



# *Southeastern Food Bank*

*Distributing Food. Providing Hope.*

Dear Applicant,

Thank you for your interest in partnering with Southeastern Food Bank / Bread of Life Fellowship, Inc. If you haven't done so already, please visit our website at [www.southeasternfoodbank.com](http://www.southeasternfoodbank.com). All current 501(c)(3) organizations that have a valid Florida State Incorporation Receipt (available at <http://sunbiz.org>) are welcome to review our FAQ's and fill out our questionnaire.

Once the questionnaire is completed, please fax it to (407) 654-8724, then mail it to P. O. Box 770009, Winter Garden, FL 34777, **or** email it to [outreachcoordinatorBOLF@gmail.com](mailto:outreachcoordinatorBOLF@gmail.com) with the title "2017 Questionnaire" followed by the name of your organization.

Due to the number of organizations requesting assistance from us, we ask that all applicants remain patient. It takes an average of one to two weeks from the day the questionnaire is submitted for it to be reviewed, after which our Outreach Coordinator at Bread of Life Fellowship, Inc. will contact your organization to follow up. If you have any questions, please feel free to contact us.

Once again thank you for your interest in partnering with Southeastern Food Bank / Bread of Life Fellowship, Inc. to help those in your community; it is only through cooperation with other organizations such as yourself that we can "Distribute Food, Provide Hope, Have Faith, End Hunger".

In Christ's Service,

Outreach Coordination Department

Southeastern Food Bank /  
Bread of Life Fellowship, Inc.



# Southeastern Food Bank

*Distributing Food. Providing Hope.*

Thank you for contacting Southeastern Food Bank (SEFB) / Bread of Life Fellowship (BOLF). Please review our Frequently Asked Questions (FAQ's) and complete the attached questionnaire.

1. Is SEFB/BOLF a place where 501(c)(3) organizations can go to select items off of shelves to help them with their food outreach program? **No.** SEFB/BOLF prohibits organizations from requesting specific items and assists outreach programs by sharing whatever product is available that month; SEFB/BOLF warehouse personnel then puts that product on a pallet and it is given to the organization. SEFB/BOLF asks organizations to keep in mind that available product changes each month and therefore the type/quantity of product is not guaranteed.
2. Does SEFB/BOLF charge for the product that is picked up at its warehouse?  
SEFB/BOLF does not require monetary compensation of any kind from Organizations that receive from us. However, we encourage Organizations to sow into SEFB/BOLF. Each gift, no matter how large or small, allows SEFB/BOLF to continue to operate and reach economically disadvantaged families all over the state of Florida, sharing a message of hope with each encounter.
3. How does a 501(c)(3) organization receive product from SEFB/BOLF?  
All Organizations go through an application process that begins with the Outreach Questionnaire. SEFB/BOLF then reviews the Questionnaire and informs the Organization whether or not they'll continue in the application process. Only after all steps have been successfully completed will the organization be allowed to receive product from SEFB/BOLF. Understand that the process takes time, so plan accordingly.
4. How do organizations pick up product once they've been approved?  
SEFB/BOLF works by **appointment only**. It is the responsibility of the Organization to contact our office (a minimum of 2 business days prior to pickup) to schedule an appointment **once** a month (or quarter, if applicable). Appointments are first come, first serve; there is no guarantee an Organization will be able to have the same time and day each month and therefore must be flexible. In order to ensure there is enough product to share, SEFB/BOLF will only support one specific outreach per Organization once a month no matter the actual frequency of the outreach (i.e. once a week/twice a month).
5. How long do organizations stay registered with SEFB/BOLF?  
SEFB/BOLF requires Organization's to renew their application in January of each year. Organizations are then reviewed to determine if a relationship between then Organization and SEFB/BOLF will continue.
6. Since SEFB/BOLF is a faith-based organization, does SEFB/BOLF share food with non-faith based organizations?  
Non-faith based 501(c)(3) organization's must go through a similar application process. If accepted, the Organization will be eligible to receive product at SEFB/BOLF's discretion.
7. Are there any restrictions on handing out product at monthly outreaches?  
SEFB/BOLF restricts monthly outreaches from being scheduled on Sundays; the only outreaches sponsored by SEFB/BOLF allowed to operate on any given Sunday are those that share meals with the homeless. Also, outreaches must occur the same day every month; if changes occur SEFB/BOLF must be notified. This ensures that accurate information is shared with those in need of a program in their area.

**Southeastern Food Bank / Bread Of Life Fellowship Outreach Questionnaire:**

1. How/From whom did you hear about SEFB/BOLF? \_\_\_\_\_
2. What is the mission/vision of your organization? \_\_\_\_\_  
\_\_\_\_\_
3. Do you have other sources of food donations other than BOLF? \_\_\_\_\_ If yes, from where? \_\_\_\_\_
4. Is this a new outreach? \_\_\_\_\_ If no, how long has the program been in operation and where did you previously obtain your food? \_\_\_\_\_
5. Explain type of outreach (handing out groceries, preparing meals) and how often it occurs: \_\_\_\_\_
6. Describe how food is distributed at your outreach: \_\_\_\_\_
7. How many individuals/families do you plan to serve per outreach? \_\_\_\_\_
8. Frequency of support requested from BOLF (monthly, special event, other): \_\_\_\_\_
9. Will program present the Gospel? \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Only Upon Request
10. If yes to question #9, how many volunteers are available *to share/pray*? \_\_\_\_\_
11. How many *additional volunteers* will assist the outreach? \_\_\_\_\_
12. Where will product be stored (on-site organization storage/off-site personal storage)? \_\_\_\_\_
13. Would your organization be willing to donate funds to aid in BOLF's mission? \_\_\_\_\_
14. If yes, how often (monthly, quarterly, special collection, etc.)? \_\_\_\_\_
13. What percentage of the food will be used for outreach versus helping those inside your organization/congregation (Ex: 95% outreach, 5% within organization)? \_\_\_\_\_
15. Have you signed a contract with any Food Bank? \_\_\_\_\_ If Yes, with whom? \_\_\_\_\_
16. Do you receive USDA/Government/United Way funding or product? \_\_\_\_\_

**501 (c)(3) Organization Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**I have read and understand BOLF's FAQ's (please initial):** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_