



**FOOD BANK**  
OF NORTHEAST GEORGIA

## Member-to-Member Food Sharing Agreement

\_\_\_\_\_ (Member 1) and \_\_\_\_\_  
(Member 2) agree to adhere to food safety and distribution guidelines required by Food Bank of Northeast Georgia (FBNEGA) when sharing food between pantries and/or distributions.

This includes but is not limited to:

- All shared food must be logged (see Food Sharing Log)
- All appropriate neighbor paperwork must be collected, filed, and included in monthly reports
- USDA/TEFAP foods may only be shared between USDA/TEFAP eligible and approved Members
- GNAP foods may only be shared between GNAP eligible and approved Members
- All transportation methods must follow ServSafe Food Handler and FBNEGA guidelines
- All food must be stored in a pantry space that has been inspected and approved by a Food Access Coordinator
- All food that is directly distributed must be transported following FBNEGA and ServSafe Food Handler guidelines

This agreement is voluntary and valid until terminated by FBNEGA or either signing party through notice sent to their Food Access Coordinator.

Member (1) Director (print): \_\_\_\_\_

Member (1) Contact: phone \_\_\_\_\_ e-mail \_\_\_\_\_

Member (1) Director (sign): \_\_\_\_\_ Date: \_\_\_\_\_

Member (2) Director (print): \_\_\_\_\_

Member (2) Director (sign): \_\_\_\_\_ Date: \_\_\_\_\_

Member (2) Contact: phone \_\_\_\_\_ e-mail \_\_\_\_\_



**Directions:**

- **Date:** list the date the food is provided to the Receiving Member.
- **Providing Member:** list the Member providing the food to the Receiving Member.
- **Invoice #(s):** list the invoice number(s) found on your FBNEGA order invoice to track which food order you are sharing from.
- **Receiving Member:** list the Member receiving the food from the Providing Member.
- **Distribution Type:** list the type of distribution the Receiving Member will be using to distribute the food.