Participation Guidelines for Citrix® Software Product Donation

To participate in the Citrix Donation Program, all organizations must be a registered member of Gifts In Kind International directly or through an affiliate. If you are not currently a Gifts In Kind member, please visit our website and download the membership application at: http://www.giftsinkind.org/charities/?pn=forms.asp.

Eligible organizations must:

- Have nonprofit status under Section 501(c) 3 of the Internal Revenue Service or the equivalent status in the country in which you operate.
- Have annual revenue of less than $5 million**. Note:** *If your organization's annual revenue exceeds $5 million, refer to the Citrix Nonprofit Discount Purchase Program under Gifts In Kind International's special pricing for more information*.
- Provide one of the following community services:
  □ Education (K-20), □ Economic Development, □ Minorities & Diversity Advancement, □ Workforce Readiness, □ Job Development, □ Environmental Stewardship, □ Wellness, □ Science and/or Technology Advancement
- Have sufficient resources to handle the installation and maintenance independently or through a Citrix Reseller.

Description of Software & Licenses Available For Donation

- **Citrix XenApp™ Advanced Edition** - One Year Plan (max 35 licenses) an application delivery system that offers client-side and server-side application virtualization, for optimal application performance and flexible delivery options. Electronic software delivery. **Organizations requesting XenApp products must have sufficient resources to manage the installation and maintenance of the donation through a Certified Citrix Reseller. Upon approval, Citrix will require verification of a contractual relationship with a Certified Citrix Reseller to provide installation, implementation & technical support. Visit www.citrix.com to find a Certified Citrix Reseller near you.*
- **Citrix® GoToMyPC ®** Single User - (max 4 licenses) the easiest-to-use solution for remote, secure, and managed desktop PC access over the Web.
- **Citrix® GoToMeeting®** - (max 1 license) up to 10 meeting attendees - the easiest, most secure and cost-effective solution for conducting online meetings.
- **Citrix GoToWebinar™** - (max 1 license) enables individuals and organizations to easily present, train and demonstrate to large audiences online, significantly expanding the reach of their communication throughout the world
- **Citrix GoToAssist® Express** - (max 1 license) Instantly view and control customer computers with secure, easy-to-use GoToAssist® remote-support technology, proven to Improve call-resolution times, Reduce travel and support costs, Increase customer satisfaction.

Note: *Use of Citrix System software products is subject to acceptance of the end user license agreement included with such products, and use of Online Division services is subject to acceptance of the relevant Citrix services agreement to be provided by Citrix. Technical support is not included with software or license donations. For a complete description of products please visit the Citrix web site www.citrix.com. If you currently have an account with Citrix, you may not request additional products. Please wait until the expiration date of your current licenses and then apply for a donation.*

How to Apply for Citrix Products:
Complete this application in its entirety and please provide Gifts In Kind International with a copy of both your Non-Discrimination Policy and your Audited Financials.

A. CONTACT INFORMATION:

Gifts In Kind Registration #_____
Mandatory for charities registered with Gifts In Kind

EIN #_____
Mandatory for ALL charities

Registered Charity Address	Ship to Address
Legal Name of Registered Charity	Legal Name of Organization
Street Address	Street Address (No PO Boxes)
City, State/Province, Zip/Postal Code	City, State/Province, Zip/Postal Code
Contact Person	Contact Person
Phone Number	Phone Number
Fax Number	Fax Number
E-mail	E-mail

B. ORGANIZATIONAL DESCRIPTION:

1. Please describe your organization's primary mission:

_____

_____

_____

2. Have you received a donation through Gifts In Kind for this product previously?
(Check Yes or No) ☐ Yes ☐ No
Note: *For the Citrix GoTo Series, licenses are renewable up to five years.*

3. Please check your organization's service area (check only one).
☐ Education (K-20)
☐ Workforce Readiness/Job Development
☐ Economic Development
☐ Advancement of Science and/or Technology
☐ Programs for Minorities/Support of Diversity

C. PRODUCT SELECTION:

Please indicate your selection and calculate your administrative fee. Refer to Citrix's web site at www.citrix.com for detailed information and descriptions on available products.

Gifts In Kind charges a nominal administrative fee to cover request processing, shipping, and related costs. No refunds, returns or exchanges will be made on merchandise received.

Title/Description	Standard List Price	Max Allowed	Quantity	GIKI Item #	Admin Fee
*** Citrix XenApp™ Advanced Edition** (maximum 35 licenses)	$345.00	**35**		410909	$15.00 each
Citrix® GoToMyPC ® Single User up to 4 PCs (maximum 4 licenses)	$179.40	**4**		430200	$10.00/PC
Citrix® GoToMeeting® Single User up to 10 attendees	$699.00	**1**		430202	$30.00
Citrix GoToWebinar™ free-one year 1-organizer plans	$1,188.00	**1**		430203	$30.00
Citrix GoToAssist® Express free-one year 1-organizer plans	$660.00	**1**		TBD	$30.00

Beta User? □ Yes □ No

D. PAYMENT:

Make payable to Gifts In Kind International

☐ Visa	☐ MasterCard	☐ American Express	☐ Discover	☐ Wire Transfer	☐ Attached GIKI Credit Voucher	☐ Enclosed Check – Number _____ Amount _____
Card Number				Exp. Date /		Billing Zip Code

Signature

Name as it appears on the card

If you are paying by credit card, complete then fax this signed application and required documentation to: 877-798-3192.

If you are paying by check, complete and send this signed application, required documentation, and check to:
Gifts In Kind International, Attn: Citrix Program, 333 North Fairfax Street, Suite 100, Alexandria, VA 22314

If your organization is selected to receive the donation, expect to receive your request products in four (4) weeks.

If you need further information, please contact the Citrix Donation Manager, Layale Khalaf, at lkhalaf@giftsinkind.org.

DONATION ACCEPTANCE AGREEMENT

Read carefully and sign below. **Note: This section must be read and signed by an authorized representative of the requesting organization**. Gifts In Kind International reserves the right to terminate your organization's registration if your organization does not meet the basic requirements or violates any of the conditions listed below. *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. 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.
6. Non-compete 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