MEMBERSHIP APPLICATION PROCESS:

1. Please complete ALL appropriate sections of this application. Incomplete applications will not be accepted.

2. The Agency Agreement must be signed by the Agency Director/Administrator.

3. A copy of your Federal IRS/US Department of Treasury LETTER OF DETERMINATION (which states your 501(c)3 tax exempt status) must be submitted with your application. The name and address must match that of the applicant agency. If not, see #4. Your agency’s EIN number must also be provided. The PA State Tax Exemption form is not acceptable for membership as our regulations are mandated by Federal Tax Law.

4. Affiliate organizations, churches and sponsored programs must include a letter from the parent organization, headquarters or sponsoring agency that holds the 501(c)3 which attests that the applicant is covered under their 501(c)3 and they assume all responsibility for the applicant.

5. Please return the application and attachments to the Weinberg Northeast Regional Food Bank. You will be notified when your application has been received.

6. Once the application is complete, a site visit by a Weinberg Northeast Regional Food Bank staff to your agency will be arranged. No membership can be finalized until a site visit is complete.

7. After the visit, if membership is granted, the agency director (as well as staff who will be responsible for ordering and picking up) must attend an orientation session at the Weinberg Northeast Regional Food Bank. This session is required before an agency may begin receiving product. Food safety training is also required and provided by food bank staff.

Please note: Completion of this application does NOT guarantee membership. We reserve the right to refuse membership to programs not meeting our criteria. Applications may be put on a waiting list if there are no member openings available at the time of application.

Questions about the application or member agreement should be directed to Heather Feist, 570-908-2222 ext. 506. Completed paperwork should be mailed to:

185 Research Drive
Jenkins Twp., PA 18640