



Subject: Gleaners Membership Inquiry Form

Nonprofit organizations wishing to receive food from Gleaners to distribute to people in need must apply to become a Gleaners partner agency.

To apply your organization must:

- Have a 501(c)3 public charity designation from the Internal Revenue Service
 - Religious organizations must include either the IRS 501(c)3 letter OR a letter from the denomination's headquarters stating that the organization applying for membership is one in good standing in that denomination. If a letter is sent from the organization's headquarters, the headquarters must also send a letter from the IRS verifying their own 501(c)3 status
- Have a history and records of distributing foods, goods and/or services to those in need
- Never require the recipient to pay, pray or work in order to eat or gain admission to the food distribution
- Have a regular scheduled distribution time established on a weekly or monthly basis
- Have a clean building with pest control, including safe, well-lit dry and cold food storage
- Have certified/licensed food handler(s) present on-site at all times when food is being received, prepared or served
- Have financial ability (a sustainable budget) to pay for foods listed on our shopping list
- Be willing to pay an annual membership fee of \$75.00
- Be willing to order from Gleaners on at least 7 occasions over the course of a year

If you are interested in becoming a partner, please complete the attached Inquiry Form and return it to us with a copy of your tax-exempt determination letter from the IRS. Should you have any questions in regards to membership with Gleaners, please do not hesitate to call or email.

Sincerely,

Mollie Allard
Agency Relations Operations Manager
Gleaners Community Food Bank of Southeastern Michigan
2131 Beaufait | Detroit, MI | 48207
mallard@gcfb.org
313-923-3535 ext. 286
www.gcfb.org