



Agency Best Practices Program

February 2018

Dear Member Agency:

Every year, the Food Bank's Agency Services team notices some very impressive practices and procedures at our member agencies – practices that go above and beyond what we require of our members.

We work very closely with the Agency Advisory Committee (AAC) to determine ways to encourage our members to continue strive to do the best they can and push towards even better programming and service to the communities in which they serve. With input from the AAC, we developed the **Best Practices Program** in 2014, and are happy to be able to continue to offer the program this year.

How to participate:

The program is based on the honor system. We are asking agencies to fill out the attached **Best Practices Form**. This will give you an opportunity to speak with your volunteers and staff to determine together which areas you are going above and beyond in...and which ones you may want to put on your bucket list to tackle. We know a lot about our members, but we are leaving it up to you to tell us more about the work you are doing through this form. All forms must be received **no later than Friday, March 30th**.

Recognition:

Agencies that are best practice qualified in any area will be recognized at the Annual Agency Conference this spring. Additionally, the Agency Services team will review the Best Practices Forms carefully and choose the top three "Best of the Best." These agencies will win a \$1,000 cash grant to be used to support their food distribution program. Please note:

All cash grant funds must be spent by June 30, 2018. Cash grant recipients will be required to submit a brief final report detailing how the grant was spent. This final report must include copies of the receipts and/or invoices for all purchases and be submitted to the Food Bank no later than June 30, 2018.

Feel free to contact me with any questions about this program at 230-1704 or hiobrien@rifoodbank.org. We look forward to hearing more about all of the wonderful things your program is doing!

Hope Indeglia O'Brien
Agency Services Manager