

Want to increase the benefits and services your organization can provide to nonprofits in your community?

Join Gifts In Kind International as a Community Redistribution Partner!

Community Redistribution Partners provide important resources to local nonprofits such as:

- Cutting-edge software and vitally needed office products
- Children's items such as toys, paints and crayons
- Educational materials to teach and inspire
- Building materials and domestic goods to revitalize homes and neighborhoods
- Personal care products and clothing for those in desperate circumstances
- And much more of the basic goods to help the needy worldwide!

Why become a Community Redistribution Partner?

- The right to redistribute products from Gifts In Kind to local nonprofits in your service area that are registered as GIKI members in the CRP's network
- The ability to grant free Gifts In Kind membership to all of the qualified nonprofit members in their network (they must meet the same criteria as all other Gifts In Kind members)
- The opportunity to send Gifts In Kind co-branded materials and special offers to your local nonprofit network
- Receive opportunity to partner with a higher number of available local stores through the Retail Donation Partner program than regular members
- Special discounts and offers provided only to CRP nonprofit network members. For example, additional 10% off of S&H for some items from the warehouse or at specific times, first notification of some donations, first access to some major programs and partnerships
- Monthly statement outlining the products requests by your nonprofit network
- Opportunity to use the GIKI logo and name in accordance with Gifts In Kind's licensing requirements
- Ability to set reasonable administrative fees for products provided to your members that are based on actual expense of redistribution

Donated products of all kinds can be shipped to your organization for only a nominal service fee. Your organization can provide an amazing benefit, redistribute needed products, and help nonprofits stretch their dollars by becoming a Gifts In Kind Community Redistribution Partner. Once registered, your organization will be a part of one of the largest gifts-in-kind programs in the country and receive all the benefits of membership.

Complete the attached CRP registration form to join today!



Community Redistribution Partner Registration Form

STEP 1: ORGANIZATIONAL INFORMATION

Organization's Name: _____

EIN #: _____

Business Address: _____

City: _____

State: _____ Zip Code: _____

Phone: _____ Fax: _____

Website: _____

Contact's Name: _____

Contact's Title: _____

Contact's E-mail*: _____

Chief Executive's Name: _____

Chief Executive's Title _____

Email* _____

Annual Operating Budget \$ _____

Number of Clients Served Per Month _____

Number of nonprofits you serve (50 mile radius) _____

Mission Statement (Limit 20 words. Attach separate sheet if necessary)

Please outline your organization's guidelines for approving agencies for your network (what are they required to do before they can participate in your program?) _____

Please list any pre-existing relationships your organization has with donor companies (cash or product donations exceeding \$1,000) _____

Please attach a list of all your registered agencies _____

What is your storage capacity at this time (in sq. ft.)? _____

What security measures do you have in place at the facility where product will be stored?

What type of transportation does your organization own (i.e. van, 10' truck, 53' trailer)? _____

How do you currently communicate with your network and in what frequency? _____

How many staff do you currently employ? _____ How many volunteers help your organization? _____

Do you currently work with a tax professional or auditor for financial reporting? _____

Does your organization have a non-discrimination policy such as: "No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity available on the basis of race, color, sex, religion, creed, political belief, age, national origin, linguistic and language difference, sexual orientation, socio-economic status, height, weight, marital or familial status, or disability."? _____



Organization's Service Areas (Check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Adult Education/Literacy | <input type="checkbox"/> Environment/Conservation |
| <input type="checkbox"/> Advocacy | <input type="checkbox"/> Family |
| <input type="checkbox"/> Arts/Cultural | <input type="checkbox"/> Financial/Legal Assistance |
| <input type="checkbox"/> Childcare/Youth | <input type="checkbox"/> Health Care/Mental Health Assistance |
| <input type="checkbox"/> Community Development | <input type="checkbox"/> Human Rights |
| <input type="checkbox"/> Disaster Services | <input type="checkbox"/> Hunger/Homelessness |
| <input type="checkbox"/> Drug Abuse/Prevention/Treatment | <input type="checkbox"/> International Assistance |
| <input type="checkbox"/> Disabled | <input type="checkbox"/> K-12 Education/Literacy |
| <input type="checkbox"/> Elderly | <input type="checkbox"/> Technology Access |
| <input type="checkbox"/> Employment | <input type="checkbox"/> Volunteer Coordination |

Does your organization operate a thrift store? Yes No

Products Needed (Check all that apply)

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Building Materials | <input type="checkbox"/> Children's Items | <input type="checkbox"/> Personal Care Products | <input type="checkbox"/> Clothing and Accessories |
| <input type="checkbox"/> Home Goods | <input type="checkbox"/> Computer Software | <input type="checkbox"/> Office Products | <input type="checkbox"/> Other _____ |

