# New Partner Charity Onboarding Schedule

<table>
<thead>
<tr>
<th>Q1</th>
<th>Q2</th>
<th>Q3</th>
<th>Q4</th>
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</thead>
<tbody>
<tr>
<td>(July, Aug, Sep)</td>
<td>(Oct, Nov, Dec)</td>
<td>(Jan, Feb, Mar)</td>
<td>(April, May, June)</td>
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<tr>
<td>Applications accepted June 1-August 31</td>
<td>Applications accepted September 1-November 30</td>
<td>Applications accepted December 1-February 28</td>
<td>Applications accepted March 1-May 31</td>
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<tr>
<td>Applications reviewed first week of September</td>
<td>Applications reviewed first week of December</td>
<td>Applications reviewed first week of March</td>
<td>Applications reviewed first week of June</td>
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<tr>
<td>Site visits scheduled weeks 2-4 in September</td>
<td>Site visits scheduled weeks 2-4 in December</td>
<td>Site visits scheduled weeks 2-4 in March</td>
<td>Site visits scheduled weeks 2-4 in June</td>
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<tr>
<td>Applications approved first week of October</td>
<td>Applications approved first week of January</td>
<td>Applications approved first week of April</td>
<td>Applications approved first week of July</td>
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<tr>
<td>Orientation and trainings scheduled for week 2 and 3 October</td>
<td>Orientation and trainings scheduled for week 2 and 3 January</td>
<td>Orientation and trainings scheduled for week 2 and 3 April</td>
<td>Orientation and training scheduled for week 2 and 3 in July</td>
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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