



Memorandum of Understanding
Retail/Restaurant Rescue Program 2024

This Memorandum of Understanding (MOU) sets forth the terms and understanding between the South Michigan Food Bank (SMFB) and the Agency regarding the Retail/Restaurant Rescue Program, to make sure that all the processes and procedures are understood and implemented properly. By signing this MOU, both parties acknowledge their respective duties and responsibilities related to the Retail/Restaurant Rescue program.

Purpose

This MOU outlines the responsibilities of all parties as they relate to the participation in the SMFB Retail/Restaurant Rescue Pick-up Program. The Retail/Restaurant Rescue Pick-up Program is a crucial aspect of the SMFB's hunger relief efforts throughout the service area. This program is also an extension of national contracts facilitated by Feeding America and the retail stores and restaurants. As such, it is imperative that the processes be followed accurately.

Duration

This MOU is at-will and may be modified by either the Retail/Restaurant Rescue Agency OR the South Michigan Food Bank. This MOU shall become effective immediately upon signature by the authorized officials from the SMFB and the Retail/Restaurant Rescue Agency and will remain in effect until modified or terminated in writing by either party. If your agency chooses to discontinue Retail/Restaurant Rescue, you must contact Tammi Morgan at 269-964-3663, ext. 427. Agencies cannot transfer the pickup to another agency. All Retail/Restaurant Rescue must go through SMFB.

Procedures

This MOU outlines the procedures which must be followed completely as a participant of the Retail/Restaurant Rescue Pick-up Program. These procedures are as follows:

- Reports must be submitted via P2 Web Window, under Agency Pickup, after every pick-up within 3 days of receiving the product.
- All product picked up from a Retail Partner must be reported to the SMFB in pounds by category.

- Proper equipment and food safety standards must be followed. These may include freezer blankets, coolers, thermometers, scales, and more. These needs will be communicated by the SMFB.
- All product received from a Retail/Restaurant Partner (food and nonfood items) must be distributed to clients free of charge. No product received from a Retail/Restaurant Partner through the Retail/Restaurant Rescue Pick-up Program may be used in any type of fundraising or event outside of a free food distribution to those in need.
- Any concerns or changes relating to the Retail/Restaurant Partner must be Partner through the Retail/Restaurant Rescue Pick-up Program may be used in any type of fundraising or event outside of a free food distribution to those in need.
- If the Agency is no longer able to pick up from the store/restaurant they have been assigned to, they must contact their Community Impact Coordinator or Director of Agency Relation, Tammi Morgan prior to stopping the pick-up. Agencies may transfer their Retail/Restaurant pick up to another agency.
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Retail/Restaurant Rescue Program 2024

Retail/Restaurant Rescue Agency

Agency Name: _____ Agency Number: _____

Address: _____

Name: _____

Title: _____

Phone: _____

Email: _____

Signature

Date