



Dear Sir/Madam:

We thank you for your interest in becoming a member of the Capital Area Food Bank. Our mission is to feed those who suffer from hunger in the Washington, D.C. Metropolitan Area by acquiring food and distributing it through our network of community feeding programs; to educate and enlighten the community about the issues of hunger and nutrition.

The Food Bank is a privately owned non-profit warehouse that distributes food and other related products to food assistance programs located in the Metropolitan area. The Food Bank has been in operation for 30 years and distributes well over 24 million pounds of food to approximately 700 partner agencies.

We invite you to attend Membership 101, an information session designed specifically for non profit organizations interested in becoming a food bank member agency. Attendance is mandatory for all Executive Directors or Pastors of all agencies applying for membership. Membership 101 sessions will be held at each branch on the following dates:

- | | | |
|--------------------|------------------|-----------------------|
| Monday, January 11 | Monday, May 10 | Monday, September 13 |
| Monday, February 8 | Monday, June 14 | Wednesday, October 11 |
| Monday, March 8, | Monday, July 12 | Monday, November 8 |
| Monday, April 12 | Monday, August 9 | Monday, December 13 |

Please complete the application along with a copy of your organization's Internal Revenue Service 501 (c) 3 Letter of Exemption and your program's service plan. A \$75 application fee must accompany your application. Please note the application fee is non-refundable.

The next step in becoming a member agency is to schedule a site visit with the Outreach Coordinator assigned to your county or ward. The following additional documentation is required and can be given to the Outreach Coordinator at your site visit: 1) Proof of Occupancy, 2) Board of Directors/Trustees phone & address listing and 2 letters of community support. Feel free to include annual reports, brochures or flyers about your program. After your site visit, you will be notified in writing of your approval status. If your site is approved, your shoppers will be required to attend a New Shoppers orientation where the ordering process will be explained. If not approved, we will explain the reason.

The Board and staff of the Food Bank are eager to serve your program. If you would like a tour of the Capital Area Food Bank or a speaker to come to your program, please let me know. Also, let me know if there is anyway I can help you with the application process.

Sincerely,

Marian Barton Peele
Director of Agency Relations
Phone 202.526.5344 ext. 223
Fax 202.529.1767
mpeele@cfoodbank.org

DC Location 645 Taylor St NE Washington, DC 20017-2063 202.526.5344
NOVA Branch 6833 Hill Park Drive Lorton, Virginia 22079 703.541.3063
www.CapitalAreaFoodBank.org

PLEASE TYPE OR PRINT LEGIBLY



MEMBERSHIP APPLICATION

PARENT OR AGENCY INFORMATION

Name:		
Address:		
City:	State:	ZIP Code:
Executive Director or Pastor:		
Phone:	Fax:	Email:

PROGRAM OR SITE INFORMATION

Name:		
Address:		
City:	State:	ZIP Code:
Program Director:		
Phone:	Fax:	E-mail:
Does your program have a website? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give address:		
State District	Federal District	State Senator

BILLING INFORMATION

Name:		
Address:		Phone:
City:	State:	ZIP Code:

MAILING INFORMATION (IF DIFFERENT FROM SITE ADDRESS)

Name: Same As Parent		
Address:		
City:	State:	Zip Code:

PLEASE PROVIDE THE NAMES OF UP TO 4 INDIVIDUALS WHO WILL SHOP FOR YOUR PROGRAM. PLEASE INCLUDE HOW THEY ARE AFFILIATED WITH YOUR PROGRAM.

Name	Affiliation	Name	Affiliation

WHAT TYPE OF SERVICE(S) DO YOU PROVIDE? (CIRCLE ALL THAT APPLY)?

Emergency Food Pantry	Emergency Kitchen	Emergency Shelter	Homeless Drop In Center	Before/After Care	Day Care Center
Foster Care	Group Home	Home Day Care	Adult Day Care	Rehab Center	Community Residential Facility
Transitional Housing	What are the days/hours of operation for your program? _____				

PLEASE KEEP A COPY OF THIS APPLICATION FOR YOUR RECORDS, RETURN ORIGINAL TO THE FOOD BANK WITH A COPY OF YOUR COMPLETED SERVICE PLAN & 501(C) 3 LETTER OF EXEMPTION

I, the undersigned agency representative, of attest that the information provided on this application is true to the best of my knowledge.

Signature of Executive Director:	Date:
Signature of Program Director:	Date:



Capital Area Food Bank Member Agency Service Plan Outline

This plan should explain: why the program you are applying for membership for is important, how it will operate, when it will operate, etc. Your service plan helps us to better understand your operation and its needs, as well as your clients’ needs. We will use this information to better service you. We will also use this information to assist you in becoming a sustainable service site, by providing best practices information and technical support based on your plan. This may also help you make decisions/policy on issues you may not have considered yet.

