**BECOME A MOBILE GROCERY STORE STOP**

Thank you for your interest in becoming a stop for Virtua’s Mobile Grocery Store. The Mobile Grocery Store is a grocery store on a bus that offers healthy, affordable foods for all. It fills the gap between food shelves and full-operating grocery stores by stopping in locations where food access is the most challenging. Please review the following steps needed to become a stop. If you have any questions, contact Melanie Ernest, Director of Community Based Programs, Community Health Engagement at MErnest@virtua.org.

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| **1 |** | **MEET SITE REQUIREMENTS**Interested potential partners must submit documentation, metrics, and examples which will serve as proof for consideration using the following criteria (this list is not exhaustive):* Located in a neighborhood with demonstration of need (i.e., senior housing complex, limited transportation options, lack of affordable food options within a 1-mile radius in urban environments and 10-mile radius in rural environments, significant portion of residential population relies upon social welfare programs including but not limited to SNAP benefits).
* There are 80 or more units in the building or immediately surrounding neighborhood providing at least 50 customers.
* Parking space large enough to accommodate a 40-foot vehicle consistently.
* Bathroom access for staff and volunteers to use during Mobile Grocery Store operation hours at site.
* Support in marketing and promoting the Mobile Grocery Store to residents and the surrounding community.
* General liability coverage with minimums of $1,000,000 per occurrence and $1,000,000 general aggregate limit.
* Location meets licensing requirements for the applicable municipality (i.e., at least 100 feet from a grocery story).
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| **2 |** | **SITE VISIT**The site visit allows the site partner and Mobile Grocery Store team to learn more about each other. During the site visit, a member of the Community Health Engagement Department at Virtua will go over expectations and the site requirement checklist with all involved parties. The driver (when available) will assess the best location for the bus to park/operate. |
| **3 |** | **COMMUNITY LISTENING SESSION**The community listening session helps us gauge the level of interest directly from the residents. We inform residents what they can expect from the Mobile Grocery Store (i.e., foods we carry, payment, experience) and learn what they hope to see. We also explore dates and times that would work for the Mobile Grocery Store to stop at this location if there are open options in the schedule. Virtua may provide light snacks and refreshments for the community listening session, depending upon any restrictions outlined by potential partner and/or public health emergency status.  |
| **4 |** | **SELECT A DATE AND TIME**Don’t be discouraged if we don’t currently have any available slots. We review our stops on a quarterly basis and may have openings with limited notice. Once steps 1-3 have been completed, we will add you to our roster of potential new sites if you meet the requirements. Once a day of the week, time, and start date is selected, we will generate a site agreement for all relevant parties to sign.  |
| **5 |** | **INFORM RESIDENTS**Congratulations! We can begin promoting the Mobile Grocery Store stop with residents and the surrounding community a few weeks before the stop begins. |