

Surplus Product Guidelines

High Plains Food Bank strives to increase the supply of produce for all our agencies. The Food Bank has limited control over what product is available, when and how often that product is available. Please understand that all products available at the Food Bank are available on a first-come, first-serve basis. **The following guidelines need to be signed and returned to the High Plains Food Bank by February 28, 2013.** A hold will be placed on each agency's account after **Feb. 28** until the signed guidelines are received

Surplus Product Guidelines

- 1) High Plains Food Bank food, product and/or surplus items are not to be bartered or sold
- 2) Surplus items are meant to be a supplement to your agency's food ordering process; if it has been determined that your agency has not placed an order within the past six months, your agency may not be eligible for surplus items until the next ordering process
- 3) The High Plains Food Bank may place limits on surplus items to ensure that all agencies have an equal chance in receiving surplus food and/or product
- 4) Surplus food and product items are subject to availability
- 5) First priority is your clients and those in need. High Plains Food Bank food/product and surplus items are to be used specifically to serve the needs of individuals, families who need assistance. HPFB food/products and surplus items are not intended for *general* use by the public.
- 6) Product should be supervised at all times to ensure that the product goes to those in need. Clients receiving surplus product should sign a sign-in sheet, that lists his/her name, address, phone number and number of people in their home. This will also help with counting those your agency serves for your monthly report.
- 7) **NO PRODUCT IS ALLOWED TO BE DISTRIBUTED TO FOR-PROFIT COMPANIES SUCH AS CAFES, RESTAURANTS, OR USED FOR FUNDRAISING EVENTS OR THE GENERAL PUBLIC.** PRODUCT IS MEANT TO BE DISTRIBUTED TO YOUR CLIENTS AND THOSE IN NEED REGARDLESS OF RACE, COLOR, AGE, RELIGION, NATIONAL ORIGIN OR DISABILITIES.
- 8) Product that is received refrigerated should be kept refrigerated until distributed. Product that is dry or non-refrigerated should be kept at a temperature range of 32 to 45 degrees. Food becomes compromised quickly within 20 minutes. Therefore please encourage your clients to take their food home quickly to ensure the freshness.
- 9) If too much product is received, please contact Vince Bermudez at the Food Bank (806-374-8562) for instructions on how to move forward. Vince will also be the contact number to make any modifications in the amount of surplus product your agency can receive for distribution.
- 10) Each agency will be assigned one (1) Agency Surplus Card; agencies will need to present this card when picking up surplus items from the food bank; however, if you are picking up your food order and would like to pick up surplus items, you *do not* have to present your surplus card. The surplus card is solely for trips to pick up surplus items only
- 11) The High Plains Food Bank encourages all our agencies to utilize media to promote their program(s) and to advocate for their clients and their needs. Media releases specifically regarding the public distribution of food bank surplus items must be approved by the High Plains Food Bank. Failure could result in the suspension of the agency's ability to access surplus product

I have read and understand the Surplus Product Guidelines

Date: _____ Signature: _____

Name: _____

Agency: _____

Email Address: _____

Emergency Contact Name(s): _____

Emergency Contact Phone Number(s): _____

Revised 1-23-13