

AGENCY GUIDELINES

- Food pantries have to be publicly accessible to their clients. For this reason, a food pantry cannot operate out of a private residence or business.
- Food received by an agency is intended for that agency only. There can be no sharing of products between agencies or non-members.
- The food you receive from **River Bend Foodbank** is intended for client use only. It is not to be used for church functions, union meetings, flea markets, parades, bible classes, etc.
- Donations may not be asked for or accepted from food pantry recipients. Agencies are not allowed to defray pantry costs by charging by the pound, package, individual or family size.
- Food pantries must be open at least one morning or afternoon per week. **RBFB** will not service pantries that operate on an "on-call" basis.
- No food may be given before or after church services. Our food is not intended to be an enticement for joining a particular denomination. Pantry hours must be separate from church service hours.
- Food pantries and soup kitchens located in Bureau, Hancock, Henderson, Henry, Knox, McDonough, Mercer, Putnam, Rock Island, Stark, and Warren counties are eligible to receive federal commodities without contributing a shared maintenance fee.

Final decision to service any agency rest with **RBFB**. Agencies will be monitored for compliance with above guidelines. Violation(s) may result in expulsion from **RBFB**.