



3403 E. Central Ave.  
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www.ccfoodbank.org

## Agency Application Cover Sheet

### Please Print

AGENCY NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CONTACT PHONE NUMBER: \_\_\_\_\_

CONTACT EMAIL ADDRESS: \_\_\_\_\_

AGENCY FAX NUMBER: \_\_\_\_\_

AGENCY ADDRESS: \_\_\_\_\_

\_\_\_\_\_

## Application Checklist

*(All information must be provided with completed application to be considered for membership)*

- Completed Agency Membership Application
- Signed Agency Agreement Release Form For Membership
- List of Your Organization's Board of Directors Or Governing Body on Letterhead
- IRS Determination Letter of Your Organization's 501(c)(3) Tax Exempt Status**  
Or Meet 10 Of The 14 IRS Criteria For A Church And Provide All Requested Documents.

### **CALIFORNIA SALES TAX-EXEMPTION LETTER IS NOT ACCEPTABLE**

- Food Handlers Certificate All Sites or Food Safety Test which is available on CFB Website  
(For Any Feeding Site A Food Handler ServSafe™ Is Required)
- Copy of Current Liability Insurance For Agency Site
- Copy of Licensed Pest Control Receipt Or Invoice For Your Agency Site
- Sponsor Agreement (For Agencies That Do Not Have 501(c)(3) And Will Use The Non-Profit Status Of A Sponsoring Agency)
- Any Descriptive Materials Or Pamphlets About Your Agency
- Schedule Meeting For Training On Apricot® Client Intake Process