

# Alberta Food Bank Network Association

*Together We Are Stronger*



## ALBERTA SHARE – DIVISION OF RESPONSIBILITIES

AN INITIATIVE OF THE ALBERTA FOOD BANK NETWORK ASSOCIATION

As *Alberta Share* is a large program involving many participants, the responsibilities of all involved are laid out below so as to avoid confusion.

### Responsibilities of the Alberta Food Bank Association (AFBNA):

- Supply and deliver promotional material to food banks;
- Act as a central point of contact for retail sponsors and food banks;
- Promote *Alberta Share* on a provincial level to donors & retailers.

### Responsibilities of Individual Food Banks:

- If desired, local food banks can approach independent retailers who want to participate in *Alberta Share*;
- Replenish and maintain *Alberta Share* materials at the store level;
- Take orders for additional *Alberta Share* material from retailers and place order with the AFBNA;
- Report store donation amounts annually to the AFBNA (year-end being Dec. 31);
- Purchase items needed for the food bank from the participating store using the store's accumulated donations with *Alberta Share* or share with the AFBNA how these funds were used;
- Show appreciation to local retailers for their support and participation in *Alberta Share*;
- Help coordinate revitalization launches to inform the public of the program and to ensure exposure;
- Pay a yearly membership fee or participation fee to the AFBNA for access to the *Alberta Share* program;
- Continue to uphold the criteria for participation in the program (CAFB Code of Ethics, AFBNA Food Safety Guidelines, etc. as per *Alberta Share* Policy).

### Responsibilities of Retailers:

- Assign one staff member (i.e. Assistant Manager) to liaise with the identified member of the local food bank regarding questions, comments and ordering of additional materials.
- Provide local food banks with donation figures a minimum of twice a year.

### For More Information:

Please contact the AFBNA office toll free at 1-866-251-2326 if you have any questions or concerns.

## Alberta Food Bank Network Association

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