

UNITED WAY GIFTS IN KIND

MEMBERSHIP APPLICATION AND AGREEMENT

(New and Renewal)

United Way Gifts In Kind is committed to providing a variety of resources to our nonprofit community. The benefits of being a member of United Way Gifts In Kind are listed below.

As a member, you have complete access to:

- The United Way Resource Center, a 2,500 square-foot space which stores new and gently used in-kind goods for distribution to nonprofit organizations in Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, and Williamson counties. United Way incurs the initial administrative costs to receive donations for the United Way Resource Center, allowing us to provide donations at no cost to you.
- Free “pass through” items where you will be referred directly to the contributor
- Managed “Wish List” for you to post needed items for direct referrals; the Wish List will be promoted to the corporate and business community
- The Retail Donation Partner Program (through Gifts In Kind International) where you can be matched with a local business for available goods
- Inclusion in Gifts In Kind special events, such as seasonal donation drives
- Gifts In Kind collaborative programs with Dell, IBM, Target, and 3M

If you are interested in becoming a member of United Way Gifts In Kind, please complete the attached forms in their entirety. Include a copy of your 501c3 nonprofit exemption information and submit the information to our staff. On behalf of United Way Gifts In Kind, thank you for your interest in our program.

For membership consideration, return this application with a copy of your tax exempt verification from the IRS to:

United Way Capital Area
Attn: Iris Graebner/United Way Gifts In Kind
2000 E. MLK Jr. Blvd.
Austin, TX 78702

Or fax to (512) 482-8309
Attn: Iris Graebner/United Way Gifts In Kind

We request that you keep a copy for your records. You can contact Iris Graebner by phone at (512) 225-0367. This application can also be found on our website at www.handsoncentraltexas.org.

Please note: United Way Gifts In Kind membership does NOT equate to United Way Capital Area partner status, which entails a separate application and qualification process.



United Way Capital Area

UNITED WAY GIFTS IN KIND

I. GENERAL AGENCY INFORMATION

To qualify for membership, organization must be a not-for-profit entity as determined by the IRS and serve at least one of the ten counties listed below.

Organization Name _____

Chief Professional Officer _____ Title _____

Primary Contact _____ Title _____

Phone Number _____ E-mail Address _____

Fax Number _____ Website _____

Physical Address:

Address _____ City _____ State **Tx** Zip _____

Mailing Address:

Address _____ City _____ State _____ Zip _____

Number of people served annually: Less than 100 100 – 300 Over 300

Are you a new member: Yes No

We currently have 501c3 status: Yes No

Are you a current United Way Capital Area Partner Agency: Yes No

Counties Served: Blanco Burnet Bastrop Caldwell Fayette Hays Lee
 Llano Travis Williamson



United Way Capital Area

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II. MISSION AND SERVICE INFORMATION

Please provide your agency's mission statement: _____

Service Areas: Please check all that apply.

- | | | |
|--|--|--|
| <input type="checkbox"/> After school/summer programs | <input type="checkbox"/> Juvenile Services | <input type="checkbox"/> Youth/Children |
| <input type="checkbox"/> Counseling | <input type="checkbox"/> Disaster Relief | <input type="checkbox"/> Healthcare/Medical |
| <input type="checkbox"/> Education/Literacy | <input type="checkbox"/> Domestic Violence | <input type="checkbox"/> Employment/Training |
| <input type="checkbox"/> Basic Needs/Crisis Assistance | <input type="checkbox"/> Elder services | <input type="checkbox"/> AIDS/HIV |
| <input type="checkbox"/> Family/Foster services | <input type="checkbox"/> Housing | <input type="checkbox"/> Mentoring/Tutoring |
| <input type="checkbox"/> Disabilities (all) | <input type="checkbox"/> Transportation | <input type="checkbox"/> Other: _____ |
| | <input type="checkbox"/> Sports | _____ |

What space do you occupy? Please check all that apply.

- | | |
|---|--|
| <input type="checkbox"/> Free standing building/sole tenant | <input type="checkbox"/> Share space with other nonprofit(s) |
| <input type="checkbox"/> Place of worship | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> School | _____ |

Following is the Membership Agreement required for organizations to complete. Please read and initial each point, then sign and date this agreement. Agreement must be signed and initialed in the designated areas by an officer of the nonprofit organization. United Way Gifts In Kind recommends that all organization representatives review the Agreement and become familiar with its stipulations in order to help ensure agency-wide compliance. United Way Gifts In Kind reserves the right to perform site visits to ensure compliance with this Membership Agreement.

