



MEMORANDUM OF UNDERSTANDING BETWEEN AND RECIPIENT AGENCIES

Cooperation & Services Relating To The Delivery Of Unused And Recovered Food Delivery

We Don't Waste, hereinafter referred to as (WDW) and each Recipient Agency, hereinafter referred to as "Recipient" enter into the following Memorandum of Understanding setting forth the obligations of each party to provide food to individuals who are being served by Recipient. Under the terms of this agreement, the following will take place:

- I. WDW will endeavor to deliver food products and other recovered items to the organization referred to as "Recipient."
- II. The delivery of product to the recipient is on a random basis contingent upon the volume, type and quantity of product recovered by WDW.
- III. WDW will supply recipient a computerized report monthly showing the amount of product, dollar value, type and delivery date of all products delivered.
- IV. WDW will display on WDW's website, if provided in appropriate format, the logo with a link back of the recipient agency.
- V. WDW will to the best of its ability list the name of the recipient in such information as WDW elects to distribute, including but not limited to grant submissions, annual reports, and other public relations releases and opportunities.
- VI. Work cooperatively with recipient to reduce hunger and increase food security in the vulnerable populations.

Recipient shall:

- I. Accept and properly store and/or serve all product delivered by WDW consistent with regularly accepted food service requirements
- II. Maintain and advise WDW of a "good" contact phone number and email address.
- III. Communicate to WDW any issues concerning the delivery of product upon inspection.
- IV. Place WDW's logo with a link back on Recipient's web site.
- V. Place a decal or other appropriate signage provided by WDW in a conspicuous place in the Recipient's facility as well as recognition in grant submissions, newsletters, annual report and appropriate public relations releases and opportunities.

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- VI. Provide monthly, unless otherwise agreed, on or before the 15th of each month, commencing January 15, 2017 and each month thereafter the following information to WDW:
 - a. Total number of unduplicated individuals served food by Recipient monthly
 - b. Total number of meals served by Recipient monthly
 - c. The cost savings to Recipient as a result of WDW's delivered food monthly
- VII. Update all required information as the same changes, but no later than on the second day of January of each year.

Should Recipient fail to comply with the provisions of the Memorandum of Understanding, WDW at its sole discretion may terminate the delivery of product to Recipient.

The Parties to this Memorandum of Understanding approve the terms and conditions and set forth herein and agree to be bound by the terms and conditions on behalf of their respective organization.

Date: _____

Executive Director
We Don't Waste

Executive Director/Program Manager
Recipient Agency: _____

Please provide WDW with logo in high res jpg or high res eps file for use on our website or other promotional materials