



Volunteers of America Resource Center Membership Application

Please fill out the attached application and submit all requested documentation to: membership@voaches.org

STEP 1: ORGANIZATIONAL INFORMATION

Organization's Name: _____ EIN # or School ID#: _____

Business Address: _____

City: _____ State: _____ Zip Code: _____

Mailing Address: (if different) _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Website: _____

Contact's Name: _____

Contact's Title: _____ E-mail: _____

Chief Executive's Name: _____

Chief Executive's Title: _____ Email: _____

Estimated Number of Clients Served PerMonth: _____

Mission Statement (Attach separate sheet if necessary): _____

Does your organization operate a thrift/restore or host sale events? Yes No

If yes, please provide the address of the store(s) and/or date(s) of events with event address(es) in a separate attachment.

Is your organization a 501(c)(3) Church/Faith Based w/o 501(c)(3) School

STEP 2: REQUIREMENTS

Your organization must submit all required documentation with a completed membership application. Your membership will be denied if this application is not completed or your organization does not meet minimum qualifications. Please include with your application the following:

- Completed Membership Application
- 501(c)(3) Certification from Internal Revenue Service (if applicable)
- Most Recent 990 Form or 990-N E-postcard or Audited Financial Statement (if applicable)
- For churches or faith-based organizations that do not have a 501(c)(3) designation or file a 990 or 990-N, we will contact you directly and request additional supporting documentation (i.e. a group exemption or IRS Exempt Organization Accounts Department LTR4163, etc.).

STEP 3: DONATION ACCEPTANCE AGREEMENT

This Agreement Regarding Good360 Donated Goods (this "Agreement"), effective as of _____ 20____, is entered into by and between Volunteers of America Chesapeake and Carolinas, ("Redistribution Partner"), and _____ ("Recipient Organization").

Redistribution Partner and Recipient Organization may each be referred to herein as a "Party" and together as the "Parties".

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

Recipient Organization acknowledges that it may receive donations from Redistribution Partner of certain items that were first donated to Good360, a Virginia corporation ("Good360"), and, in turn, donated to Redistribution Partner ("Donated Goods") and that Good360 has required that Redistribution Partner obtain the assurances and agreements from Recipient Organization set forth in this Agreement.

Recipient Organization shall:

- a. Become a Good360 member, in accordance with Good360's membership requirements, including agreement to the [Good360 Master Donation Acceptance Agreement](#) provided by Good360. (See step 4, #8)
- b. Inform Redistribution Partner if Recipient Organization is no longer a Good360 member;
- c. Use the Donated Goods for the care of the ill, needy or infants in a manner that alleviates or cures an existing illness, alleviates or satisfies an existing need, or performs parental functions and provides for needs of infants, in each case, as set forth in the IRC regulations and in compliance with IRC § 170(e)(3) and paragraphs (b)(2) and (b)(3) of Internal Revenue Code (IRC) regulations § 1.170-4A;
- d. Provide to Redistribution Partner information regarding Recipient Organization's use of all Donated Goods received by Recipient Organization; and
- e. To the extent required by IRC regulation 1.170A-4A(b)(4), provide to Redistribution Partner acknowledgments of receipt of Donated Goods that include all required information.

Recipient Organization acknowledges that Good360 and the donor of the Donated Goods to Good360 may rely on the information provided by Recipient Organization to Redistribution Partner



and that Redistribution Partner may make such information available to Good360 and Good360's donees, in each case, at Good360's request.

