# Requirements for College Campus Pantry Partnership

**The College Campus Pantry Partners must have the following:**

- **Pantry Committee** – consisting of at least five people who staff the pantry and share responsibility of keeping the pantry operating. The committee does not have to be all students, but can also consist of administrators, faculty members, and/or employees.
- **Assessment of the needs for a campus pantry** – have a proven request that student food insecurities exist on campus. The demand is higher than the supply on hand. Create a survey or poll, set up a table, and gather as much data from students as possible.
- **Other substantial sources of food –** campus pantry must have options available to obtain food sources other than OFS.
- **Fiscal sponsor** – the campus pantry must be run as a non-profit under the umbrella of a current non-profit sponsor. The pantry should be able to accept donations and be exempt from taxes. A copy of sponsor's 501(c)(3) certificate must be submitted to OFS.
- **College administration & student government involvement** – it is important that the student government leaders fully support the pantry to solidify the legitimacy of the pantry and that it is well needed on the campus.
- **Physical location** – must be neat, clean, and set up with storage shelves in place (at least 6 inches off the floor). Refrigeration and freezers are preferred for perishable items. Should a campus pantry change physical locations, the new location must be inspected as soon as possible **prior** to opening.
- **Minimum service** – serve at least 200 students per month.
- **Hours of operation** – at least three hours of operation per week.
- **Check in process** – retrieve student's personal information to send in for reporting data monthly. Personal information must be kept in a secure locked storage place.
- **Pest control –** must have a pest plan in place at least every three months.
- **Training/Meeting –** at least one person attends the OFS Annual Campus Pantry Meeting.
- **Transportation access** – have suitable, reliable, and clean truck or SUV to transport food from the OFS warehouse to the campus pantry.
- **Certification** – all vehicles and drivers participating in the transportation of food must have valid vehicle insurance and driver's license.
- **Distribution requirements** - agree not to sell, barter, exchange, transfer or charge a fee for food or household items. The products must be given free of charge, without discriminating based on race, sex, age, color, national origin, religion, sexual orientation, veteran status, marital status, disability, or medical condition. All UPC codes must be marked vertically through with permanent marker to prevent resale of products provided by OFS sources.
- **Safe food handling guidelines** – must be followed and maintained in the transport, storage and distribution of all food to the students.

- **Contact -** have consistent access to an email account that is checked daily. Respond to emails and calls from OFS staff within 48-72 hours of receipt.
- **Reporting -** must submit monthly food distribution reports to OFS by the 10th day of the following month. Consistently late reports will result in suspension or termination of partnership.
- **Compliance –** comply with all policies, procedures, and directives of the College Campus Pantry Program listed in this manual.
- **Inspections –** agree to be inspected annually, or at request, by OFS.

## Involuntary Termination of Partnership

If any of the terms or conditions of partnership are violated by the college pantry partners, OFS has the right to terminate the partnership immediately. Alternatively, OFS may suspend the college pantry partnership active status and implement a plan of correction that will require full compliance prior to removal of the pantry's suspension. The decision to terminate or suspend a college pantry partner shall be governed exclusively by the decisions of the OFS Agency Relations Manager.

Possible violations include, but are not limited to:
• Paperwork discrepancies or failure to submit paperwork/documentation as required
• Falsification of documentation
• Procedural misconduct
• Civil Rights violation
• Legal infractions
• Loss of 501 (c)(3) status
• Lack of response to terms of probation/suspension
• Engaging in harassing or unsafe behaviors