



Association of Arizona Food Banks

2100 N. Central Avenue, Suite 230 | Phoenix, AZ 85004-1400

602.528.3434 | 800.445.1914 | Fax 602.528.3838

www.azfoodbanks.org

For Purposes of Membership in the Association of Arizona Food Banks, an Arizona Food Bank is Defined as Follows:

A non-profit organization, which is tax exempt, or part of a tax exempt organization under the Internal Revenue Code 501(c)(3) and is incorporated in the State of Arizona as a tax exempt organization, or comparable status in the public or private sector. It is governed by a volunteer Board of Directors and on a daily basis solicits, receives, warehouses, and distributes donated food within a defined service area, principally to a wide range of non-profit agencies that operate food assistance programs for low-income people.

Membership Criteria:

1. Arizona tax exempt corporation in good standing with the Arizona Corporation Commission.
2. Certified by the IRS as a 501(c)(3), or part of a 501(c)(3) organization in good standing with the IRS or of comparable status in the public or private sector.
3. The food bank has a volunteer Board of Directors accountable for the operations of the food bank that meets at a minimum of four times annually.
4. Audited annually by an outside Certified Public Accountant.
5. Financially stable, meaning supported financially and with volunteer assistance by the community.
6. The food bank shall be insured, including but not limited to, general liability and workers compensation.
7. The food bank shall have 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. The food bank shall have staff of paid and/or volunteer workers.
9. The food bank shall meet or exceed local health and safety standards.
10. Self-defined geographic/zip code area of service and fund development with mutual agreement by all Association of Arizona Food Banks members.
11. Operating as a food bank (receiving and distributing food) for minimum of six months before applying for membership.
12. Endorses the Association of Arizona Food Banks mission and is willing to commit to mutual cooperation among the members of the Association of Arizona Food Banks.
13. Endorses the Association of Arizona Food Banks Membership 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. The food bank is willing to permit and participate in an annual site visit by an Association of Arizona Food Banks representative(s).

Excellence through Collaboration

Community Food Bank of Southern Arizona | Desert Mission Food Bank
St. Mary's Food Bank Alliance | United Food Bank | Yuma Community Food Bank



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17. The Association of Arizona Food Banks 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 annual documentation:

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

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