



New Partner Charity Onboarding Schedule

Q1 (July, Aug, Sep)	Q2 (Oct, Nov, Dec)	Q3 (Jan, Feb, Mar)	Q4 (April, May, June)
<ul style="list-style-type: none"> • Applications accepted June 1- August 31 • Applications reviewed first week of September • Site visits scheduled weeks 2-4 in September • Applications approved first week of October • Orientation and trainings scheduled for week 2 and 3 October 	<ul style="list-style-type: none"> • Applications accepted September 1-November 30 • Applications reviewed first week of December • Site visits scheduled weeks 2-4 in December • Applications approved first week of January • Orientation and trainings scheduled for week 2 and 3 January 	<ul style="list-style-type: none"> • Applications accepted December 1-February 28 • Applications reviewed first week of March • Site visits scheduled weeks 2-4 in March • Applications approved first week of April • Orientation and trainings scheduled for week 2 and 3 April 	<ul style="list-style-type: none"> • Applications accepted March 1- May 31 • Applications reviewed first week of June • Site visits scheduled weeks 2-4 in June • Applications approved first week of July • Orientation and training scheduled for week 2 and 3 in July

Partner Charities are encouraged to consider the following community needs when applying for membership with Second Harvest:

- Reaching a rural or underserved area or population;
- Serving more than once a month;
- Serving on weekends or in the evening;
- Serving 50 or more households or meals on the day(s) of service;
- Offering additional services to meet the needs of the community.

Questions? Contact Cathy Sheetz, Program & Member Services Assistant at csheetz@secondharvestfoodbank.org or (440) 960-2316

To be considered for membership submit:

- Proof of existence of food program for a minimum of six (6) months
- Current list of board members or trustees
- Copy of your Letter of Determination or Affirmation Letter from the IRS or equivalent fourteen (14) articles for churches.
- Completed Partner Charity Application
- Signed Letter of Agreement (included in application)
- Signed TEFAP, OFP & ACP Letter of Agreement (included in application)

Mail complete application packets to:

Second Harvest Food Bank of North Central Ohio
 Attn: Program and Member Services
 5510 Baumhart Rd.
 Lorain, OH 44053