

CONTACT INFORMATION – PLEASE PRINT CLEARLY

Organization Name: _____

CRA Registered Charity Number: _____ RR0001

Mailing Address: _____ Postal Code _____

Physical Address: _____

Food Bank Telephone: _____ Food Bank Fax: _____

Food Bank Email: _____ Food Bank Website: _____

Food Bank Facebook: _____ Food Bank Twitter: _____

Food Bank Days and Hours of Operation: _____

**** NOTE: This information will be used on the Food Banks Alberta website. ****

KEY CONTACTS – PLEASE PRINT CLEARLY

MAIN CONTACT NAME: _____ **Title:** _____

Phone: _____ Email: _____

Please specify preferred method of contact (email, fax, etc.): _____

NOTE: The main contact should be the person that all communication from Food Banks Alberta is directed to.

BOARD PRESIDENT CONTACT NAME: _____

Phone: _____ Email: _____

VOTING REPRESENTATIVE NAME: _____ **Title:** _____

MEMBERSHIP FEE, BASED ON FEE SCALE BELOW

| # of People Served Monthly (as per 2016 Hunger Count) | Membership Fee |
|---|----------------|
| Up to 200 people | \$50.00 |
| 201 to 1,000 people | \$100.00 |
| 1,001 to 5,000 people | \$200.00 |
| 5,001 to 10,000 people | \$500.00 |
| Over 10,000 people | \$1,000.00 |

By completing and signing this form, we hereby apply for renewed annual membership in Food Banks Alberta and we agree to adhere to the bylaws, Food Banks Canada's Ethical Foodbanking Code and the Safe Food Handling Guidelines.

Authorized Signature: _____ **Date:** _____

Please return completed form and all required documents to:
By Email: contact@foodbanksalberta.ca **By Fax:** 780-459-6347
By Mail: 30-50 Bellerose Drive, St. Albert, AB T8N 3L5

MEMBERSHIP ELIGIBILITY AND CLASSIFICATION

For the purpose of determining membership eligibility and classification under section 3.1 of the new 2016 bylaws of the Food Banks Alberta Association, please provide the following information:

Basic Eligibility

Is your organization a food distribution organization operating in the province of Alberta which (i) acts as a centralized warehouse, or clearing house, for the purpose of collecting, storing, and distributing food to front line agencies that provide supplemental food and meals to the hungry; and/or (ii) provides food directly to people in need? Yes ___ No ___

Does your organization solicit the donation of food or services for profit? Yes ___ No ___

Note: we are unable to accept any applicants who solicit the donation of food or services for profit.

Has your organization adopted the Code of Ethics and the Safe Food Handling Guidelines of Food Banks Canada? Yes ___ No ___

Note: a copy of the Code of Ethics is attached to this application form.

Is your organization incorporated or organized as a not-for-profit corporation, company, society or other organization with an independent legal personality? If not, you will be required to demonstrate that your organization is taking steps to pursue such incorporation or organization. Yes ___ No ___

Full Membership – Additional Requirements

Is your organization a registered charity within the meaning of the *Income Tax Act* (Canada). If yes, please remember to provide the organization’s CRA registered charity number in the space provided under “Contact Information”. Yes ___ No ___

Has your organization been engaged in operations for at least one year? Yes ___ No ___

Please provide the following additional information regarding your organization:

How often can clients visit your organization for assistance?

How do clients access your organizations services (walk-in, phone for appointment, etc.)?

What do clients have to provide your organization with in order to receive help?

What other services do you offer clients? (ie. meal programs, rental assistance, community kitchen, etc.)

On average, how many hampers are given out monthly? *Answer to the best of your ability*

Hampers: _____ Households: _____ Adults: _____ Children (under 18): _____ Weight: _____

Please describe the food storage capacity of your organization (ie. number of coolers, freezers, etc.)

Are you able to arrange transportation to pick up food? Yes ___ No ___

Do you have to pay for this transportation? Yes ___ No ___

Please add any pertinent details regarding your ability to pick-up/receive food, product you cannot accommodate or anything else you would like us to know about food storage, handling etc. at your organization:

Number of current paid staff: Full time (30+ hours weekly) _____ Part-time _____

Number of active volunteers: In the food bank _____ Events or other activity assistance _____

More details about volunteers, if required: _____

Population of the community you are located in: _____ Population of service area: _____

Address

30-50 Bellerose Drive
St. Albert, AB T8N 3L5

Phone: 780.459.4598
Fax: 780.459.6347

www.foodbanksalberta.ca
contact@foodbanksalberta.ca

To be a member of *Food Banks Alberta* all members adopt the Food Banks Canada Ethical Foodbanking Code and adhere to the Safe Food Handling Guidelines.

