

Membership

MISSION STATEMENT

ReSource is a non-profit, charitable organization committed to providing merchandise and support services to qualified non-profit members through collaborations with businesses, funders, and other non-profit entities.

HISTORY

ReSource serves as the region's only non-profit resource center. Founded in 1986 by Robert Castellini while on the board of The Greater Cincinnati Foundation, ReSource has helped over 1,800 non-profits like yours attain the inventory they need for operations and to assist their constituents. ReSource's efforts have saved non-profits over \$40 million while allowing regional and national companies to reduce their overhead of excess products.

Through partnerships with businesses, consulting firms and fellow non-profits, ReSource provides quality, affordable capacity-building programs through *Building Blocks for Non-profits*. ReSource is analogous to the Fine Arts Fund and United Way, but instead of providing non-profits with funding, we provide the physical tools you need to fulfill your mission. This is possible through generous support and expertise from local and national corporations. The entire region benefits with this innovative, environmentally friendly collaboration of public and non-profit sectors.

WHO IS ELIGIBLE TO APPLY TO JOIN RESOURCE?

Your organization is eligible to apply to join ReSource if you meet all of the following conditions:

- The IRS has provided your organization with a valid determination letter recognizing its 501(c)(3) status (or in the case of a church with a parent organization, the IRS has issued a group ruling recognizing the 501(c)(3) status of your parent organization); and
- Your organization operates out of a legitimate business address (not a private residence) that is listed online and is marked by appropriate signage.

DID YOU REMEMBER TO INCLUDE:

- A copy of your IRS determination letter verifying 501(c) 3 status
- A list of your agency's Board Members
- ReSource application completely filled out and signed by your Chief Executive Officer
- Good360 Donation Acceptance Agreement
- A signed state tax exemption form for your agency
- Proof of physical office: deed, lease agreement, Auditor's Property Summary
- A check for your membership dues

Note: all requested documents MUST have the current name and address of your organization.

MEMBERSHIP FEES

Memberships are for 12 months and require renewal. Membership fees are based on your agency's annual operating budget.

FEE SCHEDULE

Your Agency's Annual Operating Budget	\$0 – \$100,000	\$100,001 – \$500,000	\$500,001 – \$1 Million	\$1,000,001 – \$5 Million	Over \$5 Million
ReSource Membership Fee	\$35	\$60	\$75	\$105	\$135

RESOURCE INFORMATION AND GUIDELINES

- ReSource is open Monday through Friday from 8:30 am to 4:30 pm. Our last checkout is at 4:15 pm.
- An administrative fee of 10% to 20% of the fair market value is applied to all merchandise; this helps to defray our operating expenses.
- All merchandise acquired from ReSource must be used for your organization or its clients.
- You may not take any items for personal use, resale, barter, raffles, or as gifts for staff or volunteers.
- Members may not take items for other organizations
- ReSource provides monthly capacity-building seminars on a variety of topics for a fee. Members receive a discounted rate. Please visit our website for more information on these valuable training opportunities.
- Membership and handling fees must be paid for with a check or credit card with your organization's name. We do not accept cash, money orders, personal checks or personal credit cards.
- Merchandise must be picked up within seven business days of purchase. After that time we will credit your account with the invoice amount, minus a 25% restocking fee, and place the items back into our inventory.
- Delivery service is provided for a fee to your organization's business address. We will not deliver to private residences, storage facilities, or locations only accessible by stairs.
- ReSource reserves the right to refuse or terminate any membership at any time at its sole discretion. Except as provided below, if ReSource terminates a membership, the member will be reimbursed on a pro-rated basis for any membership fee already paid.
- Membership is subject to compliance with ReSource rules, including those listed above. A violation of any ReSource rules may result in termination of membership with no right to reimbursement of any membership fee paid.

☐ New Member

☐ Renewal

Date: _____



Membership Application

Organization's Name: _____

Organization's Previous Name (if applicable): _____

Street Address: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax Number: _____

Web Address: _____

Tax Exemption Number as Listed on 501 c 3: _____

Name of Executive Director (Chief Operating Officer): _____

Title: _____

Email Address for Executive Director (Chief Operating Officer): _____

How many locations does your agency have? _____ How many employees does your agency have? _____

Is your agency funded by United Way? (circle appropriate answer) Yes No

Your organization's mission statement: _____

Organizational Focus (Please check only one):

- ☐ Arts & Culture
- ☐ Community & Economic Development
- ☐ Education

- ☐ Environment
- ☐ Health
- ☐ Human Services

☐ Religion

Annual Operating Budget (mandatory):

- ☐ \$0 - \$100,000
- ☐ \$100,001 - \$500,000
- ☐ \$500,001 - \$1,000,000
- ☐ \$1,000,001 - \$5,000,000
- ☐ \$5,000,000+

Do you require Purchase Order Numbers? (Circle one) Yes No (If a P.O. is required, please apply for credit.)

Who in your organization should receive inventory updates and seminar communications?

Name: _____ Email: _____

How did you learn about ReSource?

