Agency Direct Rescue Agreement

Name of Organization: _____
Mailing Address: _____
Organization Representative: _____

SLO Food Bank's mission is to work with a network of community partners to alleviate hunger in San Luis Obispo County and build a healthier community. Agency Direct Rescue (ADR) is a program facilitated by the Food Rescue Team, connecting Agency Partners to local donors for the collection of edible food to distribute through pantries and meal sites. The guidelines below are provided by SLO Food Bank and the Feeding America National Office (FANO) to ensure food rescue is being conducted effectively and safely, and that records of donations are maintained and provided to the appropriate entities.

Program Guidelines and Agreement

To participate in the ADR program, an organization must agree to follow these guidelines:

1. Agency Partner will abide by the policies, procedures, and recordkeeping requirements of the SLO Food Bank Agency Partner Policy & Procedure Handbook and the Agency Direct Rescue Policy & Procedure Handbook.

2. Organization must be an active SLO Food Bank Agency Partner in good financial, reporting, and compliance standing.

3. Agency Partner must handle and distribute all rescued food donations in accordance with its primary signed SLO Food Bank Agency Partner agreement.

4. All donations obtained through SLO Food Bank-supported partnerships must be weighed, documented, and submitted through Primarius on a weekly basis. SLO Food Bank supports partnerships with, and requires reporting for, food donors who have agreements with FANO and/or who are mandated to donate edible food under SB 1383.

5. Agency Partner will disclose any new rescue partnerships to the Food Rescue Team to determine requirements for contracts and reporting. Partnerships deemed to be "independent" do not require a contract or reporting.

6. Agency Partner will pick up donations on the days/times agreed upon with SLO Food Bank and respective donors. If a missed pickup is anticipated, the Agency Partner will notify the donor or the Food Rescue Team at the SLO Food Bank in advance to provide time to coordinate alternative options.

7. Agency Partner may share (subdistribute) excess rescued food to other SLO Food Bank Agency Partners if the food will spoil before it can be distributed through the Agency's normal distribution methods. Excess rescued food should only be subdistributed once to another registered Agency Partner. Agencies will maintain a list of all organizations to whom they subdistribute to contact in the event of a food recall notice. Rescued food may not be provided to an external organization for off-site meal preparation and then returned to the Agency Partner for distribution. Any meal preparation using rescued food must occur under the Agency Partner's direct oversight and in accordance with all applicable food safety requirements.

8. Agency Partner staff and volunteers must follow safe food handling practices when collecting, transporting, storing, and redistributing all product collected through the ADR program.

9. Agency Partner will participate in an annual ADR site monitoring visit performed by the SLO Food Bank Food Rescue Team to review their food rescue program, programmatic updates, and discuss support needed. Participation in the ADR program and individual donor partnerships will be periodically evaluated by the SLO Food Bank based on community need, program capacity, donor requirements, and equitable distribution of resources throughout San Luis Obispo County. Participation in specific rescue partnerships is not guaranteed indefinitely and may be modified or reassigned to best meet community needs.

10. Agency Partner will distribute all product obtained through the ADR program for free to qualified individuals within San Luis Obispo County.

11. Agency Partner staff, volunteers, and representatives will take and document sample temperatures at the time of food rescue pickup and delivery for TCS foods.

12. Agency Partner staff, volunteers, and representatives will report unsafe food handling and transportation concerns/observations to the SLO Food Bank.

Please sign below if your organization agrees to follow these guidelines for participating in the Agency Direct Rescue program.

Representative Name:_____ Title:_____

Signature:_____ Date:_____

Last updated June 26, 2026