan to serve pre-bagged food as a permanent procedure



Becoming an Agency Partner: The Drive Thru Model

Drive-Thru Model:

- A non-client choice method allowed due to COVID-19
- Clients stay inside their car while volunteers put food in the trunk
- Traffic safety is vital!



Terminating an Agency's Member Agreement

- If an agency violates any of the terms of the member agreement, the LCFB may end the partnership. The main reasons a partnership would end would be:
 - Using food for a purpose other than feeding those experiencing food insecurity
 - Major food safety violation that goes uncorrected for a length of time
 - An account goes unpaid and we are unable to work out a payment plan/agreement with the agency
 - Charges client(s) for food
 - Agency is inactive for >2 months at a time

Blueprints for a Quality Agency

- A **step-by-step guide** to build, run, and maintain a high-quality, sustainable food pantry or mass distribution
- If you complete the **Membership Application Request Form** and are invited to apply for membership, we will provide you with a copy of the *Blueprints* workbook. The first section, **Phase 1**, should be completed and submitted with your application.



What's Next?

- **Required Membership Application Request Form:**
Our team will pre-screen prospective applicants based on their location and readiness to serve areas we have determined are in greatest need of additional service. Not all organizations who are interested in membership will receive an application, but we will respond to each organization who completes this questionnaire. We appreciate your understanding.
- The Membership Application Request Form must be completed by **4:00 pm on Friday, September 11.**

What's Next?

- Those organizations who are invited to apply must submit Membership Applications (plus supporting documents), Phase 1 of *Blueprints*, and **\$75 application fee**
 - Application fee must be submitted as check from your organization/church
- LCFB reviews applications and accepts selected agencies into Agency Development Program; LCFB notifies all agencies of decision made.
- Accepted agencies complete *Blueprints* and work with mentor agency to complete goals
- Prospects enter review period. After meeting certain goals, review ends and the agency is a partner of LCFB!

Interested in applying?

Complete the

Required Membership Application Request Form:

<https://forms.gle/ty5bp7YKnrLdqVFz7>

by 4:00 pm on Friday, September 11, 2020.

Questions?

843-747-8146 ext. 114 or 115

membershipservices@lcfbank.org