The Parties agree that any and all actions brought to enforce the provisions of this Agreement shall be brought in a court of competent jurisdiction located in the State of Maryland. This Agreement will be governed by and construed according to the laws of the State of Maryland without consideration of any conflicts of laws principles. This Agreement shall be binding upon, and inure to the benefit of, the Parties and their respective heirs, executors or administrators, beneficiaries, personal or legal representatives, successors and assigns. This Agreement does not confer and shall not be deemed to confer or create any rights in and for third parties (other than Good360). This Agreement sets forth all of the promises, agreements, and understandings of the Parties with respect to the matters described herein, and there are no promises, agreements, or understandings, oral or written, express or implied, between them with respect to such matters other than as set forth herein. Any and all prior promises, agreements, and understandings among the Parties with respect to the matters described herein are hereby revoked. The provisions of this Agreement shall be deemed severable, and the invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof. This Agreement shall not be modified or amended except by further writing signed by both Parties. The headings or other captions contained in this Agreement are for convenience of reference only and shall not be used in interpreting, construing, or enforcing any of the provisions of this Agreement.

Good360 Redistribution Partner: *Volunteers of America Chesapeake and Carolinas*

Signature of Representative of Redistribution Partner Date

Printed Name and Title: _____

Recipient Organization: _____

Signature of Representative of Recipient Organization Date

Printed Name and Title: _____

STEP 4: *Volunteers of America Chesapeake and Carolinas* WAREHOUSE POLICIES AGREEMENT

These policies are designed to simplify operations and allow us to provide merchandise to your organization for free or minimal administrative fees. Please help us continue our mission by honoring the policies listed below.

1. **Member Only Visits:** Only authorized members or their designates are allowed in the warehouse to select product (See Step 6).

2. **Payment:** Membership fees are required at time of acquisition. Listed below are the methods of payment

Volunteers of America Chesapeake and Carolinas accepts.

- a. Fill out the attached ACH form to debit your organization's checking account. This will give VOACC the ability to debit your checking account when one of the four authorized members make an acquisition (See Step 8).
- b. Pay with company credit card. NOTE: Must have name of organization on card.
- c. Pay with company check.

3. **Holds:** We do not offer holds on products. Acquired products can be stored for up to 48 hours to allow your organization to arrange pick up. If products are not picked up within 48 hours they will be returned to inventory and members, upon request, can receive 50% of the administrative fee.

4. **Self-Serve:** *Volunteers of America Chesapeake and Carolinas* is primarily a self-serve warehouse to keep costs low. We will help you get items down from our racking, but members need to be prepared to shop and load on their own.

5. **Inspection of Goods:** *Volunteers of America Chesapeake and Carolinas* reserves the right to inspect locations where goods are being stored or used.

As part of *Volunteers of America Chesapeake and Carolinas* local network with Good360 you will have access to product online at <https://store.thevoastore.com> and product that is not available online or that is in smaller quantities. Please call us if you have any questions or product needs. We are happy to be of service to your organization.

By signing below, I agree to the terms and conditions noted above in the *Volunteers of America Chesapeake and Carolinas Warehouse Policies Agreement*.

Signature: _____ **Date:** _____

Print Name: _____ **Title:** _____

STEP 5: Proper Use of Donated Product

- Your organization **may use** donated goods **only** as direct charitable donations to people in need.
- Your organization **must not** sell, trade, barter, or otherwise transfer any donated goods in exchange for money, property, or services. Prohibited transfers include listing the donated goods for sale or trade on websites, in stores, at flea markets, or in any similar manner.
- Your organization **must not** use donated goods for raffles, auctions, or any fundraising activity.
- Your organization **must not** accept anything of value (including voluntary donations) in exchange for the donated goods.
- Your organization **must not** give any donated goods to its volunteers, officers, directors, employees, or contractors for personal use.
- Your organization **must not** return any donated goods to the manufacturer or to any retail store.
- Your organization **must not** give donations to another nonprofit organization or other entity.
- Your organization **must not** redistribute any donated goods to any location outside of the United States (unless Good360 has given written permission in advance).

Corporate donors rely on Good360 and their nonprofit partners to uphold a commitment to high ethical and business standards. These standards ensure that all donations are used as intended to help those in need and that donors' specific requirements for distribution of goods are met. The illicit sale of donated goods is a violation of your contract with *Volunteers of America Chesapeake and Carolinas* and Good360 and has the potential to cause irreparable harm to the donor's reputation, business relationships, and donative intent. Any such breach of trust, therefore, jeopardizes the ability of the entire Good360 network to receive quality, needed goods.

