

Initial Meeting Form (Page 1 of 2)

Date:	Meeting Location:		
Donor:		Representative:	
Address:			
Phone:		FAX:	
Food Distribution Organization:		Representative:	
Address:			
Phone:		FAX:	
Anticipated frequency of donations:		Anticipated Start Date:	

Types of Foods to be donated: Check all that Apply...

Raw Fruits and Vegetables Cold Fruits/Vegetable Salads Beverages

Canned and packaged goods that are not PHF-TCS

Cold or frozen uncooked foods of animal origin (such as raw ground meats)

Hot, cooked foods of animal origin, including mixed dishes like lasagna

Cold, cooked foods of animal origin, including mixed dishes like lasagna

List mixed dishes likely to be donated:

Hot / cold cooked vegetables Gravies, cream-based soup Hot / cold grain dish

Other Foods likely to be donated (specify): _____

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Transportation to be provided by:

Contact Person: _____ Phone: _____

Mode of Transportation: _____

Method of Temperature Maintenance: _____

One-way Distance in miles from donor to receiving facility: _____

Estimated transport time in minutes from donor to receiving facility: _____

Are pick-ups from other donors on same route (run): _____

Contingency transportation plan in case of emergency: _____

Food pick-up dates and times from donor: _____

Other transportation matters for discussion: _____

Basic Data for Partners in Food Recovery

Topics to be discussed by the partners. Record pertinent points below. Add other topics as needed.

Topics	Donor Responses	FDO Responses
<u>Training and experience of the food manager or person-in-charge</u>		
<u>Training provided to staff on hygienic food handling, hand washing, methods of food protection</u>		
<u>Best time to communicate with each other</u>		
<u>Preferred method of resolving problems</u>		

Agreement to Participate as Food Recovery Partners

We, the undersigned, agree to participate in a joint project to help feed people in need

FROM: _____ TO _____
(Date) (Date)

At the end of this time, both parties will review the partnership and renew or terminate the relationship.

AS PARTNERS, WE PLEDGE TO:

- *Abide by agreements we have made;*
- *Provide management and supervision necessary to oversee staff performance regarding: monitoring and maintaining safe food temperatures; protecting food from contamination by hands, equipment and utensils, sick workers and other sources of hazards;*
- *Promptly communicate unsatisfactory conditions, situations, or performance to the partner; and*
- *Acknowledge each other's satisfactory performance.*

(Signature and date, donor representative)

(Print name of donor representative)

(Signature and date, food distribution organization representative)

Print name of food distribution organization representative)