

United Way of Northwest Arkansas



LIVE UNITED™

Gifts-In-Kind Warehouse Application 2010

Date:	
Name of Agency/Church:	
Name of program:	
Street address:	
Mailing address:	
City, State, Zip:	
Telephone:	
Fax:	
Website:	
Director/Pastor:	
Cell:	
E-mail:	
Warehouse Contact:	
Telephone:	
Cell:	
E-mail:	

Persons authorized to pick-up products from the Gifts in Kind Warehouse: (Only 4)

Hours of operation: (Must be specific days and times)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Counties Served:	
How many clients do you serve weekly?	
monthly?	
How long has your food pantry/agency been in operation?	
Give a brief description of your services:	
List other products your agency/church distributes to the needy: (other than the Warehouse)	

Required documents for participation in the Gifts in Kind Warehouse:

- 1. Gifts in Kind warehouse application**
- 2. Signature page for Policies and Procedures**
- 3. Special Policies for Churches if applicable**
- 4. "Are You Listed" page**
- 5. copy of 501(c) (3) status from the Internal Revenue Service**

Qualifications

- 1. Agencies must be open for six months**

Fee

Upon approval, then you will be asked to submit payment in the amount of \$180.00. Your agency will be charged \$15.00 each time you access the warehouse, which will be billed quarterly to your agency.

I have read the Polices and Procedures and agree to abide by the rules as listed. (Please do NOT return the Polices and Procedures, they are for your agency's use)

Agency Director/Church Pastor Signature:_____

Print Name:_____

Date:_____

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**United Way of Northwest Arkansas
Gifts In Kind Warehouse
Policies & Procedures
2010**

Getting Started:

- All participating agencies/churches agree to allow the Gifts In Kind Warehouse to periodically monitor the use of donated products for accountability. All agencies may be subject to a **site visit prior to acceptance** to the warehouse.
- All agencies/churches must **maintain adequate records** of donations received and the redistribution of these items. Agencies/Churches must provide proof of its distribution of all product donations to United Way of Northwest Arkansas and/or Gifts In Kind Warehouse promptly upon request.

Access to Warehouse:

- The GIK Warehouse is open on **Tuesday, Wednesday & Thursday at 8:00am, 9:00 am, 10:00am, 11:00am, or 12:00pm for appointments**. Each paid agency is allowed to access the warehouse **once** a week.
- Organizations **MUST** have an appointment to access the warehouse. Appointments can be made by logging onto the United Way of Northwest Arkansas website, www.unitedwaynwa.org. Appointments can be made up to **two weeks** in advance. If you have questions feel free to call (479) 750-1221 or 1-877-750-1221
- If you are unable to keep your appointment, please call **at least one hour prior** to your appointment time to cancel, so this gives another agency the chance to use the appointment time.
- Each agency/Church will be provided with two (2) Membership Cards issued by the United Way of NWA. The Membership Card must be shown each time the warehouse is accessed. Lost cards can be replaced for a \$5.00 fee for each card; you must call ahead of time. **No one will be allowed access to the warehouse without their Membership Card.**
- A maximum of **two (2) people per agency/church** will be allowed in the warehouse at any one time. This is to prevent overcrowding. **Please do not call to see if we have any particular items, we do not know what will be coming in.**
- Only the people who are identified as authorized pick-ups on the application will be allowed into the warehouse. **If personnel changes occur, please contact us so we may make the appropriate changes on your application.** If possible please have an experienced volunteer attend the first visit with the new volunteer.
- **OTHER AGENCIES/CHURCHES ARE NOT ALLOWED TO USE YOUR NAME OR MEMBERSHIP CARDS!!!!**

How to Shop the GIK Warehouse:

1. Be sure to **sign in** at desk
2. Bring a black marker
3. Bags to put your items in
4. Show card

- Bar codes on all items received at the warehouse **must be marked out** prior to merchandise being removed from the building. A vertical slash on the bar code is sufficient. **Failure to do so may result in loss of privileges.**
- Please limit the amount of goods you take to what you can readily use or donate. Because of the increased usage by more groups, we may be forced to limit the amount of products taken out of the warehouse. **Items taken are not to be warehoused or stock piled. They are to be distributed to the needy for immediate use.**
- Help us keep the warehouse clean and orderly by putting trash in proper place.

What to do with the products received:

- **All products received from the warehouse must be used solely for the care of the ill, needy or youth. Failure to do so may result in loss of privileges.**
- Donations must be used by the recipient organization to operate their offices or be distributed directly to those in need **free of charge.**
- **Donations cannot be used for fundraisers, raffles, or auctions; given to volunteers or staff members; sold in retail stores, garage sales or flea markets or thrift stores.**
- The goods received **will not be transferred by this organization in exchange for money, property or other services.**
- All products taken from the warehouse will be related to the purpose of the agency/church which makes it tax exempt under section 501(c) (3) of the Internal Revenue Service Code.
- Agencies/Churches which use donated products for purposes other than those intended **will be removed immediately from the program.**

Other Information to know:

- From time to time all participating groups need to volunteer some time in order to help maintain the warehouse program.
- Please keep a copy of the whole application for your records.
- Your work and efforts are greatly appreciated and we want to assist you in any way we can.

Special Policies for Churches

1. Only churches which have an established food pantry for six (6) months prior to applying for the warehouse will be allowed access.
2. No food pantry can be operated out of a home; the pantry must be located at the church.
3. All items taken from the warehouse are to be distributed to **any** person in need. **Items cannot be limited to congregational members only.**
4. Churches agree to provide the United Way of Northwest Arkansas with the days and hours people in need can receive assistance from their church and be willing to have referrals made to their food pantry. Churches must fill out information sheet for Resource Directory.
5. **Churches may not use the donated items for the general operation of the church, for potlucks or for the operation of a church-sponsored school.**
6. Churches agree to report any changes in the days and hours that food pantry is open.

If you have any questions please call Barbara Smith at 479-750-1221 or 1-877-750-1221

Church Pastor Signature: _____

Print Name _____

Date _____

ARE YOU LISTED?

Is your club, organization, or agency listed in the United Way of Northwest Arkansas
Resource Guide? **Please No Cell or Personal Phone Numbers**

Please Print.

Agency/Club/Organization:			
Also known as:			
Street Address:			
City, State Zip:			
Mailing Address:			
County:			
TDD:		Fax:	
Phone:		Toll free:	
		TTY:	
E-mail:			
Web site:			
Director's Name:			
Hours & Days of Operation:			
Do You Have a Spanish Speaking Person?			
Eligibility Requirements:			
Counties or Cities Served:			
Purpose of Agency/Club/Organization:			
Profit:		Non-Profit:	
		Year Established:	

Mail to: United Way of Northwest Arkansas Fax to: (479) 770-0133
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10/2009