

BECOMING A PARTNER AGENCY

Program Overview

The Wichita Falls Area Food Bank's mission is to eliminate hunger by distributing food and grocery products through a network of nonprofit organizations while providing education and increasing community awareness on issues of hunger.

Any organization that wants to partner with the Wichita Falls Area Food Bank must be recognized by the Internal Revenue Service as a 501(c)3 not for profit, charitable organization. They must offer services directly to the ill, needy, or children (under 18 years), free of charge and with no requirement to attend any kind of service. Food must be distributed as an emergency food box or as a meal or snack prepared on site to be consumed on the premises.

Step 1: Request an Agency application by calling and speaking to the Community Partner Officer or email Nina Villafana at NinaVillafana@wfafb.org

Step 2: The membership application and other required paperwork must be completed and returned to the Food Bank.

Step 3: After all the paperwork is received, a visit will be scheduled at your facility. If you are applying for pantry membership, we will want to see the food storage area(s). If you are applying as a meal site, the food bank representative will want to see the kitchen, the food storage area(s), the food dealer's permit, and health inspection. The food bank representative will also review written records of clients, paying special attention to how you determine client need.

Step 4: After the on-site visit, the food bank representative will write a report recommending membership approval or rejection. If the agency does not meet all of the requirements, a second on-site visit can be rescheduled to review the corrections. The report and all information concerning the prospective agency will be reviewed by the board of directors and will be approved or rejected.

After the program and site have been approved, the agency will be mailed a letter of approval and the Community Partner Officer will set up a date and time to go over agency ordering procedures, reporting, civil rights training, etc.



Point of Contact:

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