



## Memorandum of Understanding between Hilltop Food Pantry and Porter County Health Department

This Memorandum of Understanding (MOU) has been entered into by and between Hilltop Food Pantry and the Porter County Health Department. It is intended to memorialize and document certain mutual understandings and agreements reached, intended to facilitate joint collaboration in advancing the jointly held mission of promoting and protecting the health and wellbeing of the citizens of Porter County. To that end, the Porter County Health Department and Hilltop Food Pantry have agreed as follows:

1. The Porter County Health Department agrees to place orders for diapers, wipes and sanitary napkins through the Foodbank of Northwest Indiana that will be provided through Hilltop Food Pantry's normal distribution process.
2. The Porter County Health Department's order from the Foodbank will also be included with Hilltop Food Pantry's distribution. Health Department staff will pick up the health department supply order within two business days of being advised that items have been delivered.
3. Hilltop Food Pantry agrees to provide a confirmation of the items received along with a report of the number of items distributed monthly to the Porter County Health Department.
4. Hilltop Food Pantry will notify the Porter County Health Department when they need additional items so they can be ordered.
5. The term of this MOU shall be for a period of one year from the Effective Date upon written mutual agreement of both Parties. Either party may terminate the provisions of the MOU, with or without cause, upon thirty day written notice to the other party.

This MOU have been adopted by these Parties and acknowledged by the signatures contained hereon.

Hilltop Food Pantry

Porter County Health Department

By: \_\_\_\_\_

By: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_