To protect both Good360 and our corporate donors, the Good360 Security and Compliance Team reviews all allegations of product misuse including, but not limited to, the reselling of donated goods. If allegations are found to be valid, **legal actions will be pursued**. If your organization has breached its contract, you may be terminated from *Volunteers of America Chesapeake and Carolinas*, the Good360 network and its participating programs and required to turn any profits over to Good360, to reimburse Good360 for any expenses incurred in replacing the donated goods, and to compensate Good360 for lost relationships with corporate donors caused by your breach.

STEP 6: Authorized Warehouse Visitors

Authorized Visitors of

_____ Member Charity

As of _____
Date

Name _____ Title _____
 Add Remove Update

Phone _____ Email _____

Name _____ Title _____
 Add Remove Update

Phone _____ Email _____

Name _____ Title _____
 Add Remove Update

Phone _____ Email _____

Name _____ Title _____
 Add Remove Update

Phone _____ Email _____

Submitted by:

Name _____

Title _____

Date _____

Internal Use Only: Date Reviewed ____/____/____ Reviewed By: _____

STEP 7: Acceptance of Terms

**Acceptance of Terms to Participation in
Volunteers of America Chesapeake and Carolinas Good360 Program**

I, _____, as the main point of contact for _____
in partnership with *Volunteers of America Chesapeake and Carolinas*, understand and agree to

- Good360's Master Donation Acceptance Agreement.
- Use of donated product as outlined in this membership application.
- *Volunteers of America Chesapeake and Carolinas* warehouse policies agreement.
- Verify that each staff and/or volunteer visitor that pickups, receives and/or distributes donated product received from this program through the non-profit membership with *Volunteers of America Chesapeake and Carolinas* and in partnership with Good360, is aware of the warehouse policies and proper use of donated goods.
- Membership Fee Schedule (please check appropriate box):

<input type="checkbox"/> Annual Revenues Less than \$500K	\$ 100
<input type="checkbox"/> Annual Revenues \$500K - \$1MM	\$ 250
<input type="checkbox"/> Annual Revenues \$1MM - \$5MM	\$ 500
<input type="checkbox"/> Annual Revenues \$5MM - \$10MM	\$ 750
<input type="checkbox"/> Annual Revenues over \$10MM	\$1,000

Recipient Organization: _____

Signature of Representative of Recipient Organization Date

Printed Name and Title: _____

STEP 8: ACH Authorization Form (Optional)

Note: Form must be filled out by authorized signer of organizations account.

I authorize VOACC to initiate either an electronic debit or to create and process a demand draft against my bank account according to the terms outlined below.

I acknowledge that the origination of ACH transactions to my account must comply with the provisioning of United States law.

Terms of Billing:

Starting on ____/____/____ and subsequently debited at any time for the amount owed to merchant for purchases as detailed in Invoices.

Bank Information:

Bank Name _____

Name on Account _____

Phone Number on Account _____

Bank ABA/Routing Number _____

Bank Account Number _____

Bank Account Type: *Checking* or *Savings*

This payment authorization is to remain in full force and effect until _____ notifies *Volunteers of America Chesapeake and Carolinas* of its cancellation by sending written notice in such time and in such manner to allow both *Volunteers of America Chesapeake and Carolinas* and receiving financial institution a reasonable opportunity to act on it.

Date: _____

Printed Name: _____

Signature: _____

STEP 9: Check/Credit Card Payment

- Check
- Credit Card (Please complete information below)

Cardholder Name: _____

Organization Name: _____

Card Number: _____ Exp. Date: ____/____ (MM/YY)

CVC Code: _____ (3-digits MasterCard/Visa/Discover; 4-digits American Express)

Billing Address: _____

City: _____ State: ____ Zip: _____

Signature of Cardholder

____/____/____
Date