☐ ReSource Email ☐ ReSource Website ☐ Co-worker ☐ Nonprofit Member ☐ Other: _____

Note: all requested information must be provided in order for your application to be processed

ReSource MEMBERSHIP AGREEMENT

Please carefully review our membership terms and share them with any representatives within your organization who will use your organization's ReSource membership. All representatives are responsible for following the membership agreement.

_____ agrees that:
(Organization's name here)

1. It will not use any ReSource merchandise including, but not limited to, equipment, goods and services acquired from ReSource for personal gain or any use other than for the benefit of the community it serves or to assist in the effectiveness of its operation.
2. It will not, directly or indirectly, permit items acquired from ReSource to be purchased for personal use, resale, barter, auction, raffle, or as gifts for staff or volunteers
3. It will not give or loan items taken from ReSource to individuals or entities not related to the operation of the non-profit organization.
4. Each and all of its members release ReSource from all liabilities or claims arising out of the use of resources acquired from ReSource and agree to defend, indemnify, and hold ReSource harmless for any such liabilities or claims.
5. It will respond to reasonable inquiries and provide reasonable access to its facilities where necessary for ReSource to evaluate the use and value of ReSource's products and services, eligibility for Resource's products or services, or compliance with this agreement.
6. Membership may be cancelled by ReSource at any time and for any reason subject to return of a pro-rated amount of any unused membership fee, except as provided below.
7. Violation of this agreement or any ReSource rules and regulations may result in immediate termination of membership with no right to reimbursement of a membership fee.

I, the Chief Executive Officer of _____ have read, understand and agree to comply with the requirements of ReSource. I certify that all information provided by the organization to Resource is true and correct to the best of my knowledge.

Printed Name: _____ Signature: _____

Title: _____ Date: _____

Demographic Information

ReSource requires demographic information from our members because our donors want to know more about you and the people you serve. By providing donors with this information, we increase our ability to provide you with more and better products and services. Please answer the following questions

For the first 5 questions, please enter a **number**, NOT a percentage.

1. How many individuals do you serve annually? _____
2. How many families do you serve annually? _____
3. How many women do you serve annually? _____
4. How many underprivileged children (0-13) do you serve annually? _____
5. How many ethnic minorities do you serve annually? _____
6. What genders do you serve? (Check only one): ☐ Both ☐ Male ☐ Female
7. What age groups do you serve (*Check all that apply*):
☐ Children aged 0-13 ☐ Children aged 14-17 ☐ Adults 18 – 65 ☐ Seniors 65+
8. What percentage of your clients fall into each of the following ethnicities (Total must equal 100%)

_____ %African American

_____ % Asian

_____ % Caucasian

_____ % Latino/Hispanic

_____ % Native American

_____ % Other

8. Target population (*Please select all that apply*):

☐ Cancer

☐ Disaster Victims

☐ Homeless

☐ Minority (ies)

☐ People with Disabilities

☐ Seniors

☐ Underprivileged

☐ Women

☐ Working Mothers

☐ Other (Please specify



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Sales and Use Tax Blanket Exemption Certificate

The purchaser hereby claims exception or exemption on all purchases of tangible personal property and selected services made under this certificate from:

(vendor's name)

and certifies that the claim is based upon the purchaser's proposed use of the items or services, the activity of the purchase, or both, as shown hereon:

Purchaser must state a valid reason for claiming exception or exemption.

Purchaser's name

Street address

City, state, ZIP code

Signature

Title

Date signed

Vendor's license number, if any

Vendors of motor vehicles, titled watercraft and titled outboard motors may use this certificate to purchase these items under the "resale" exception. Otherwise, purchaser must comply with either rule 5703-9-10 or 5703-9-25 of the Administrative Code.

This certificate cannot be used by construction contractors to purchase material for incorporation into real property under an exempt construction contract. Construction contractors must comply with rule 5703-9-14 of the Administrative Code.

GOOD360'S DONATION ACCEPTANCE AGREEMENT

_____ understands and agrees that this is a contract for the receipt, and use, by

_____ (the organization that you represent) of certain items that were donated to Good360 by certain corporations and/or other donors ("Donated Goods").

You agree and affirm that your organization is a registered member of Good360 and that, as a result of your registration, you are eligible to receive certain Donated Goods from Good360. You further agree to the terms and conditions expressed below. Your organization may be suspended or terminated from Good360 for violating these terms and conditions.

Where written, "You" refers to, and is binding upon, the organization as a whole.

Membership

- _____ (the organization) is a (a) tax-exempt organization as described in Section 501(c)(3) of the Federal Internal Revenue Code; (b) a tax-exempt school or library; or (c) a federally recognized U.S. Indian tribe or its political subdivision or reservation; and (d) not a private, non-operating foundation.