By signing this document, you are obligating your organization & all representatives to abide by details specified in the Membership Agreement. Failure to comply:

- 1) will result in termination of organization membership**
- 2) may jeopardize 501c3 status and any funding by United Way**
- 3) may result in reporting to IRS and state and federal organizations for prosecution, if appropriate.**



United Way Capital Area

UNITED WAY GIFTS IN KIND

MEMBERSHIP AGREEMENT (Please initial in *all* spaces provided, sign and date)

- ___ Donations received through United Way Gifts In Kind are not for resale.
- ___ The use of goods must be used for the sole purpose of benefiting the organization's programs and/or clients.
- ___ United Way Gifts In Kind does not transport goods to member organizations.
- ___ Donations received may never be used in fundraisers, auctions, raffles, or as staff incentives.
- ___ Agencies must provide a copy of IRS determination letter showing 501c3 status.
- ___ Donations received from United Way Gifts In Kind must be used/distributed ONLY within the 10 counties served by United Way Capital Area. Those counties are: Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, and Williamson. Member organizations must have an established presence in at least one of these counties.
- ___ Members of United Way Gifts In Kind may not receive donations and then transfer those donations to another nonprofit organization. Each nonprofit organization wishing to receive donations must register independently with United Way Gifts In Kind.
- ___ Members must not be political in nature or partisan in politics.
- ___ Members must not discriminate in the provision of services through any program on the basis of race, creed, religion, color, gender, sexual orientation, disability, marital status, veteran status, national origin, age, or any other characteristic protected by law.
- ___ Members must not require religious affiliation or require participation in faith-based activities to receive services.
- ___ Member organizations may not operate out of a private residence or any building on private residential property.
- ___ Member organizations **must attend a mandatory training and orientation prior to receiving goods. No organization representatives will be admitted to the United Way Resource Center until they have attended the training.**
- ___ Site visits may be conducted by United Way Gifts In Kind staff and volunteers to learn more about the community services provided, assess member's needs, and to ensure that member organizations are adhering to program policies regarding donation management and distribution.
- ___ If an organization ceases to be a member voluntarily, by loss of not-for-profit status, or by notification from United Way Gifts In Kind, the membership privileges end and the organization cannot be reinstated as a member for one full calendar year after cancelled membership. Fees associated with annual membership are non-refundable. After one year, the organization may request re-evaluation.
- ___ Member organizations will notify United Way Gifts In Kind in writing immediately if any organization representative previously authorized to accept donations becomes unauthorized due to leaving organization or for any other reason. United Way Gifts In Kind will not be responsible for any representative's unauthorized acceptance of donations unless/until United Way Gifts In Kind has been notified in writing of the change.
- ___ Members must provide adequate staffing and transportation to receive items from the United Way Resource Center, maintain adequate books and records of donations, abide by any quantity limits, pay all fees within 30 days of invoice and agree to accept all donations (as is).
- ___ Any member that does not abide by these guidelines is subject to immediate suspension of privileges pending investigation by United Way Gifts In Kind and/or Gifts In Kind International – as appropriate.

Organization Name (Please print)

Authorized Representative & Title (Please print)

Authorized Representative Signature

Date



United Way Capital Area

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IF YOUR APPLICATION IS APPROVED:

- Two organization representatives will be authorized to receive donations from United Way Gifts In Kind.
- Any representatives that will be accessing the United Way Resource Center will be required to attend an orientation prior to receipt of goods. No representative will be admitted to the United Way Resource Center to receive donations until that representative has attended the orientation.
- Please identify the representative(s) you are authorizing to accept donations and provide their e-mail addresses and phone numbers. Email will be the quickest form of communication for available goods.
- Representatives are required to present picture ID/card when entering the United Way Resource Center. If there is a change in your organization's authorized representatives, please notify United Way Gifts In Kind immediately.
- If approved, you will receive notification along with dates and times of scheduled orientations along with fee required for membership

Representative name:

Representative name:

Representative e-mail address:

Representative e-mail address:

Representative phone number:

Representative phone number:

Please submit your completed application and agreement (pages 2-5) along with a copy of your 501c3 documentation from the IRS to:

United Way Capital Area
Attn: Iris Graebner/United Way Gifts In Kind
2000 E. MLK Jr. Blvd.
Austin, TX 78702

Or fax to (512) 482-8309
Attn: Iris Graebner/United Way Gifts In Kind

If approved, you will receive notification along with amount due for membership. You will also be notified of upcoming orientation dates and times. Representative attendance is mandatory for those accessing United Way Gifts In Kind goods.

**THANK YOU FOR YOUR INTEREST IN
UNITED WAY GIFTS IN KIND!**



United Way Capital Area