If you need assistance, feel free to call any of the following agency relations staff:

Name	Title	Phone	Email Address
Dario Muralles	Outreach Coordinator, Prince Georges & Montgomery County	202-526-5344 ext. 237	murallesd@cfoodbank.org
Gloria Ward-Ravenell	Outreach Coordinator, DC Wards 1,2,3,4	202-526-5344 ext. 224	ward-ravenellg@cfoodbank.org
Kenneth Milam	Outreach Coordinator, DC Wards 5, 6,7 and 8	202-526-5344 ext. 296	milamk@cfoodbank.org
Kristin Boehne	Agency Relations Manager	202-526-5344 ext. 294	boehnek@cfoodbank.org
Marian Barton Peele	Director of Agency Relations	202-526-5344 ext. 223	peelem@cfoodbank.org
Roberto Melara	Northern Virginia Agency Relations Manager	703-541-3063 ext. 13	melarar@cfoodbank.org

I. Site location and contact information for site.

II. Program Information: Who will you serve and how (what model with what, if any, restrictions; how many families does your program anticipate serving/what type of area is this)? In order to help meet the needs of the people you serve, we suggest that you allow people to receive food at least two times per month and provide other community referrals.

III. Days and hours of operation. Please take into consideration days and hours of operation of other food programs in your area and try to avoid duplication. For pantries, we suggest that you be open for distribution a minimum of 4-6 hours per week, preferably on more than one day per week (evening and/or weekend hours are helpful for those people who work).

IV. Financial information and plans to sustain your food program: Please attach a program budget. Where does money/resources come from and how is it used/expenses; who does accounting/reporting and to whom; who do you/ will you collaborate with and for what purpose; how will you sustain the food storage area (i.e. contributions, food drives, partnering with other organizations, grants etc.)?

V. Food Storage Area Description: How will food be stored/sorted and in what type of “structures”?

VI. Food Distribution Process: What model will you use; how will clients actually get the food (fill out a form with choices, pick from shelves with or without any limits, be given a pre-selected assortment etc.) and what record keeping, if any, will be involved?

VII. Site Staff/Volunteer positions

VIII. Staff/Volunteer Roles and Responsibilities

IX. Operations Timeline: Who will do what on a daily, weekly, and/or monthly basis etc.?



Directions to the DC Branch

Dupont Circle Area: Take Massachusetts Avenue to Scott Circle, Turn left onto Rhode Island Avenue, left on North Capitol street, Right onto Harewood Road, When you get to the fork in the road, bare left onto Taylor Street, Proceed down the hill and across the Taylor Street bridge. Turn lefts onto Puerto Rico Ave., (at the red light,) come to the **stop** sign, turn left come under the bridge, the Capital Area Food Bank will be on your right. Go to front of building.

From Georgia Avenue: Turn left onto Irving Street NW and follow it to the North Capitol Street exit heading north. Go right at Harewood Road NE, Get in the left lane, when you get to the fork in the road, bare left onto Taylor Street, Proceed down the hill and across the Taylor Street bridge. Turn left at Puerto Rico Ave. (at the light). Come to the stop sign turn left, come under the bridge. The Capital Area Food Bank will be the first building on your right.

From the US Capitol: Take North Capitol Street, then turn right on Harewood Road NE. Get in the left lane, When you get to the fork in the road, stay left on Taylor Street. (Harewood runs into Taylor). Proceed down the hill and across the Taylor Street bridge. Turn left onto Puerto Rico Avenue, (at the light) come to **stop** sign, turn left go under the bridge. The Capital Area Food Bank will be on your right.

From Route #50: Take Rt. 50 to South Dakota Avenue. Continue on South Dakota to Taylor Street. Turn Left onto Taylor Street. Go to Puerto Rico Avenue make a right, come the stop sign, turn left under the bridge, The Capital Area Food Bank will be the first building on your right.

From Route One (MD) or Rhode Island Ave (DC): Turn right onto South Dakota Avenue, come to Taylor Street, make a left, go to Puerto Rico Avenue make a right, come the stop sign, turn left come under the bridge, The Capital Area Food Bank will be the first building on your right.

From Metro Brookland Station/ CUA: Take the 10th Street Exit, Turn left on 10th Street, Turn left after you pass the video store, this looks like an alley, walk to the end of the parking lot, we are the last building on your left.

Directions to the Northern Virginia Branch

From the North: Take 95 South to exit # 167 (Fullerton/Backlick Road). Stay in the right lane, at the next light, turn right onto Fullerton Road. At the next light, turn left on Fairfax County Parkway. At the next light, turn left on Loisdale Road, then at the next light turn right on Newington Road and follow signs for Newington Road under the one lane underpass. Turn left on Cinder Bed Road. Then right on Hill Park Drive. The Food Bank is the first warehouse on the right.

From the South: Take 95 North to exit # 166A (Newington/ Fort Belvoir). Off the exit, you will be on Newington Road. Stay on Newington Road through the light, and under the one lane underpass. Then turn right on Cinder Bed Road. Then turn right on Hill Park Drive. The Food Bank is the first warehouse on the right.