



MEMBER PANTRY COVENANT

Feed St Mary's (FSM), a 501C3 nonprofit organization, has its own Board of Directors with community, faith-based organizations, Rotary Club of Lexington Park, participating pantry representatives, and additional stakeholders deemed necessary for the benefit of FSM. FSM operates as a hub with downstream partner food pantries and soup kitchens providing reliable nutritional food to St. Mary's County residents. The food is delivered locally, with volunteer coordination to the extent possible, so that pantries can better serve community neighbors who come to them for food assistance. This Member Pantry Covenant (MPC) is an overview for what is expected of participating partners, what pantries can expect from their participation and what opportunities may arise from this coordination and cooperation.

What Pantry Members Can Expect From Feed St. Mary's:

- Convenient location: Feed St. Mary's is housed at 46041 Signature Lane, Lexington Park, Maryland (U-Haul Complex).
- Reliable operating hours: Regular operating hours will be set by FSM and distributed to the pantries.
- Effective communication from Feed St Mary's staff regarding a change in schedule, delivery, pick up, and/or Food Bank operations.
- Assistance with using Agency Express online ordering upon request.
- Volunteer coordination and recruitment to the extent possible for pantries and FSM
- Cooperation among Member Pantries in working together to identify needs, share resources, and best practices and problem resolution to end hunger throughout St. Mary's County

What is expected of Member Pantries and Soup Kitchens: Food Pantries will:

- Register annually as a Member Pantry and make a minimum \$50.00 contribution to Feed St. Mary's with the first contribution due on or before September 1, 2023.
- Help identify St. Mary's County citizens who need food and are not associated with a food pantry.
- Encourage other churches and groups to open new pantries in communities when/if there is a need.
- Order food at least once a quarter from Maryland Food Bank (MFB). Pantries will receive invoices directly from MFB.
- Order food from MFB by the 2nd or 4th Wednesday of the month to receive delivery on Friday of the same week. Pick up ordered food promptly at the FSM warehouse.
- All orders made by participating pantries will be delivered to and picked up from Feed St. Mary's warehouse.
- Keep good records of food distribution to new or regular clients so that a better understanding of the clients we serve can be developed and the extent to which we are fulfilling our Mission *to alleviate hunger throughout St. Mary's County* can be shared with community stakeholders and grant funding sources. Please use a Monthly Reporting Sheet.
- Assist in identifying individuals from the Pantry Advisory Council and the local community for candidacy on the FSM Board of Directors to help direct and oversee the work of FSM.
- Assist with FSM fundraising and marketing.

Benefits of Participation to Member Pantries:

- Shared volunteers in support of Member Pantries and FSM
- Coordinated food availability in the County; days, hours, locations, etc. to include additional operating days and hours for pantries to make nutritious food available to food-insecure neighbors.
- Resolution of storage/refrigeration/freezing issues experienced by member pantries.
- Storage of large quantities of food, including perishable goods, for food availability in case of emergency.
- Participate in making the work of Feed St Mary's known to the community.
- Pantries can order their "own" food and make selections appropriate for their individual pantries.
- Input into FSM future planning with a specific focus on ending hunger in St. Mary's County

FEED ST. MARY'S FOOD BANK MEMBER COVENANT FORM

* Food Pantry Name _____

* Sponsoring Organization _____

* Authorized individual to conduct pantry business: _____

* Authorized individual's:

Phone _____

Email: _____

* Member organization anticipates ordering food from Maryland Food Bank _____ times a quarter.

* Member organization estimates ordering _____ pounds of food from Maryland Food Bank per quarter.

* _____ (Organization's name) agrees to FSM's covenant and to complete MFB's pantry entry form to use the Agency Express ordering process (Required for Agency Express ordering privileges by new applicants only.)

* _____ (Organization's Representative) will attend FSM Advisory Council meetings

* What hopes do you have for this partnership with FSM?

Please return Covenant and \$50.00 contribution to:

Feed St. Mary's Food Bank

c/o Cheryl Brown

P. O. Box 212

Lexington Park, MD 20653