How did you hear about Gifts In Kind International? (Check all that apply)

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Company Web site | <input type="checkbox"/> Conference | <input type="checkbox"/> News Media | <input type="checkbox"/> Nonprofit Referral |
| <input type="checkbox"/> Company referral | <input type="checkbox"/> Internet research | <input type="checkbox"/> Nonprofit Web site | <input type="checkbox"/> Other _____ |



STEP 2: REGISTRATION FEES AND REQUIREMENTS

Review the registration requirements carefully. Your organization must submit all required documentation with a completed registration form. Your membership will be denied if this application is not completed or approved, or your organization does not meet minimum qualifications.

Registration Type	One Year Registration Fee	Required Documentation
Community Redistribution Partner	See Fee Schedule Below	<ul style="list-style-type: none"> • Completed Registration Application • 501(c)(3) Certification from Internal Revenue Service • Most Recent 990 Form or Audited Financial Statement • List of Board of Directors • 2 letters of reference (must be submitted and notarized by top representatives of two established organizations in the community who can vouch for the good work you do for the community) • General Program Materials (i.e. brochure of services) • Registration Fee Payment by Check, Credit Card, or Money Order

If your organization is a member of a recognized national religious denomination (e.g. Catholic Diocese), you must submit a current 501(c)(3) tax determination letter, a page of the directory confirming that your location operates under the archdiocese or church headquarters of a particular city, and an in-house operating budget (does not need to be audited).

STEP 3: PAYMENT INFORMATION

Gifts In Kind Community Redistribution Partner Fee (in US dollars—Canadian conversion, not required)

All new CRPs who were not previously an Affiliate of Gifts In Kind must pay a flat dues fee of \$6,000 annually

Annual Dues for "Grandfathered Affiliates Only" are as follows:

<i>Metro Size</i>	<i>Metropolitan Area</i>	<i>1-Year Registration Fee</i>
IC	\$25 Million +	\$6,000
IB	\$14 – 25 Million	\$4,800
IA	\$9 – 14 Million	\$3,500
II	\$4 – 9 Million	\$1,750
III	\$2 – 4 Million	\$1,250
IV	\$1 – 2 Million	\$900
V	\$.75 – 1 Million	\$550
VI	\$.50 - .75 Million	\$450
VII – XI	Less than \$.50 Million	\$175
State Organization	Not applicable	\$115

Please Complete This Section:

For Registration Fee Payment by Credit Card Only: Fax completed application to (877) 798-3192.

Charge Payment to My Credit Card: oMaster Card oVISA oAm. Express oDiscover/NOVUS

Registration Fee \$ _____ Amount to be charged \$ _____ Expiration Date _____ Billing Postal/Zip Code _____

Credit Card # _____

Total Fees \$ _____ Name on Credit Card _____ Authorized Signature _____

Check Amount \$ _____ Check # _____

Please return completed application, and payment via mail or fax (for credit card payments only) to:

Gifts In Kind International

P.O. Box 18002

Merrifield, VA 22118-0002

FAX: 877-798-3192 (credit card payments only)

Requirements of Gifts In Kind International Community Redistribution Partners

Gifts In Kind International and its registered nonprofit organizations take their responsibility to serve the needy very seriously. Organizations failing to adhere to the following guidelines will be removed from the Gifts In Kind® program and, if appropriate, legal action will be taken. It is critically important to note that by accepting products and services your organization agrees to abide by the following:

1. Donated goods will be used solely for the care of the ill, needy or youth (as those terms are defined in applicable US Treasury regulations).
2. The use of the goods will be related to the purpose of the organization that makes it tax exempt.
3. The goods will not be transferred (or attempted to be transferred) by the organization in exchange for money, property or other services. You agree a court entering equitable relief including, but not limited to, injunctive relief may enforce this restriction.
4. The organization agrees to maintain adequate books and records of these donations as required by applicable tax regulations and to make such records available upon request to Gifts In Kind International and/or the Internal Revenue Service. The organization agrees to provide complete substantiation of its distribution of all product donations to the Internal Revenue Service and/or Gifts In Kind International promptly upon request.
5. Organizations using donated products for purposes other than those intended will be removed immediately from the program, and legal action will be taken.
6. Unless you are a Gifts In Kind® Community Redistribution Partner operating a local Gifts In Kind® CRP program, transferring donations to another nonprofit organization or group is **not permitted without advance written permission** from Gifts In Kind International. If you receive a donation your organization is unable to use, you may request written permission from Gifts In Kind International to pass it on to another qualified nonprofit organization. You may recover the shipping and handling fee you incurred by charging the same fee to the recipient organization. Contact Gifts In Kind International customer service at +1 (703) 836-2121 for more information.

