

## Packaging Center Hunger Fight Agreement

Meals from the Heartland (“MFTH”) is pleased to provide this Letter of Agreement (“Agreement”), by and between MFTH and **Name Here** (“Hosting Party”), (collectively the “Parties”), which will serve as the Parties’ agreement to work together packaging meals at the Patty Cownie Center, 357 Lincoln Street, West Des Moines, Iowa 50265.

### 1.0 Hosting Party

Name:

Address:

Contact:

Contact Phone:

Contact Email:

### 2.0 Hunger Fight Details

Hunger Fight Date:

Estimated Total Meals:

Meal Type:

\*Individual Meal Price:

Estimated Total Meals Cost for Event: \$

Youth Assistance Discount: \$  “X” if qualifies for youth assistance:

Grand Total for Hunger Fight: \$

Estimated Number of Volunteers:

\*Please note the Individual Meal Price is subject to change for events scheduled greater than 1 year in advance.

### 3.0 Provisions

#### MFTH will provide:

1. Staff to partner with Hosting Party in planning and facilitating the hunger fight.
2. All necessary raw materials, packaging supplies, and equipment for packaging meals.

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3. Production monitoring to ensure Estimated Total Meals and any agreed upon increases are packaged.

**Hosting Party will provide:**

1. Funding for the Grand Total for Hunger Fight as outlined in Section 2.0.
2. Recruitment and registration for packaging and support volunteers. MFTH has online registration tools available for use by the Hosting Party.
3. Proper adult/youth ratio for youth events (see our website for guidelines).
4. A list of names of all volunteers who package meals during the hunger fight. MFTH can provide a sign-in sheet as necessary. Schools have the option of keeping the list at their location (for a two-year period following the hunger fight) for privacy purposes.

#### **4.0 Meal Price, Payments, Increases and Decreases**

The Hosting Party is responsible for payment of all meals packaged during the hunger fight, as agreed upon in section 2.0 and any extra meals packed per Section 4.0 B.

A. Payment Address:

All donations raised for the hunger fight should be made payable to **Meals from the Heartland** and mailed to:

Meals from the Heartland  
357 Lincoln St  
West Des Moines, IA 50265

B. Meal Increases, Decreases, and Payments

Hosting Party may increase or decrease the Estimated Total Meals up to 7 days prior to the hunger fight event date, provided the decrease does not go below the agreed upon minimum. Increases or decreases should be submitted by email to the applicable MFTH contact person. Hosting Party is responsible for payment of requested increase to the Estimated Total Meals.

C. Payment for Extra Meals and Excess Donations

Meals above the final, agreed upon Estimated Total Meals are often packed at a Hunger Fight. The Hosting Party agrees to cover the cost of these meals. Hosting Party further agrees to allow MFTH to use any other excess donations towards MFTH's meal packaging and feeding program.

#### **5.0 Cooperation**

A. Meal Distribution

The Hosting Party recognizes all packaged meals are the property of MFTH. MFTH maintains the right to choose and distribute meals to select distribution partners.

In the event the Hosting Party would like to receive meals, the Hosting Party agrees to submit a completed Food Aid Application (to be provided as needed) for review and consideration.

B. Branding, Marketing, Publicity, and Promotions

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To increase awareness of MFTH's mission, photographs/video might be taken during the event and used for promotional purposes on our website, social media pages, and promotional materials unless arrangements are made otherwise between the Parties.

### C. Liability Insurance

Both MFTH and the Hosting Party will provide appropriate liability insurance for the hunger fight event.

**If you are in agreement with the terms as set forth above, please execute and return a signed copy of the Agreement to MFTH at least 7 days prior to the hunger fight date.** We look forward to working with you on this exciting and impactful event.

## Effective Date and Signature

Please sign and return to:

**Meals from the Heartland**  
**357 Lincoln St**  
**West Des Moines, IA 50265**

Name: **HFM NAME**      Date:

Title:    Hunger Fight Manager

### Hosting Organization

Name:

Title:

Organization:

Signature:

Date:

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