



2021 Partner Agency Renewal Documents Instructions & Checklist

All documents are available on FBST website
<https://www.foodbankst.org/partner-portal/forms/>

1.) Documents to be completed and signed by your agency

Note- the contract signed last year was an automatic renewing agreement, effective March 1, 2020. If there is new leadership at your agency, please complete and return the Partner Agency Agreement.

Completed and signed documents are due to Food Bank by Friday,
February 19th, 2021 by 4pm.

New partners only! Partner Agency & Delivery / Pick-Up Agreement, Food Pantry Addendum (if applicable): Please ensure to check required boxes above the signature lines.

- [Partner Agency & Delivery/Pick up Agreement, Food Pantry Addendum](#)

Every agency completes:

- [Partner Agency Renewal Application](#)

2.) Process for submission:

- [Visit FBST website](#) and click on the document. It will come up as an Adobe pdf file.
- Complete highlighted sections, including signatures. An acceptable signature on agreements is: a) a scanned copy of the person's signature; or b) the person's name typed on the form (If someone types a signature on behalf of the executive director, it must be done with the executive director's expressed permission. The





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typed signature of another person must be followed by first and last name initials of the person typing.)

- Save file as a pdf file.
- Attach files to an email. Email all documents to Amanda Palme, Programs and Partnerships Administrative Manager at amanda.palme@foodbankst.org

3. **Annual Partnership Fee: No Fee (March 1, 2021- February 28, 2022)**

We are pleased to be able to waive the Annual Partnership Fee this administrative year as a small token of our appreciation for all the hard work you have been doing during the pandemic!

4. **Documents for your reference are also posted on our website:**

- [2021 Holiday and Closing Schedule](#)

5. **Questions? Please contact the Food Bank at 796-6061.**

*Food Bank partnership and the associated fees are not required for HPNAP –eligible agencies. However, without Food Bank partnership, HPNAP funded agencies cannot access donated or TEFAP products nor other Food Bank benefits.

