



HEALTHIER FAMILIES ♦ STRONGER COMMUNITY

## Steps to Become a SHARE Host Site

### **Step 1: Information Packet**

Request a SHARE Host Information Packet by calling your region's Community Developer at 301-864-3115 or 1-800-217-4273

### **Step 2: Presentation**

Set up a New Host Presentation at your organization. Organizational leadership, potential SHARE team members and other interested persons should attend.

### **Step 3: Letter of Intent**

After the presentation, submit a Letter of Intent explaining why your organization wants to partner with SHARE. This letter should confirm your commitment to SHARE's vision and willingness to fulfill your obligation to SHARE.

### **Step 4: Training Requirement**

Members of your SHARE team are asked to do the following:

- Observe a SHARE Host Site on food distribution day (optional)
- Attend a SHARE New Host Site Training Session
- Complete SHARE Host Agreement Form

### **Step 5: 90 Day Probationary Period**

Once your group has completed training and submitted a Host Site Agreement, it must undergo a ninety day probationary period. By the end of this period, your site must order at least 25 Value Packages monthly. Your Community Developer will meet with your site to determine if it can continue as a Host Site or needs to partner with another site until it is able to order 25 Value Packages consistently each month.

### **Step 6: Ready to go**

Once your group satisfactorily completes the probationary period, it will officially be a SHARE Host Site. Your group will receive your SHARE Host Site sign, which identifies your group to the community as a SHARE site.

**Welcome Aboard!!!**