

For purposes of membership in the Arizona Food Bank Network, an Arizona food bank is: A tax-exempt non-profit organization (or part of a tax exempt organization) under the Internal Revenue Code 501(c)(3) and incorporated in the State of Arizona. Must be governed by a volunteer Board of Directors and has a core mission to solicit, receive, warehouse, and distribute donated food within a defined service area, principally to a wide range of other non-profit agencies that operate food assistance programs.

Membership Criteria:

1. Organization is in good standing with the Arizona Corporation Commission.
2. Food bank is a 501(c)(3) organization in good standing with the IRS.
3. Food bank has a volunteer Board of Directors accountable for operations. Board must meet at least four times annually.
4. Organization is audited annually by an independent Certified Public Accountant.
5. Financially supported and receives volunteer assistance from the community.
6. Current insurance, including but not limited to general liability and workers compensation.
7. Office and warehouse space, including dry storage (minimum of 6,000 square feet), and refrigeration/freezer storage (minimum capacity to handle normal distribution and receiving needs).
8. Staff of paid and/or volunteer workers.
9. Food bank meets or exceeds local health and safety standards.
10. Self-defined geographic/zip code area of service and fund development with mutual agreement by all Arizona Food Bank Network members.
11. Operating as a food bank (receiving and distributing food) for minimum of six months before applying for membership.
12. Endorses the Arizona Food Bank Network mission and commits to mutual cooperation among members.
13. Endorses the Arizona Food Bank Network Code of Conduct.
14. Endorses the BBB Wise Giving Alliance Standards for Charitable Accountability.
15. Endorses the Association of Fundraising Professionals Code of Ethical Principles and Standards of Professional Practice.
16. Is willing to participate in an annual site visit by an Arizona Food Bank Network representative.

The Arizona Food Bank Network Board of Directors based upon need and service area, reserves the right to consider exceptions to these criteria.

If you feel you meet the above criteria for membership, please contact us to request a formal application.

Initially, and annually thereafter, member food banks will be required to provide the following documentation:

- Arizona Corporation Commission Report
- Health Department Inspection Report and any other inspection reports.
- Form 990 filing to the IRS
- Annual financial audit report
- Current Certificate(s) of Insurance
- Annual Report, if available
- Strategic Plan, if available
- 501(c)(3) IRS Determination Letter
- List of Board of Directors with name, mailing address, daytime phone number and affiliation
- Organizational chart
- Operating budget
- Current/amended By-Laws
- Current/amended Articles of Incorporation