Please include all the following documents with your renewal form:

- A copy of board minutes indicating approval for submission of the member application
- List of current board of directors
- Most recent annual report or financial statements
- Most recent food handling permit
- A copy of the signed Ethical Foodbanking Code from Food Banks Canada (attached)
- A copy of organizational bylaws
- A copy of organization's client intake form (optional)

All documents must be included with the application before the application will be reviewed by the board.

Please return this form and all required documents to:

Alison Richards

Communications and Office Associate

By Email: contact@foodbanksalberta.ca

By Fax: 780-459-6347

By Mail: 30-50 Bellerose Drive, St. Albert, AB T8N 3L5

Should you have any questions or concerns please do not hesitate to contact the office.

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Membership Requirements

Basic Criteria For Voting Membership:

- The applicant be a food distribution organization operating in the province of Alberta which (i) acts as a centralized warehouse, or clearing house, for the purpose of collecting, storing, and distributing food to front line agencies that provide supplemental food and meals to the hungry; and/or (ii) provides food directly to people in need
- The applicant must not solicit the donation of food or services for profit;
- The applicant must have adopted the Code of Ethics and the Safe Food Handling Guidelines of Food Banks Canada;
- The applicant must either (i) be incorporated or organized as a not-for-profit corporation, company, society or other organization with an independent legal personality, or (ii) demonstrate to the satisfaction of the Merged Food Bank that the applicant is taking steps to pursue such incorporation or organization of the applicant;
- The applicant must have completed an applicant form and paid the membership fee prescribed by the Board of the Merged Food Bank

Categories of Membership:

Solely for the purpose of determining the manner in which a Voting Member may receive distributions of food or otherwise benefit as a recipient of the Merged Food Bank's charitable activities (and, for greater certainty, not for any purpose relating to corporate governance, including without limitation any purpose relating to the right to participate and vote in members meetings), the Merged Food Bank shall place each Voting Member into one of the following categories:

- **Full Membership** — A Voting Member who (i) is in operation and has been engaged in operations for at least one year, (ii) is incorporated or organized as a not-for-profit corporation, company, society or other organization with an independent legal personality, and (iii) is registered as a Registered Charity.
- **Associate Membership** — A Voting Member who (i) is in operation and has been engaged in operations for at least one year, and (ii) is incorporated or organized as a not-for-profit corporation, company, society or other organization with an independent legal personality.
- **Provisional Membership** — A Voting Member who does not satisfy the requirements of Full Membership or Associate Membership.

If at any time a Voting Member who is categorized under Full Membership or Associate Membership ceases to satisfy the requirements for that status, the Voting Member shall be categorized under Provisional Membership.

There is also a category for Supporting Members (non-voting members). Such membership may be granted to corporations, individuals, and other interested associations in the discretion of the Membership Committee of the Merged Food Bank.

The Ethical Foodbanking Code

Preface

Food Banks Canada, its Members (provincial associations), Affiliate Member food banks and associated agencies believe that everyone in Canada has the right to physical and economic access, at all times, to sufficient, safe and nutritious food which meets their dietary needs and food preferences.

The Ethical Foodbanking Code

Food Banks Canada, its Members (provincial associations), Affiliate Member food banks and associated agencies will:

1. Provide food and other assistance to those needing help regardless of race, national or ethnic origin, citizenship, colour, religion, sex, sexual orientation, income source, age or mental or physical ability.
2. Treat all those who access services with the utmost dignity and respect.
3. Implement best practices in the proper and safe storage and handling of food.
4. Respect the privacy of those served, and will maintain the confidentiality of personal information.
5. Not require payment of any kind for donated food or consumer products, at any time from those assisted by their respective programs.
6. Acquire and share food in a spirit of cooperation with other food banks and food programs.
7. Strive to make the public aware of the existence of hunger, and of the factors that contribute to it.
8. Recognize that food banks are not a viable long-term response to hunger, and devote part of their activities to reducing the need for food assistance.
9. Represent accurately, honestly and completely their respective mission and activities to the larger community.

Food Bank Name

Food Bank Representative

Date

Signature

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