Using Donated Goods

- You agree to use the Donated Goods solely to further a purpose or service related to the core purpose and/or programs supporting your tax exempt designation and, wherever and to the greatest extent possible, to support your work to care for the ill, needy or youth. You further agree that the Donated Goods will not be used to further or with the intent to commit a terrorist act(s).
- You agree and understand that the Donated Goods may **not be transferred, sold, given or assigned to any other nonprofit organization**, or other entity and that the Donated Goods must be **RECEIVED, STORED, and DISTRIBUTED** by your organization **AT A BUSINESS LOCATION—not a personal residence**.
- You understand and agree **that you will NOT SELL**, trade, barter or otherwise transfer the Donated Goods in exchange for money, property or services. Donations **CANNOT BE USED FOR FUNDRAISERS, RAFFLES or AUCTIONS; or SOLD IN THRIFT STORES, RESTORES, RETAIL STORES, on WEBSITES, in FLEA MARKETS**, or in any other manner. You further understand and agree that the Donated Goods **may not be used** in conjunction with any **fundraising activities** and that you will not accept voluntary, recommended or required cash "donations" in direct or indirect exchange for the Donated Goods. You also agree and understand that Donated Goods **MAY NOT BE GIVEN TO OR TAKEN BY YOUR VOLUNTEERS, OFFICERS, DIRECTORS, or EMPLOYEES**, for personal use and that the Donated Goods will not be returned to the donor or returned to the donor's retail store.
- You agree and understand that, **unless expressly stated otherwise and with authorization of Good360**, Donated Goods **may not be shipped or distributed internationally**, and may only be distributed within the United States of America.

Receiving & Storing Donated Goods

- You understand and agree that any Donated Goods you may receive from Good360 will be received by you in **"as-is" condition** and that Good360 **makes no warranty, covenant or representation**, expressed or implied, regarding the Donated Goods, including without limitation, their design or condition or fitness for any particular purpose. Good360 shall not be liable for any direct or consequential damages or losses suffered or incurred by you or a third party as a result of the use or consumption of the Donated Goods.
- You understand and agree that you are responsible for the correct storage, disposal and use of the Donated Goods in accordance with the applicable manufacturers' instructions and guidelines. You **waive any and all claims against and release Good360 from all liability** associated with the use of the Donated Goods.

Distribution Records

- You agree to maintain adequate books and records of any Donated Goods you may obtain from Good360 as required by applicable tax regulations, and to make such records available upon

request to Good360 and/or the Internal Revenue Service. Records should include, but are not limited to, accurate records of any individual recipients of Donated Goods and **EXACT NAMES AND QUANTITIES OF DONATED GOODS RECEIVED BY THOSE INDIVIDUAL RECIPIENTS.**

EXCEPTION FOR DISASTERS: Excepted from the Good360 Records requirement are organizations working in disaster relief. If you are registered through Good360 for, and working in, a disaster zone, you are encouraged (but not required) to maintain accurate records of individual recipients.

- You further agree to provide adequate substantiation and records of your distribution of the Donated Goods to the Internal Revenue Service and/or Good360 promptly upon request.

Non-Discrimination Policy

- You agree to adhere to a nondiscrimination policy in accordance with applicable state and federal law.

Indemnification

- You agree to indemnify and hold harmless Good360, its donors, its affiliates, and each of its respective officers, directors, employees, agents, counsels, successors, and assigns from and against any loss, cost, damage, expense, or liabilities (including reasonable attorneys' fees) incurred in connection with any and all claims, including third party claims, that result from or relate to Good360's negligence or willful misconduct, or the manufacturing of the products donated by Good360 hereunder.

Reserved Rights of Good360

- You understand and agree that Good360 reserves the right at any time, in its good faith discretion, to rescind or modify this agreement, forbid you from receiving further donations from Good360 or from making further disposition of any remaining Donated Goods; require you to return immediately any Donated Goods remaining in your possession or control; and/or take any additional action Good360 determines appropriate.

Media/Communications

- You agree to **MAKE NO MENTION OF GOOD360, ITS DONATION PROGRAMS, OR ITS DONORS WITHOUT THE EXPRESS CONSENT OF ALL PARTIES.** Participating organizations are welcome and encouraged to publicize the positive impact of the donations they receive through Good360. However, as a courtesy and for legal reasons, we request that you coordinate all press statements that mention Good360, its donation programs or its donors, through our press office (press@good360.org), which will respond within 48 business hours to any and all inquiries. *Press statements include, but are not limited to:* Press releases, Media advisories, Interviews, Blogs, Webcasts, Newsletters and other materials.
- **You agree that unless you have a pre-existing relationship with a particular Good360 donor, you will refrain from the solicitation of products from Good360's donors without Good360's prior, written authorization.**

Should any dispute arise regarding this agreement, you agree to take all reasonable measures to resolve the dispute. However, if the dispute cannot be resolved, you also agree and understand that this Agreement may be enforced by legal action, including but not limited to injunctive or other equitable relief. This Agreement will be construed according to the laws of the Commonwealth of Virginia. In the event that a court holds you in breach of this Agreement, you agree to reimburse Good360 for its reasonable legal fees and costs incurred as a result of your breach of this Agreement.

Organization

Signature of Authorized Personnel

Print Name & Title

Date

4/29/2015