Security of Products

Donated products and services must be used by the receiving nonprofits to further their mission. They cannot be given to volunteers or staff, raffled, sold in any manner including for any fund raising event such as silent auctions, or bartered. Gifts In Kind International takes its responsibility very seriously and will prosecute any offenders to the fullest extent possible.

Geographic Scope of Services must be within your *local* community only (50 mile radius).

Items *cannot* be shipped outside of the U.S. without advanced written permission. Gifts In Kind International takes its responsibility very seriously and will prosecute any offenders to the fullest extent possible.

Distribution to Other Qualified Nonprofit Organizations

Local Gifts In Kind® Community Redistribution Partners (CRP) are licensed to use the name when they meet all Gifts In Kind International Standards of Operation. The role of a CRP is to outreach to other qualified nonprofits in the immediate community and provide access to products and service donations and discounts to them. **Only Gifts In Kind® Community Redistribution Partners are allowed to contribute products to other nonprofits.** If you plan to store the products you receive, you assume responsibility for their security. Your storage space should be solidly constructed, lockable, well lighted and climate controlled and not freely accessible by others. Ideally, the storage space should have a shelving system so that products can be stored off the floor. Be sure to have adequate protection from fire and the elements. In addition, an alarm system is highly recommended. Check your insurance policy to make certain you have adequate coverage to insure the security of the storage space.

Perform monthly inventory audits to account for all donated products. Inform all staff and donation recipients of **Gifts In Kind International's guidelines for appropriate use of products**. We suggest a **Code of Ethics** be developed and shared with all staff involved in the program to ensure they understand their responsibility to not sell, trade, or barter products.

All Community Redistribution Partners must sign and adhere to the Donation Acceptance Agreement.

Additional Requirements for Community Redistribution Partners:

- CRPs will be required to pay at least \$6,000 in Administrative fees to GIKI annually (warehouse and direct fees, not including RDP fees) in addition to annual CRP dues.
- CRPs must commit to redistributing product to local charities in their service area.
- CRPs will be required to register all of their nonprofits directly with GIKI (at no cost) through a co-branded online portal (coming soon) or special application form.
- CRPs will need to send to GIKI HQ signed copies of the GIKI security agreement from all nonprofits in their network that intend to receive product. (automated through online portal in future)
- CRPs will need to provide GIKI a quarterly report outlining what organizations the CRP redistributed products to and how the products were used in the community.
- CRPs will not be allowed to charge nonprofit agencies a membership fee solely related to accessing GIKI product (reasonable administrative and S&H fees for actual products received are allowed).
- CRPs must keep member nonprofits informed of product donations (they can have Gifts In Kind communicate with them via co-branded product updates).
- CRPs must follow and maintain Gifts In Kind International's operational standards.
- CRPs must qualify and vet nonprofits based on GIKI standards prior to granting access to GIKI products and membership to ensure eligibility guidelines are met. (GIKI online registration will automate this process)
- CRPs must collect and maintain a copy of each member nonprofit's Internal Revenue Service 501(c)(3) determination letter, board of directors roster, mission statement and financial statement.
- CRPs must get signed Donation Acceptance Agreements from nonprofits receiving product from them.
- CRPs must provide access to the product donation catalog (available on GIKI website and through co-branded Product Donation Update emails) to all qualified 501(c)(3) nonprofit members in their local network.
- CRPs must ensure that all participating nonprofit members are properly vetted.
- CRPs must get a signed Donation Acceptance Agreement from nonprofit members when they receive product and monitor the distribution of products to recipient nonprofit members to ensure they adhere to the Donation Acceptance Agreement.
- CRPs must make unannounced site visits to its recipient nonprofit members to ensure they adhere to the Donation Acceptance Agreement.
- CRPs must publicly recognize and thank donors.
- CRPs must report on their IRS 990 Form and/or Audited Financial Statement non-cash donations (in-kind donations) received through their Gifts In Kind partnership.
- CRPs must adhere to co-branding requirements when conducting any business directly related to Gifts In Kind, for example warehousing and distribution of GIKI product and information.
- CRPs must have and adhere to a nondiscrimination policy such as "No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity available on the basis of race, color, sex, religion, creed, political belief, age, national origin, linguistic and language difference, sexual orientation, socio-economic status, height, weight, marital or familial status, or disability."
- CRPs using the Gifts In Kind name, trademark, and logo must sign and adhere to a License Agreement. To ensure quality, each licensed CRP is required to structure and manage their program on specific standards of operation, which are part of the license agreement.



STEP 4: DONATION ACCEPTANCE AGREEMENT

Read carefully and sign below. This section must be read and signed by an authorized representative of the requesting organization. By accepting the terms and conditions of this agreement, you will be subject to a six month probationary period where by Gifts In Kind International will monitor the procedures and practices of your organization as they relate to Gifts In Kind International donations or communications with Gifts In Kind International donors to determine if you are satisfactorily complying with your obligations set forth hereunder. At the end of this period, Gifts In Kind International will inform your organization by email, fax or letter as to whether it will become an active member affiliate with Gifts In Kind International. During the six month period, Gifts In Kind International can terminate this agreement at any point without cause. Termination can occur by email, letter or fax to the person listed on this application. No portion of your registration fee will be refunded in the event of termination during the probationary period. A member terminated during the probationary period has the right to reapply for membership in the next calendar year. Also, please note that in addition to the above provision, Gifts In Kind International reserves the right to terminate any agreement at any time without cause.

Your organization represents the following:

1. It is an organization described in Section 501(c)(3) of the Federal Internal Revenue Code or a recognized U.S. Indian reservation; and/or is exempt under Section 501(c)(3); and is not a private foundation (other than an operating foundation described in Section 4942(j)(3)).
2. The goods will be used solely for the care of the ill, needy or youth (as those terms are defined in applicable U.S. Treasury regulations).
3. The use of the goods will be related to the purpose of the organization that makes it tax exempt.
4. The use of donated goods does not authorize the organization to sell, trade, barter or otherwise transfer the donated goods for money, property or services performed in order to operate or related to the operation of its offices which includes the sale, trade, bartering or otherwise transfer of the goods to pay any administrative fee to Gifts In Kind International or any shipping charges related or not related to the procurement of donated goods or be used to provide community services as noted in the organization's goals. Donations cannot be used for fundraisers, raffles or auctions; given to volunteers or staff members; or sold in retail stores, on Web sites, in flea markets, or in any other manner. Additionally, product donations cannot be transferred to other nonprofit organizations or groups without advance written permission from Gifts In Kind International. You agree that this restriction may be enforced by a court entering equitable relief including, but not limited to, injunctive relief. Gifts In Kind International reserves the right to limit, restrict or terminate any order of donations requested by your organization at any time without cause and without notice.
5. The organization agrees to maintain adequate books and records of these donations as required by applicable tax regulations and to make such records available upon request to Gifts In Kind International and/or the Internal Revenue Service. The organization agrees to provide complete substantiation of its distribution of all product donations to the Internal Revenue Service and Gifts In Kind International promptly upon request.

Additional terms and conditions:

6. **Non-competive agreement:** The primary business of Gifts In Kind International is the coordination of donor efforts to donate goods for charitable purposes. The continuation of Gifts In Kind International's primary business depends upon recipient organizations refraining from soliciting donations from Gifts In Kind International's donors. Gifts In Kind International and recipient organization agree that recipient organization's solicitation of Gifts In Kind International donors without Gifts In Kind International's prior approval is improper and contravenes the purpose of the Gifts In Kind International -recipient organization relationship formed in this Agreement.
7. The goods cannot be transferred to other nonprofit organizations (or attempt to be transferred) by the organization in exchange for money, property or other services.
8. Anytime during the probation or active period of this agreement, at Gifts In Kind International's expense, your organization and members of its staff, may be subject to a thorough background check. Your organization and staff must fully comply with any requests made by Gifts In Kind International pertaining to information or data needed to conduct a background check.
9. This agreement is construed according to the laws of Virginia.
10. Any goods received from Gifts In Kind International will not be used with the intent or knowledge to commit a terrorist act(s).

Breach of any of your organization's obligations as stated above will entitle Gifts In Kind International to rescind this agreement and recover any and all such goods donated. In this connection, your organization agrees that the remedy of money damages is not exclusive and is inadequate and that Gifts In Kind International will be immediately and irreparably damaged by any such breach. In such event, your organization consents to the imposition of a constructive trust on any and all such goods in favor of Gifts In Kind International and further consents to a temporary, preliminary and permanent injunction in favor of Gifts In Kind International, forbidding your organization from making any disposition of the goods and requiring your organization to return immediately all such goods to Gifts In Kind International, as it directs. Your organization agrees to pay Gifts In Kind International in full for any Expenses, including legal fees, incurred in connection with investigating, preparing for, litigating, or settling any action brought under any breach of an obligation stated above.

Signature of Chief Executive: _____ **Print Name:** _____
Print Title: _____ **Date:** _____